

In which areas is this voluntary opportunity applicable? Please tick all that apply.

Broxbourne		North Herts		Stevenage	
Dacorum		Royston		Three Rivers	
Hertsmere		St Albans		Watford	
Welwyn Hatfield (VB)					

Please remember that the Volunteer Centre does not screen or vet any volunteer who comes through them, and that it is the responsibility of individual organisations to operate appropriate selection and supervision procedures, in line with recommended good practices in the management of volunteers.

For more information on selecting volunteers, please contact the Volunteer Centre.

Voluntary Opportunity Registration

Organisation

Opportunity Title *(Please provide a short and appealing title for this opportunity e.g. home visitor, telephone help line volunteer, gardener, receptionist, counsellor)*

.....

Address *(where the opportunity is based. Leave blank if same as organisation address)*

.....

Post code

Geographical area

Contact name (for this opportunity)

Tel no. Fax

email (Please update us if this changes)

Volunteer commitment

Please specify the commitment needed by the volunteer. Please tick relevant box(es)

Full time	An activity requiring a commitment of 30 hours or more per week	
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days a week	
Short Term	An activity requiring a commitment of a few hours to 1 or 2 days Time to time volunteering – with a specific beginning and end	

Opportunity dates

Does the opportunity take place on a specific date(s)? If on one day only, please write the same date for the start and end date.

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

When are volunteers needed?

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Mornings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any / Flexible	<input type="checkbox"/>						

Please give actual times of sessions, if appropriate (e.g. 11.30am – 3.00 pm)

.....

Web advertising dates

Please give the dates you require this opportunity to be advertised on do-it.org.
If ongoing please give an end date a year ahead.

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

Full description of the Opportunity (web information)

Make this interesting and appealing. This statement will be used to encourage volunteers to become involved in this opportunity and will appear on the do-it database.

Short description of the opportunity (web/mobile phone information)

Please provide a shorter version of the opportunity description for publishing on other platforms such as mobile phones and iDTV (interactive digital TV). Max 250 characters inc spaces
(We would recommend being really brief – just think about the mobile phone screen size!)

Skills / Qualifications Required (web information)

Please provide details of any skills or qualifications needed to participate in this opportunity. e.g. *listening skills, clean driving licence, general people skills*

Directions (web information)

Please provide directions on the location of the opportunity e.g. bus routes.

Areas of Interest Please tick any of the following that apply to the opportunity:	Type of Activity Please tick any of the following that apply to the opportunity:
<ul style="list-style-type: none"> <input type="checkbox"/> Animals <input type="checkbox"/> Art & culture <input type="checkbox"/> Children <input type="checkbox"/> Disability <input type="checkbox"/> Disaster relief <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Drugs & addictions <input type="checkbox"/> Education & Literacy <input type="checkbox"/> Elderly <input type="checkbox"/> Emergency Services <input type="checkbox"/> Employment <input type="checkbox"/> Environment <input type="checkbox"/> Families <input type="checkbox"/> Gay, Lesbian, Bi & Transsexual <input type="checkbox"/> Health / Hospital & Hospices <input type="checkbox"/> Heritage <input type="checkbox"/> Homeless & Housing <input type="checkbox"/> Human & Civil Rights <input type="checkbox"/> International Aid <input type="checkbox"/> Legal Aid & Justice <input type="checkbox"/> Mental Health <input type="checkbox"/> Mentoring <input type="checkbox"/> Millennium Volunteers (16-25) <input type="checkbox"/> Museums <input type="checkbox"/> Music <input type="checkbox"/> Politics <input type="checkbox"/> Prisoners & ex-offenders <input type="checkbox"/> Race / Ethnicity / Refugees <input type="checkbox"/> Religion <input type="checkbox"/> Sport & Outdoor activities <input type="checkbox"/> Women's Groups <input type="checkbox"/> Youth <p>Please use tick boxes sparingly and make your opportunity as specific as possible!</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Administration <input type="checkbox"/> Advice, Information & Support <input type="checkbox"/> Architecture & Building Work <input type="checkbox"/> Art <input type="checkbox"/> Befriending & Buddying <input type="checkbox"/> Business, Management & Research <input type="checkbox"/> Campaigning & Lobbying <input type="checkbox"/> Caring <input type="checkbox"/> Catering <input type="checkbox"/> Community Work <input type="checkbox"/> Computers / Technology / Web Design <input type="checkbox"/> Counselling <input type="checkbox"/> Driving <input type="checkbox"/> Employee / Group Volunteering <input type="checkbox"/> Entertainment <input type="checkbox"/> Finance Work <input type="checkbox"/> First Aid <input type="checkbox"/> Fundraising <input type="checkbox"/> Gardening <input type="checkbox"/> General & helping <input type="checkbox"/> Hostel Work <input type="checkbox"/> Languages <input type="checkbox"/> Legal Work <input type="checkbox"/> Local events <input type="checkbox"/> Marketing, PR & Media <input type="checkbox"/> Mentoring <input type="checkbox"/> Music <input type="checkbox"/> National / International events <input type="checkbox"/> Officials <input type="checkbox"/> Practical Work & DIY <input type="checkbox"/> Retail & Charity Shops <input type="checkbox"/> Sports Development <input type="checkbox"/> Teaching, Training & Coaching <input type="checkbox"/> Trusteeship & Committee Work <input type="checkbox"/> Under 16 Volunteering <input type="checkbox"/> Youth work

Additional / specific suitabilities

Is the opportunity suitable for any of the following groups?
Please tick as many as are relevant.

16 – 17 year olds	
18 – 25 year olds	
Employee volunteering	
Groups – small (2 – 10)	
Groups – medium (10 - 25)	
Groups – large (25 – 40)	
Groups – very large (40+)	
Family volunteering	

Recruitment

Please tick any that apply

Recruitment method:	
Application form	
Informal discussion	
Interviews	
Not known	
Other	
CRB check	
References	
Trial period	

Arrangements

If appropriate, please provide details of the arrangements made under each heading below

Gender restrictions?

Age limits? Upper limit.....yrs Lower limit.....yrs

Disabled access / toilets? **Yes / No**.....

Equal opportunities policy? **Yes / No**

Do you offer expenses? **Yes / No**

Travel / petrol.....Telephone.....Meals.....

Induction for new volunteers? **Yes / No**

Insurance cover? Yes / No

Training / Support? **Yes / No**

(Please give details including dates of next training course if appropriate)

Health & Safety Policy / training? Yes / No

Complaints procedure? Yes / No

Any other arrangements: (e.g. support meetings /social events)

.....
.....
.....

Are there opportunities for volunteers with extra support needs? Yes / No
(this includes people with learning disabilities, mental ill health, physical disabilities etc.)

If yes, please contact the Volunteer Centre for information about supported volunteering

If driving is part of the voluntary work, please specify

Must a volunteer be insured for voluntary driving? Yes / No.
Is volunteer's own transport required? Yes / No

If yes to above, any specific type of vehicle needed? e.g. estate / 4 door etc.....

Is a particular licence required? e.g. full / HGV.....

Is any special insurance required?

do-it website

We are increasingly recruiting new volunteers through the do-it.org web site. This represents a great opportunity to make people aware of your organisation and the help you need. So unless you notify us otherwise, details of your vacancies will be uploaded to:-

The National Volunteer Database on do-it web site (www.do-it.org.uk)

None of your contact details are included - just the name of your organisation and the voluntary opportunity. If you **do not want** this opportunity included please tick the box:-

We do not want this opportunity included on the website:

Signed.....

Name.....

Organisation.....

Date.....

