

Notes on Completing Organisation Registration and Opportunity Registration Forms

Data protection: These forms are designed to link directly with the National Volunteering Database (NVD). The NVD is used by Volunteer Centres across the country to register organisations and volunteering opportunities which are then available to the public from the do-it website. The heading and statements that you are asked to complete are as they would be shown on the NVD and, therefore cannot be altered. All of the information is kept on paper files and on computer. The information on the forms may be given to people who require information on services or volunteering opportunities provided by your organisation.

www.do-it.org.uk

The information you give is entered on to NVD and unless you indicate otherwise, is uploaded regularly on to the national do-it web site (www.do-it.org.uk)

We suggest you look at the do-it site before completing the forms as you will see how the information that we get from you is uploaded onto the website.

Volunteers can complete an on-line form and their details are sent to us via do-it. We then give your contact details. You will not receive do-it enquiries directly. This is to ensure that home addresses of voluntary organisations are not given out over the Internet. This also ensures that we can keep statistics on who contacts us as a result of searching the Internet.

Organisation Registration Form (white)

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; and the activities of the organisation. None of these 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 (p.4 Opportunity Registration Form) **We do not register any organisation that does not cover its volunteers with adequate insurance.** Therefore, it is up to organisations to ensure they have adequate insurance cover. We strongly recommend you reimburse, at the least, travel expenses to volunteers.

Opportunity Registration Form (blue)

You need to complete one form for each opportunity. There is no need to complete the same contact details again unless they are different for different opportunities. We cannot change “**areas of interest**” or “**type of activity**”. You can tick as many boxes as you think relate to your opportunity. It is important that the information you provide is as accurate as possible

Description of the opportunity – You should try to make the opportunity sound interesting, appealing and worthwhile since this will help us a great deal in attracting volunteers. We reserve the right to make changes to the information when it is entered into our database.

Age/gender restrictions - Please indicate lower and upper age limits (if you have them). Please note that insurance cover is sometimes different for younger/older people. The Volunteer Centre West Wiltshire is a service of the Volunteer Centre Swindon which is signed up to Volunteering England’s code of practice on age discrimination in volunteering. Generally, insurance cover is not regarded as a sufficient excuse. Where appropriate, we are very interested in promoting volunteering opportunities for young people aged 14+.

It is important to note that we do not take up references or CRB check potential volunteers.

If you have any queries, please do not hesitate to contact us. Once they are completed please return them to us in the envelope provided.