

Registration form for volunteer Opportunities

Please complete a separate form for each different type of opportunity

Organisations Name:

Opportunity Title: Please give a short and appealing title for this opportunity

Address:

Town:

County:		Postcode:	
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Geographical Area: The area the opportunity covers	
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Contact Name: (The person who has responsibility for volunteer recruitment)

Telephone:		Fax:	
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Email:

When required	Start Date:		End Date:	
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Times for the opportunity (tick each box when volunteers are required or circle **all** if flexible.)

ALL	Sat	Sun	Mon	Tue	Wed	Thurs	Fri
AM							
PM							
EVE							

Time Commitment	
Full time	
Part time	
Short term	

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 be become involved in this opportunity and will appear on Vale Volunteers and do-it websites and in the Time Givers Guide (We reserve the right to edit).

Skills and Qualifications Required: provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity. This information will appear on Vale Volunteers and do-it website.
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Directions: Please provide some brief directions i.e. bus route (this will appear on the do-it web site).

Please tick any of the following that apply to this opportunity

Areas of Interest	tick	Type of Activity	tick
Animals		Administration	
Art and Culture		Advice Work, Information & Support	
Children		Architecture & Building Work	
Disability		Art	
Disaster Relief		Befriending/Buddying	
Domestic Violence		Business, Management & Research	
Drugs and Addictions		Campaigning and Lobbying	
Education and Literacy		Caring	
Elderly		Catering	
Emergency Services		Computers & Web design	
Environment		Coaching, Teaching & Training	
Families		Community Work	
Gay, Lesbian, Bi and		Counselling	
Health and Hospital and		Driving	
Heritage		Employee/Group Volunteering	
Homelessness and Housing		Entertainment	
Human and Civil Rights		Finance Work	
International Aid and Disaster		First Aid	
Legal Aid and Justice		Fundraising	
Mental Health		Gardening	
Mentoring		Hostel Work	
Music		Languages	
Museums		Legal Work	
Prisoners and Ex-Offenders		Local Events	
Politics		Marketing, PR and Media	
Race and Ethnicity and		Mentoring	
Religion		Music	
Sport and Outdoor Activities		National/ International Events	
Women's Groups		Practical Work and DIY	
Youth		Retail and Charity Shops	
		Sport Development	
		Teaching Training & Coaching	
		Trusteeship/Committee work	
		Youth Work	

Arrangements: Please provide details under each heading below

Is this Opportunity suitable for volunteers of:	16 – 17 years	<input type="checkbox"/>
	18 – 25 years	<input type="checkbox"/>

Is this Opportunity suitable for Employee volunteers	Large groups (25 – 40)	<input type="checkbox"/>
	Medium groups (10 – 25)	<input type="checkbox"/>
	Small Groups (2 – 10)	<input type="checkbox"/>
	Very large groups (40+)	<input type="checkbox"/>

Application Form	<input type="checkbox"/>	Criminal Record Check	<input type="checkbox"/>
Informal Interview	<input type="checkbox"/>	References	<input type="checkbox"/>
Interview	<input type="checkbox"/>	Trial Period	<input type="checkbox"/>

Age Restrictions	Minimum	Maximum
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Gender Restrictions	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
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About your organisation Please circle as appropriate and provide extra information if necessary

Do your premises have toilet facilities for wheelchair users?	Yes/No
Are the premises where this opportunity will take place wheelchair accessible?	Yes/No
Do you have an Equal Opportunities Policy?	Yes/No
Do you have Insurance cover for volunteers?	Yes/No
Could this opportunity be done from home?	Yes/No
Do you pay volunteers expenses? Organisations that do not cover out of pocket expenses will not be referred volunteers who are unable to cover their own costs.	Yes/No
Do you give Induction Training?	Yes/No
Do you provide other training? (please specify)	Yes/No

Any other arrangements: (please give details)

We post all opportunities in our 'Time Givers Guide', and to www.do-it.org.uk and www.valevolunteers.org.uk **This opportunity will be included unless you state otherwise.**

I Do Not want this opportunity entered on to the following (please tick).

Do-It website **Vale Volunteers Web site** **Time Givers Guide**

If you recruit volunteers in other areas of Buckinghamshire and would like this opportunity to be registered with other volunteer centres please tick the appropriate box and we will forward this opportunity to the appropriate centre.

Chiltern and South Bucks District Wycombe District Milton Keynes

Signature:	Date:
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Return form to: Vale Volunteers, 8A Temple Square, Aylesbury, Bucks, HP20 2QH

September 2007