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**Ffurflen Gytundeb Rhaglen Wirfoddoli Cyn-fyfyrwyr (RhWC)**

Diolch yn fawr iawn am wirfoddoli gyda Phrifysgol Aberystwyth, rydym yn gobeithio y bydd hwn yn brofiad gwerth chweil ac o fudd i'ch nodau personol/gyrfa. Mae’r Rhaglen Wirfoddoli Cyn-fyfyrwyr (RhWC) yn ymdrechu i ddarparu gwaith gwirfoddol ystyrlon er budd ein cymuned o gyn-fyfyrwyr yn ogystal â’r Brifysgol a’n myfyrwyr, yn awr ac yn y dyfodol.

Mae’r ffurflen hon yn gytundeb rhyngoch chi fel gwirfoddolwr a Phrifysgol Aberystwyth mewn perthynas â’ch gwaith gwirfoddol.

Bwriad y cytundeb hwn yw egluro eich rôl fel gwirfoddolwr o fewn pob un o'n ceinciau. Mae'r Swyddfa Datblygu a Chysylltiadau Cyn-fyfyrwyr (DARO) wedi ymrwymo i ddarparu'r adnoddau i sicrhau bod eich cyfraniad gwirfoddol yn gadarnhaol, boddhaol a phwrpasol i chi ac i’r Brifysgol.

Cyn llenwi’r ffurflen gytundeb hon, gwnewch yn siŵr eich bod wedi darllen y Llyfryn RhWC i gael rhagor o wybodaeth am bob un o’n ceinciau gwirfoddol:

**MentoriaidAber**

Gweithio gyda myfyrwyr yn unigol, gan gynnig cyngor ac arweiniad arbenigol iddynt trwy’r cynllun fentora neu drwy cynnig lleoliad gwaith haf i fyfyrwyr.

**CyflwyniadauAber**

Cymryd rhan mewn digwyddiadau ar gyfer myfyrwyr a/neu gyn-fyfyrwyr drwy roi cyflwyniad, gweithdy neu fel aelod o banel.

**HyrwyddwyrAber**

Hyrwyddo’r Brifysgol yn ystod digwyddiadau denu myfyrwyr (yma yn Aber neu’n rhyngwladol) neu drwy broffil ysgrifenedig / ar fideo.

**PartneriaidAber**

Ymgynghorwyr penodedig i'r Brifysgol, sy’n gweithio gyda ni mewn partneriaeth i ddatblygu nodau strategol i adrannau yn ogystal ag i’r Brifysgol gyfan.

Cyn cwblhau unrhyw weithgaredd gwirfoddol, gofynnwn i chi ymrwymo i [Bolisi Urddas a Pharch](https://www.aber.ac.uk/cy/hr/info-staff/employment/dignity/) y Brifysgol, ynghyd ag ymgyfarwyddo â Gwerthoedd ac Amcanion Craidd y Brifysgol:

[Cynllun Strategol a Chenhadaeth  : Prifysgol Aberystwyth](https://www.aber.ac.uk/cy/about-us/strategic-plan/)

Dylech hefyd fod yn ymwybodol o'n [Datganiad Diogelu Data](https://www.aber.ac.uk/cy/development/about/data-protection-statement/)

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| **Fel gwirfoddolwr gofynnwn i chi:**  • Ymroi i'ch gweithgaredd gwirfoddol hyd eithaf eich gallu.  • Cwblhau unrhyw hyfforddiant y credwn fydd o gymorth i chi yn eich rôl.  • Dilyn a gweithredu yn unol â rheoliadau, gweithdrefnau a safonau'r Brifysgol, gan gynnwys y gweithdrefnau iechyd a diogelwch.  • Bod yn ymrwymedig i Bolisi Cyfle Cyfartal ac Urddas a Pharch y Brifysgol, ynghyd â dealltwriaeth o werthoedd ac amcanion craidd y Brifysgol.  • Gweithredu'n gyfrifol ac o fewn y gyfraith.  • Cynnal cyfrinachedd gweithgarwch y Brifysgol, y myfyrwyr a’r staff yr ydych yn gwirfoddoli gyda nhw a’n gweithdrefnau. | **Yn gyfnewid, byddwn ni yn:**  **•** Rhoi disgrifiad rôl clir a diffiniedig i chi.  • Rhoi gwybodaeth am waith, polisïau a gweithdrefnau’r Brifysgol.  • Cynnig hyfforddiant (pan fo angen) a chefnogaeth ar gyfer eich rôl.  • Parchu eich sgiliau a'ch urddas.  • Parchu a gwrando ar eich adborth, gan roi gwybod i chi am unrhyw newidiadau.  • Ymdrechu i ddatrys unrhyw bryderon yn brydlon ac yn deg, yn unol â’n gweithdrefn gwyno.  • Annog profiad cadarnhaol a chefnogol i'r gwirfoddolwr.  • Ar gais, byddwn yn darparu llythyrau geirdau ar gyfer pobl sydd wedi gwirfoddoli gyda ni. |

Ar ôl darllen a llofnodi, dychwelwch y ffurflen wedi'i chwblhau atom drwy e-bostio [alumni@aber.ac.uk](mailto:alumni@aber.ac.uk)

**Dywedwch wrthym amdanoch chi'ch hun**

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| Enw llawn (yn ogystal ag enwau eraill os yn berthnasol e.e. os gwnaethoch gofrestru fel myfyriwr gydag enw gwahanol) |  |
| Dyddiad geni |  |
| Pwnc gradd a lefel |  |
| Blwyddyn Graddio |  |
| URL LinkedIn Personol (os yw’n berthnasol) |  |
| Pa wlad / rhanbarth ydych chi wedi'ch lleoli ar hyn o bryd? |  |
| Beth yw teitl eich swydd bresennol ac enw eich cyflogwr presennol? |  |

