

## 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](http://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.

### WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:

**Involve**, Amber House, Market Street, Bracknell, Berkshire, RG12 1JB.

Tel: 01344 304404 or email [reception@involve.community](mailto:reception@involve.community)

#### 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

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.....

*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**.....

**Can these contact details be given to potential volunteers?** YES/NO <sup>delete</sup>

as appropriate

**When Required** *(These are the dates between which the opportunity will be advertised on the website)*

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

<b>Areas of Interest</b>	<b>Type of Activity</b>
Please tick a maximum of <b>five</b> of the following that apply to the opportunity:	Please tick a maximum of <b>five</b> of the following that apply to the opportunity:
Animals	Administration
Art and Culture	Advice, Information and Support
Children	Architecture and Building Work
Disability	Art
Disaster Relief	Befriending and Buddying
Domestic Violence	Business, Management and Research
Drugs and Addictions	Campaigning and Lobbying
Education and Literacy	Caring
Elderly	Catering
Emergency Services	Community Work
Employment	Computers, Technology and Website Design
Environment	Counselling
Families	Driving
Gay, Lesbian, Bi and Transsexual	Employee and Group Volunteering
Health and Hospital and Hospices	Entertainment
Heritage	Finance Work
Homeless and Housing	First Aid
Human and Civil Rights	Fundraising
International Aid	Gardening
Legal Aid and Justice	General and Helping
Mental Health	Hostel Work
Mentoring	Languages
Millennium Volunteers	Legal Work
Museums	Local Events
Music	Marketing, PR and Media
Politics	Mentoring
Prisoners and Ex-Offenders	Music
Race and Ethnicity and Refugees	National and International Events
Religion	Officials
Sport and Outdoor Activities	Practical Work and DIY
Women's Groups	Retail and Charity Shops
Youth	Sports Development
	Teaching, Training and Coaching
	Trusteeship and Committee Work
	Under 16 Volunteering
	Youth Work

**Recruitment Process**

Please tick any that apply (*These lists can be amended to suit your organisation*)

Recruitment method:	
Application form	
Informal discussion	
Interviews	
Disclosure & Barring Clearance	
References	
Trial period	
Other	

**Arrangements**

Please provide details of the arrangements made under each heading below

**Age/gender restrictions:**

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**Disabled access:**

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**Equal opportunities policy:** (Is one available? Please don't write one here!)

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**Expenses:**

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**Induction:**

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**Insurance cover:**

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**Support on offer:**

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**Training:**

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**Any other arrangements:**

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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**..... **Date**.....

**Name**.....

**Organisation**.....