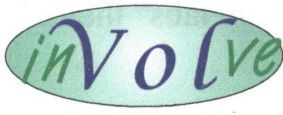


Date received:
Date entered on Vbase:

Opp:
Org:



Voluntary Action in Mid Devon

Including Mid Devon's Council for Voluntary Service
and Tiverton & Cullompton Volunteer Bureaux.

28 Gold Street, Tiverton, Devon EX16 6PY Tel: 01884 255734 / 254023 Fax: 01884 232198
email: maymay.knight@involve-middevon.org.uk

Volunteering Opportunity Registration

The information you provide on this form will be used by us to match volunteers for this opportunity. It is important that the information you provide is as accurate as possible. You should try to make the opportunity 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. However we reserve the right to make changes to the information should we deem it necessary. Incomplete or poorly completed forms may be returned to you.

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) 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:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above 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.

In a very limited number of cases we may opt to upload not only the name of your organisation 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 organisation 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.

It is in your interest to make this opportunity sound interesting enough to attract volunteers to become involved.

Organisation details are registered with us on a separate form.

WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:

Maymay Knight
Volunteer Bureau Co-ordinator
Involve
28 Gold Street
Tiverton
EX16 6PY

Opportunity Information

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)

.....

Opportunity Address

This is the actual address where the opportunity is based.

Address.....

Address.....

Address (Town).....

Address (County).....

Postcode(*important – please complete*).....

Geographical area: (Office use only).....

Contact name.....

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

Main telephone.....

Fax.....

Email.....

When Required

These are the dates between which the opportunity will be advertised. Ongoing opportunities can be advertised for a maximum of 12 months. You will then be contacted to review / renew opportunity.

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

Times for the opportunity

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

All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

Areas of Interest & Type of Activity

Type of Activity	Areas of Interest
Please tick any of the following that apply to the opportunity:	Please tick any of the following that apply to the opportunity:
Animals	Administration
Art and Culture	Advice Work
Children	Architecture and Building Work
Disability	Art
Disaster Relief	Befriending and Buddying
Domestic Violence	Business, Management and Research
Drugs and Addictions	Campaigning and Lobbying
Education and Literacy	Caring
Elderly	Catering
Employment	Community Work
Environment	Computers, Technology and Website Design
Families	Counselling
Gay, Lesbian, Bi and Transsexual	Driving
Health and Hospital and Hospices	Employee and Group Volunteering
Heritage	Entertainment
Homeless and Housing	Finance Work
Human and Civil Rights	First Aid
International Aid	Fundraising
Legal Aid and Justice	Gardening
Mental Health	General and Helping
Mentoring	Hostel Work
Millennium Volunteers	Languages
Museums	Legal Work
Music	Local Events
Politics	Marketing, PR and Media
Prisoners and Ex-Offenders	Music
Race and Ethnicity and Refugees	National and International Events
Religion	Officials
Sport and Outdoor Activities	Practical Work and DIY
Women's Groups	Retail and Charity Shops
Youth	Sports Development
	Teaching, Training and Coaching
	Trusteeship and Committee Work
	Under 16 Volunteering
	Youth Work

Recruitment

Please tick any that apply

Recruitment method:			
Application form		Police Check	
Informal discussion		Trial period	
Interviews		Other	
References			

Description of the Opportunity

Please provide us with a 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 become involved in this opportunity.
(This statement may appear on the National Volunteering Database on the Internet).

Skill & Qualifications Required

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity.
(This statement may appear on the National Volunteering Database on the Internet).

Arrangements

Please provide details of the arrangements made under each heading below

Age/gender restrictions:

.....
.....

Disabled access:

.....
.....

Equal opportunities policy: (Is one available? Please don't write one here!)

.....
.....

Expenses:

.....
.....

Induction:

.....
.....

Insurance cover:

.....
.....

Support on offer:

.....
.....

Training:

.....
.....

Any other arrangements:

.....
.....

We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at www.do-it.org.uk. 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:

'Involve – Voluntary Action in Mid Devon' is registered under the Data protection Act and is committed to upholding the eight principles of good information handling practice.

I agree that *'Involve'* may hold this information on its volunteer database and pass it onto potential volunteers and bona fide enquirers.

Signed..... **Date**.....

Name.....

Position.....

Organisation.....