A fyddech cystal â dweud wrthym am eich profiadau ers gadael y Brifysgol a pham fod gennych ddiddordeb mewn gwirfoddoli gyda ni:

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| **Ticiwch y ceinc(iau) a ddewiswyd gennych:**  MentoriaidAber  CyflwyniadauAber  HyrwyddwyrAber  PartneriaidAber    **Cytunwyd gan Gwirfoddolwr Cyn-fyfyrwyr**  Enw llawn:  Dyddiad: | **Cytunwyd gan y Swyddfa Datblygu a Chysylltiadau Cyn-fyfyrwyr (DARO)**  **Cadarnhewch eich bod yn:**   |  |  | | --- | --- | | Hapus gyda'r wybodaeth a ddarparwyd a deall y disgwyliadau arnoch chi fel Gwirfoddolwr ar eich dewis geinc(iau) |  | | Yn fodlon cydymffurfio â Pholisi Urddas a Pharch y Brifysgol |  | | Hapus i unrhyw ddyfyniadau, recordiadau fideo a ffotograffau a gymerir ohonoch gael eu defnyddio yn yr holl ddeunyddiau marchnata a hyrwyddo ar holl lwyfannau printiedig a digidol Prifysgol Aberystwyth |  |   Lois Roberts,  Rheolwr Ymgysylltu â Chyn-fyfyrwyr |

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**Alumni Volunteering Programme (AVP) Agreement form**

Diolch yn fawr iawn - Thank you very much for volunteering with Aberystwyth University, we hope that this will be an enjoyable and rewarding experience and beneficial to your own personal/career goals. The Alumni Volunteering Programme (AVP) strives for meaningful voluntary work to benefit our alumni community as well as the University and our current / future students.

This form is an agreement between yourself as a volunteer and Aberystwyth University in relation to your voluntary work.

The intention of this agreement is to highlight your role as a volunteer within each of our strands. The Development and Alumni Relations Office (DARO) are committed to providing you with the tools for positive, rewarding and purposeful engagement with the University to ensure your voluntary contribution is worthwhile.

Before completing this agreement form, please ensure you have read the AVP Booklet for further information on each of our volunteering strands:

**AberMentors**

Working with a student(s) 1-2-1, offering them bespoke advice and guidance through our mentoring scheme or through offering a summer placement opportunity.

**AberPresents**

Participating at student and/or alumni events, delivering a presentation, workshop or as a panel member participant.

**AberChampions**

Championing the promotion of the University during recruitment events (at Aber or internationally)​ or through a written / filmed profile.

**AberPartners**

Appointed advisers to the University, working with us in partnership to develop departmental as well as University-wide strategic goals.

Before completing any volunteering activity, please be committed to the University’s [Dignity and Respect Policy](https://www.aber.ac.uk/en/hr/info-staff/employment/dignity/) together with an understanding of the University’s Values and Core Objectives: [Strategic Plan & Mission  : Aberystwyth University](https://www.aber.ac.uk/en/about-us/strategic-plan/#transformational)

Please also be aware of our [Data Protection Statement](https://www.aber.ac.uk/en/development/about/data-protection-statement/#how-we-collect-information)

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| **As a volunteer we ask that you:**  • Engage with your volunteering activity to the best of your ability.  • Complete any training that we think will help you in your role.  • Follow and operate within the University’s regulations, procedures and standards, including health and safety procedures.  • To be committed to the University’s Equal Opportunities and Dignity and Respect Policy, together with an understanding of the University’s values and core objectives.  • Act responsibly and within the law.  • Maintain the confidentiality of the University’s activity, the students and staff you volunteer with and our procedures. | **In return we will:**  • Give you a clear and defined role description.  • Give information about the University’s work, policies and procedures.  • Offer training (when required) and support for your role.  • Respect your skills and dignity.  • Respect and listen to your feedback, keeping you informed of any changes.  • Strive to resolve any concerns promptly and fairly, in line with our complaint’s procedure.  • Encourage a positive and supportive volunteer experience.  • On request, we will provide personal references for people who have actively volunteered with us. |

Once signed, please return the completed form to us by emailing [alumni@aber.ac.uk](mailto:alumni@aber.ac.uk)

**Tell us about yourself**

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| --- | --- |
| Full name (as well as other names if applicable e.g. if you enrolled as a student with a different name) |  |
| Date of Birth |  |
| Degree subject and level |  |
| Graduation Year |  |
| LinkedIn Personal URL (if applicable) |  |
| Which country / region are you currently based? |  |
| What is your current job title and name of your current employer? |  |

Please could you tell us about your experiences since leaving the University and why you are interested in volunteering with us:

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**Please confirm that you are:**

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| Happy with the information provided and understand what is expected of you as a Volunteer on your chosen strand(s) |  |
| Willing to comply with the University’s Dignity and Respect Policy |  |
| Happy for any quotations, video and photo recordings taken of you to be used in all marketing and promotional materials on all printed and digital Aberystwyth University platforms |  |

**Please tick your chosen strand(s):**

AberMentors

AberPresents

AberChampions

AberPartners

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| **Agreed by Alumni Volunteer**  Full name:  Date: | **Agreed by Development and Alumni Relations Office (DARO)**  Lois Roberts,  Alumni Engagement Manager |