

Office use only
Opportunity no

Opportunity Registration Form

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.

This is where the volunteering takes place. If based at volunteer's own home, please tick

Address

Address

Address (town)

Address (county)

Postcode

Office use only
Geographical area
.....

Contact name

.....
This is assumed to be the person a potential volunteer would need to contact

Main telephone no Fax

Email

Volunteer Commitment

Please specify below the commitment needed from the volunteer. This information will be used to advertise the opportunity on the v portal. Please tick the relevant box(es)

Short term	An activity requiring a commitment of a few hours to 1 or 2 days	
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days per week	
Full time	An activity requiring a commitment of 30 hours or more per week	

Specific opportunity dates

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

Start date		End date	
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Times for the opportunity

Please tick each box when volunteers will be required or circle ALL

ALL	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Am							
Pm							
Evening							

If the opportunity is at times by agreement, please circle ALL and clarify in the Description box on the next page.

Web Advertising Dates

These are the dates between which the opportunity will be advertised on do-it.org.uk

Start date		End date	
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Description of the Opportunity

Please provide us with a description of what the volunteer will be doing. 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).

Short description of the opportunity

Please provide us with a shorter version of your opportunity description, for publishing on other platforms such as mobile phones and iDTV (interactive digital television) – 250 character limit (including spaces)

Skills and Qualifications required

Please provide us with details of any skills or qualifications that volunteers may need.

(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 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).

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Areas of Interest <i>Please tick any of the following that apply to the opportunity</i>	
Animals	
Art and Culture	
Children	
Disability	
Disaster Relief	
Domestic Violence	
Drugs and Addictions	
Education and Literacy	
Elderly	
Emergency Services	
Employment	
Environment	
Families	
Gay, Lesbian, Bi and Transsexual	
Health and Hospital and Hospices	
Heritage	
Homeless and Housing	
Human and Civil Rights	
International Aid	
Legal Aid and Justice	
Mental Health	
Mentoring	
Millennium Volunteers	
Museums	
Music	
Politics	
Prisoners and Ex-Offenders	
Race and Ethnicity and Refugees	
Religion	
Sport and Outdoor Activities	
Women's Groups	
Youth	

Type of Activity <i>Please tick any of the following that apply to the opportunity</i>	
Administration	
Advice, Information and Support	
Architecture and Building Work	
Art	
Befriending & Buddying	
Business, Management and Research	
Campaigning and Lobbying	
Caring	
Catering	
Community Work	
Computers, Technology and Websites	
Counselling	
Driving	
Employee and Group Volunteering	
Entertainment	
Finance Work	
First Aid	
Fundraising	
Gardening	
General and Helping	
Hostel Work	
Languages	
Legal Work	
Local Events	
Marketing, PR and Media	
Mentoring	
Music	
National and International Events	
Officials	
Practical Work and DIY	
Retail and Charity Shops	
Sports Development	
Teaching, Training and Coaching	
Trusteeship and Committee Work	
Under 16 Volunteering	
Youth Work	

Additional / Specific Suitabilities

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

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

Specials and Recruitment

Please tick any that apply

Recruitment method:	
Application form	
Informal discussion	
Interviews	
Not known	
Other	
CRB Check	
References	
Trial Period	

Do any of these apply?	
Cares Inc	
Community Service	
Community Transport	
Ex offenders	
Help Service	
Special Needs	

Arrangements

Please provide details of the arrangements made under each heading below

Age / gender restrictions: <i>(please explain the reason for any restriction)</i>
Disabled access:
Equal opportunities policy: <i>(is one available? please don't write one here)</i>
Health & Safety policy: <i>(do you have one?)</i>
Expenses:
Induction:
Insurance cover: <i>(are your volunteers covered?)</i>
Support on offer: <i>(who will provide support to the volunteer?)</i>
Training
Any other arrangements: <i>(will the volunteer be volunteering alone or with others?)</i>

Driving vacancies only

Need own car		Will provide minibus training	
Needs to drive minibus		Must have four doors	

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. We will put Voluntary Action Kennet as the contact, to ensure privacy of home addresses. If you do not want this opportunity included on the National Volunteering Database please tick the box.

We do not want this opportunity included on the National Volunteering Database:

Signed:

Date:

Name: *(please print name)*

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On behalf of Organisation