

Registration Form for Organisations

(Note: if you are already registered with the Volunteer Centre go straight to page 2 to register your opportunity)

DETAILS OF THE ORGANISATION

Name: _____ *If registered, Charity No.:* _____

Address: _____

Town: _____ County: _____ Postal Code: _____

Geographical Area: *(i.e. where you are based)*

Tel.: _____ Fax: _____

Email: _____ Website: _____

Directions: *(i.e. how to get there)*

Contact: _____ Title: _____

First Name: _____ Surname: _____

Salutation: _____ Job Title: _____

Tel.: _____ Fax: _____

Email: _____ Website: _____

Mission Statement: *(i.e. purpose of your organisation or objectives)*

Activities of the Organisation: *(Please note this will be given out to prospective volunteers)*

Register Opportunity

Organisation Name: _____

Opportunity Title: _____

Address of the Opportunity: *(if same as head office, leave blank)* _____

Town: _____ County: _____ Postal Code: _____

Geographical Area of Opportunity: *(if same as head office, leave blank)*

Contact for this Opportunity: *(if same as head office, leave blank)* Title: _____

First Name: _____ Surname: _____

Salutation: _____ Job Title: _____

Tel.: _____ Fax: _____

Email: _____ Website: _____

Availability:
Ongoing Yes / No: _____ *(If –No- please indicate)* Start Date: _____ End Date: _____

| | Sat | Sun | Mon | Tue | Wed | Thurs | Fri |
|-----|-----|-----|-----|-----|-----|-------|-----|
| AM | | | | | | | |
| PM | | | | | | | |
| EVE | | | | | | | |

Please tick appropriate boxes

Description of the Opportunity *(Please Note: This information will be given to prospective volunteers)*

Skills/Qualifications required

Directions: *(i.e. how to get there- if same as head office leave blank)*

Please categorise your opportunity:

| Area of Benefit/Interest: Please tick appropriately | Type of Activity: Please tick appropriately |
|--|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Art and Culture | <input type="checkbox"/> Advice Work and Counselling |
| <input type="checkbox"/> Children and Youth | <input type="checkbox"/> Architecture and Building Work |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Art |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Befriending |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Business and Management |
| <input type="checkbox"/> Drugs and Addictions | <input type="checkbox"/> Campaigning and Lobbying |
| <input type="checkbox"/> Education and Literacy | <input type="checkbox"/> Caring |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Community Work |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Finance Work |
| <input type="checkbox"/> Families | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Gay, Lesbian, Bi and Transsexual | <input type="checkbox"/> Hostel Work |
| <input type="checkbox"/> Health and Hospital and Hospices | <input type="checkbox"/> Languages |
| <input type="checkbox"/> Heritage | <input type="checkbox"/> Legal Work |
| <input type="checkbox"/> Homelessness and Housing | <input type="checkbox"/> Marketing and PR and Media |
| <input type="checkbox"/> Human and Civil Rights | <input type="checkbox"/> Practical Work and DIY |
| <input type="checkbox"/> International Aid and Disaster Relief | <input type="checkbox"/> Retail and Charity Shops |
| <input type="checkbox"/> Legal Aid and Justice | <input type="checkbox"/> Teaching and Training |
| <input type="checkbox"/> Mental Health | |
| <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 | |

| Do any of these apply? Please tick appropriately | What Recruitment Process will you use for this opportunity: Please tick appropriately |
|--|---|
| <input type="checkbox"/> 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 Known |
| <input type="checkbox"/> Millennium Volunteers | <input type="checkbox"/> Other |
| <input type="checkbox"/> Youth Volunteering | <input type="checkbox"/> Police Check |
| <input type="checkbox"/> | <input type="checkbox"/> References |
| <input type="checkbox"/> | <input type="checkbox"/> Trial Period |

| Arrangements: | Details: |
|-------------------------------|-----------------|
| Age/Gender Restrictions | |
| Disabled Access | |
| Equal Opportunities Policy | YES / NO |
| Expenses | |
| Induction | |
| Insurance Cover | YES / NO |
| Training | |
| <i>(Add new if necessary)</i> | |

Do you want your opportunity to be promoted on the National Volunteer Database (www.Do-it.org.uk)? YES / NO

I confirm that the details are correct, and that I am happy for the Volunteer Centre and Millennium Volunteers to promote this opportunity on behalf of my organisation.

Name of Authorised Signatory

Authorised Signature

Please return this form to:

Volunteer Centre North Warwickshire
White Hart House
Long Street
Atherstone
Warwickshire
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