

Office use only:

Date received:

Date on V Base:



Opportunity Registration Form

Complete this form to provide details of your available volunteer opportunities. You will also need to complete the organisation registration form if you have not previously registered with us. Please provide accurate information and make the opportunity sound interesting and appealing to volunteers to maximise interest in the position. In most cases we will not make changes to the information you provide but reserve the right to make changes if necessary.

Organisation and opportunity details

Name of organisation:
Opportunity title:
Address where the opportunity is based (leave blank if the same as main organisation address):
Postcode:

Geographical area:

- | | |
|---|--|
| <input type="checkbox"/> Brixton | <input type="checkbox"/> Norwood (including West Norwood and Gipsy Hill) |
| <input type="checkbox"/> Clapham | <input type="checkbox"/> Stockwell and Oval |
| <input type="checkbox"/> Herne Hill/Tulse Hill | <input type="checkbox"/> Streatham (including Hill and Vale) |
| <input type="checkbox"/> North Lambeth (Waterloo, Kennington, Vauxhall) | <input type="checkbox"/> Other London borough |
| | <input type="checkbox"/> Outside London |

Contact details for role (leave blank if the same as organisation contact)

Main contact name:	Telephone:
Email Address:	Fax:

When are volunteers required (If the opportunity is flexible, tick all boxes)

	Sat	Sun	Mon	Tues	Weds	Thurs	Fri
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If this is a one off opportunity please specify the start and end date below

Dates: Start _____ Finish _____

If there is a deadline for applying for this role please specify the date here: _____

Description of opportunity

This is your chance to sell the opportunity so please make it attractive to potential volunteers. Please include if there is a minimum time commitment requested.

--

We advertise your volunteering opportunities on the National Volunteering Database which appears on the web (www.do-it.org). If you don't want your information on this website please tick here

Skills/qualifications required for the role

Directions (leave blank if same as main organisation directions)

Areas of interest

Please tick all that apply to this role:

- | | |
|---|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Homeless/Housing |
| <input type="checkbox"/> Art and Culture | <input type="checkbox"/> Human/Civil Rights |
| <input type="checkbox"/> Children | <input type="checkbox"/> International Aid |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Legal Aid/Justice |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Drugs and Addiction | <input type="checkbox"/> Museums |
| <input type="checkbox"/> Education/Literacy | <input type="checkbox"/> Music |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Prisoner/Ex offenders |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Ethnic groups/Refugees |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Families | <input type="checkbox"/> Sport/Outdoor Activity |
| <input type="checkbox"/> Gay/Lesbian/Bisexual/Transsexual | <input type="checkbox"/> Women's Groups |
| <input type="checkbox"/> Health & Hospitals | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Heritage | |

Please complete the back page

Activity

Please tick all that apply to this role:

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Advice/Information and Support | <input type="checkbox"/> General and Helping |
| <input type="checkbox"/> Architecture and Building Work | <input type="checkbox"/> Hostel Work |
| <input type="checkbox"/> Art | <input type="checkbox"/> Languages |
| <input type="checkbox"/> Befriending/ Buddying | <input type="checkbox"/> Legal work |
| <input type="checkbox"/> Business, Management & Research | <input type="checkbox"/> Local events |
| <input type="checkbox"/> Campaigning/ Lobbying | <input type="checkbox"/> Marketing, PR and Media |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Music |
| <input type="checkbox"/> Community Work | <input type="checkbox"/> National Events |
| <input type="checkbox"/> Computers, IT, and Web Design | <input type="checkbox"/> Practical Work/DIY |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Retail/Charity Shops |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Sport Development |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Teaching, Training, Coaching |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Trustee and Committee Work |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Youth Work |
| <input type="checkbox"/> Fundraising | |

Volunteers with additional needs

Would you consider offering this opportunity to someone with additional support needs? (For example, ex-offenders, someone with learning disabilities, mental health needs or someone with English as a second language).

- Yes, on a case by case basis No

Recruitment method

Please tick all that apply:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Application form | <input type="checkbox"/> CRB Check |
| <input type="checkbox"/> Informal discussion | <input type="checkbox"/> Trial period |
| <input type="checkbox"/> Interviews | <input type="checkbox"/> Other |
| <input type="checkbox"/> References | |

Other (please give details)

Are there any restrictions for who can take part (age, gender)? _____

Is there disabled access? _____

What volunteer expenses do you cover (travel, lunch, childcare)? _____

What training will the volunteer receive for this role? _____

Print _____

Sign _____

Date _____

Please return your completed form to: Volunteer Centre Lambeth, 95 Acre Lane, Brixton, SW2 5TU, Email: volunteering@lambethvac.org.uk Fax: 020 7737 4328