

Dacorum Volunteer Bureau
The Porch
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DACORUM COMMUNITIES LEARNING
LOCAL PEOPLE, LOCAL GROUPS, LOCAL LEARNING

BOOKING FORM - PLEASE RETURN TO DVB BY APRIL 23rd

I would like to reserve a place at the Dacorum Volunteer Organisers Forum on 30th June

Name:	Contact phone no:	
Role within the organisation eg volunteer co-ordinator		
Are you a volunteer yourself?	Yes	No
How long have you been involved in working with volunteers? (please circle number of years)	more than 5yrs / 4yrs / 3yrs / 2 yrs / 1yr or less	
Organisation: Address:		
email address:		

WORKSHOP CHOICES

- * Please indicate below your level of interest in possible workshops.
- * Please rank 1st to 4th, and return this form to DVB by April 23rd.
- * Confirmation of booking and finalised programme will be sent out by the middle of June.

- Drawing up & using a simple volunteering policy
- Getting volunteers on board - writing task descriptions, advertising effectively and making contact
- Selecting the right volunteers - interviewing & sometimes saying "no"
- Supporting volunteers - what support do they need, and how will you provide it?

Any other requests for topics to cover at future Forum meetings?

Signed _____

Date _____