



Voluntary Opportunity Registration

Organisation:

In which areas is this voluntary opportunity applicable? (Please tick boxes)

Broxbourne		North Herts		Stevenage	
Dacorum		Royston		Three Rivers	
Hertsmere		St Albans		Watford	

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

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

.....

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)

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Is the voluntary vacancy: On going / regular **or** "Time to Time"

If the vacancy has a beginning and end date please state:

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

Description of the Opportunity

Make this interesting, appealing and short like an advert!

Skills / Qualifications Required

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity. *e.g. listening skills, clean driving licence, general people skills*

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Directions

Please provide some brief directions on the location of the opportunity e.g. a bus route.

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Areas of Interest Which are the <u>main areas of interest</u> associated with this voluntary vacancy?	Type of Activity Which are the <u>most important activities</u> associated with this voluntary vacancy? (choose 5 maximum)
Animals	Administration
Art & Culture	Advice, Information and Support
Children	Architecture & Building Work
Disability	Art
Disaster Relief	Befriending & Buddying
Domestic Violence	Business, Management & Research
Drugs and Addictions	Campaigning & Lobbying
Education & Literacy	Caring
Elderly	Catering
Emergency Services	Community Work
Employment	Computers, Technology & Website design
Environment	Counselling
Families	Driving
Gay, Lesbian, Bi & Transsexual	Employee & Group Volunteering
Health & Hospital & Hospices	Entertainment
Heritage	Finance Work
Homeless & Housing	First Aid
Human & Civil Rights	Fundraising
International Aid	Gardening
Legal Aid & Justice	General & helping
Mental Health	Hostel Work
Mentoring	Languages
Museums	Legal Work
Music	Local events
Politics	Marketing, PR & Media
Prisoners & Ex-Offenders	Mentoring
Race & Ethnicity & Refugees	Music
Religion	National / International events
Sport & Outdoor Activities	Officials
Women's Groups	Practical Work and DIY
Youth	Retail & Charity Shops
	Sports development
	Teaching, Training & Coaching
	Trusteeship & Committee Work
	Under 16 Volunteering
	Youth work

Recruitment

Please tick any that apply

Recruitment method:	
Application form	
Informal discussion	
Interview	
Not know	
Other	
Criminal Record Bureau check (disclosure)	
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

Please specify: Travel / petrol.....Telephone.....Meals.....

Induction for new volunteers? Yes / No

Insurance cover? Yes / No

Training? Yes / No (Please give dates of next training course)

Health & Safety Policy / training? Yes / No

Complaints procedure? Yes / No

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

Does your organisation have opportunities for young volunteers? Yes / No

If yes, in which age range? Under 18 18-24 Both Neither

Are there opportunities for volunteers with extra support needs? Yes / No

(this includes people with learning disabilities, mental ill health, physical disabilities etc.)

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.

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

Is any special insurance required?

Websites

We are increasingly recruiting new volunteers from web sites. 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 the 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 for some specific reason, you **do not want** this opportunity included please tick the box below.

We do not want this opportunity included on the websites:

Signed.....

Name (PRINT).....

Date.....

Email

Organisation name.....

Organisation address

Web site

Please return this form to your nearest Volunteer Centre.

If you have indicated that these details need to be registered with other Volunteer Centres, we will ensure that the registration details are shared

