

# opportunity registration

Please read this information carefully before you fill out and return this form

## What we do with this information

The information you provide on this form will be used to match volunteers with this opportunity. It is important that the information you provide is as accurate as possible. You should try to 'sell' the opportunity by making it 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.

When you have completed this form please return it to:  
Freepost RLZJ-AREZ-RAYY,  
Volunteer Centre Project,  
London, SW2 5TU

## About 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:

1. The names of the organisation
2. The purpose (mission statement) of the organisation
3. The activities of the organisation

None of the above will be sent to 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 the organization 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 organization 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.

**Please answer all questions on this form as incomplete forms may be rejected and returned to you**

Organisation name.....

Opportunity title.....

There are thousands of opportunities with titles like 'admin' on the NVD, try to be more descriptive, 'admin in a marketing department' is much more likely to attract interest than plain 'admin'.

Address (where the opportunity is based).....

.....

.....Postcode.....

Contact Name (person volunteer will contact).....

Main telephone..... Email.....

When required (these are the dates the opportunity will be advertised on the website)

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

ALL	Mon	Tue	Wed	Thur	Fri	Sat	Sun
AM							
PM							
EVE							

Description of the opportunity (this statement may be used on the National Volunteering Database on the internet to encourage volunteers to become involved in the opportunity, you should make it as interesting and appealing as possible)

<b>Areas of interest, please tick any of the following that apply to the opportunity</b>		<b>Areas of activity, please tick any of the following that apply to the opportunity</b>	
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 Addiction		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 Activity		Practicle Work and DIY	
Women's Groups		Retail and Chrity Shops	
Youth		Sport Development	
		Teaching, Training and Coaching	
		Trusteeship and Committee Work	
		Under 16 Volunteering	
		Youth Work	

Skills and qualifications required for volunteer to participate in this opportunity  
(This may appear on the National Volunteering Database on the internet)

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Special arrangements and recruitment. Please tick any of the boxes that apply to your organisation  
 You can add any items that apply to your organisation that are not on the list

Do any of these apply:	Recruitment Method:
Cares Inc	Application Form
Community Service	Informal Discussion
Community Transport	Interview
Help Service	Police Check
	References
	Trial Period

**Please provide details of the arrangements made under each heading below**

Age/gender restrictions.....  
 .....

Disabled access.....  
 .....

- Equal opportunities policy    Yes             No
- Expenses                            Yes             No
- Induction                            Yes             No
- Insurance cover                    Yes             No

Support on offer.....  
 .....

Training.....  
 .....

Other arrangements.....  
 .....

We normally post volunteering opportunities to the National Volunteer Database (NVD) which appears on the internet on 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

Signature..... Date.....

Name.....

Organisation.....