

Opportunity Registration

The information you provide on this form will be used by us to match volunteers for this opportunity. It is important that the information you provide is as accurate as possible. You should try to make the opportunity sound interesting, appealing and worthwhile since this will help us a great deal in attracting volunteers. Due to pressure of work we are unable, in most cases, to make changes to the information you provide. We reserve the right to make changes to the information when it is entered into our database. Incomplete or poorly completed forms may be returned to you.

The National Volunteering Database (NVD)

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (www.do-it.org.uk) where they are able to search the database to find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above will be sent to the NVD until you have provided us with details of a volunteering opportunity. When you do this you have the option to request that the opportunity is not uploaded to the NVD.

In a very limited number of cases we may opt to upload not only the name of your organisation but contact details for a volunteering opportunity as well. (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. Again, you have the right to request that we don't upload details of the opportunity.

It is in your interest to make this opportunity sound interesting enough to attract volunteers to become involved.

Organisation details are registered with us on a separate form.

Office use only

Organisation name.....

Internal ID.....

Opportunity Information

Please answer all questions on this form. Incomplete forms may be rejected and returned to you.

Organisation name.....

Opportunity Title

Please provide a short and appealing title for this opportunity

.....
.....

This is the actual address where the opportunity is based.

Address.....

Address.....

Address (Town).....

Address (County).....

Postcode.....

Geographical area: (Office use only).....

Contact name.....

This is assumed to be the person a volunteer would need to contact

Main telephone.....

Fax.....

Email.....

When Required

Start date..... End date.....

Times for the opportunity

Please tick each box when volunteers will be required or circle ALL

All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

Description of the Opportunity

Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. This statement is what we will principally use to encourage volunteers to become involved in this opportunity.

(This statement may appear on the National Volunteering Database on the Internet).

Skill & Qualifications Required

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity.

(This statement may appear on the National Volunteering Database on the Internet).

Directions

Please provide some brief directions on finding the opportunity.

(For example: Next to Tesco or On the Godlington Industrial Estate or By no 53 bus to Didchester and then ask for the Town Hall)

(This statement may appear on the National Volunteering Database on the Internet).

Areas of Interest & Type of Activity

Areas of Interest

Please tick any of the following that apply to the opportunity:

Animals	<input type="checkbox"/>
Art and Culture	<input type="checkbox"/>
Children and Youth	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Disaster Relief	<input type="checkbox"/>
Domestic Violence	<input type="checkbox"/>
Drugs and Addictions	<input type="checkbox"/>
Education and Literacy	<input type="checkbox"/>
Elderly	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Families	<input type="checkbox"/>
Gay, Lesbian, Bi and Transsexual	<input type="checkbox"/>
Health and Hospital and Hospices	<input type="checkbox"/>
Heritage	<input type="checkbox"/>
Homeless and Housing	<input type="checkbox"/>
Human and Civil Rights	<input type="checkbox"/>
International Aid and Disaster Relief	<input type="checkbox"/>
Legal Aid and Justice	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Millennium Volunteers	<input type="checkbox"/>
Museums	<input type="checkbox"/>
Politics	<input type="checkbox"/>
Prisoners and Ex-Offenders	<input type="checkbox"/>
Race and Ethnicity and Refugees	<input type="checkbox"/>
Religion	<input type="checkbox"/>
Sport and Outdoor Activities	<input type="checkbox"/>
Women's Groups	<input type="checkbox"/>

Type of Activity

Please tick any of the following that apply to the opportunity:

Administration	<input type="checkbox"/>
Advice Work and Counselling	<input type="checkbox"/>
Architecture and Building Work	<input type="checkbox"/>
Art	<input type="checkbox"/>
Befriending	<input type="checkbox"/>
Business and Management	<input type="checkbox"/>
Campaigning and Lobbying	<input type="checkbox"/>
Caring	<input type="checkbox"/>
Catering	<input type="checkbox"/>
Community Work	<input type="checkbox"/>
Computers and Technology	<input type="checkbox"/>
Driving	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>
Finance Work	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>
Hostel Work	<input type="checkbox"/>
Languages	<input type="checkbox"/>
Legal Work	<input type="checkbox"/>
Marketing and PR and Media	<input type="checkbox"/>
Practical Work and DIY	<input type="checkbox"/>
Retail and Charity Shops	<input type="checkbox"/>
Teaching and Training	<input type="checkbox"/>
Under 16 Volunteering	<input type="checkbox"/>

Specials and Recruitment

Please tick any that apply

Do any of these apply?		Recruitment method:	
Cares Inc	<input type="checkbox"/>	Application form	<input type="checkbox"/>
Community Service	<input type="checkbox"/>	Informal discussion	<input type="checkbox"/>
Community Transport	<input type="checkbox"/>	Interviews	<input type="checkbox"/>
Help Service	<input type="checkbox"/>	Not know	<input type="checkbox"/>
	<input type="checkbox"/>	Other	<input type="checkbox"/>
	<input type="checkbox"/>	Police check	<input type="checkbox"/>
	<input type="checkbox"/>	References	<input type="checkbox"/>
	<input type="checkbox"/>	Trial period	<input type="checkbox"/>

Arrangements

Please provide details of the arrangements made under each heading below

Age/gender restrictions:

.....
.....

Disabled access:

.....
.....

Equal opportunities policy:

(Is one available? Please don't write one here!)

.....
.....

Expenses:

.....
.....

Induction:

.....
.....

Insurance cover:

.....
.....

Training:

.....
.....

Any other arrangements:

.....
.....

We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at the do-it web site. This would make details of this opportunity available to thousands of potential volunteers. If you do not want this opportunity included on the NVD please tick the box.

We do not want this opportunity included on the National Volunteering Database:

Signed.....

Name.....

Organisation.....

Date.....