

## 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. 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.

### **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:

- 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:**

**Involve**, The Courthouse, Broadway, Town Square, Bracknell, RG12 1AE

Tel: 01344 304404 or email [reception@involve.community](mailto:reception@involve.community)

### **Opportunity Information**

Please answer all questions on this form. Incomplete forms may involve us having to come back to you for more information.

<b>Organisation name</b>	
<b>Opportunity title</b> <small>Please provide a <b>short</b> and appealing title for this opportunity</small>	
<b>Are you a registered charity?</b> <b>Charity number:</b>	
<b>Contact name</b>	
<b>Main telephone</b>	
<b>Email</b>	
<b>Can these contact details be given to potential volunteers? YES/NO</b>	
<b>When Required</b> <small>(These are the dates between which the opportunity will be advertised on the website)</small>	
<b>Start date</b>	<b>End date</b>

**Times for the opportunity**

Please tick each box when volunteers will be required or highlight **ALL**

All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

**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.*

**What are you looking for?**

*What can you offer a potential volunteer? What are you looking for in a volunteer? Describe how you can benefit from each other.*

**Practical Considerations**

*Please provide us with details of any skills or qualifications that volunteers may need to take part in this opportunity and also some brief directions on finding the opportunity.*

## Requirements

Please tick ✓ the following that apply to the opportunity:

	Relevant Qualification or Training		Own Vehicle or access to a vehicle		Must live or work locally		Driving Licence
	Will require a Criminal Record Check		Can drive a mini bus		Will require References		Own computer or secure access to one

## Suitabilities

Please tick the following that apply to the opportunity:

### Type of Volunteer:

Older People		People Seeking Work		16-17 year old		Family		Over 18s		People with restricted mobility	
School Students		Under 16s		18-25 years old		Employee volunteers		People with a hearing impairment			
University Students		With Friends		People with a visual impairment							

### Type of Opportunity:

Event		From Home		From your office		Groups		Indoor		Long term commitment	
Online		Outdoor		Micro		Short term commitment					

### Suitable for volunteers interested in:

Please tick a maximum of **five** of the following that apply to the opportunity:

	Media		Heritage		Performance		Recreation
	Marketing		Literacy		Drama		Poverty
	Health & Safety		Libraries		Sports		Disaster Relief
	IT		Environment		Craft		Unemployed
	Legal		Animals		Music		International Aid
	Retail		Wildlife		Art		Emergency Services
	Education		Conservation		Film		Food Banks
	Museums		Festivals		Public Events		Refugees
	Women		immigrants		Justice		Homeless
	Men		Housing		Politics		Crisis Support
	LGBT		Hunger		Civil Rights		Race & Ethnicity
	Faith		Crime		Prisoners		Ex-offenders
	Victim Support		Veterans		Addiction		Human Rights
	Mental Health		Disability		Social Care		Domestic Violence
	Older People		Hospices		Medicine		Armed Forces
	Families		Events		Children		Young people

### What Skills will they gain?

Please tick a maximum of **five** of the following that apply to the opportunity:

	Design		Creative		Catering		Cleaning & tidying
	Craft		Building work		Leadership		Outdoor work
	Photography		Carpentry		Teamwork		Managing people
	Governance		Organising		Web design		Electronics
	IT		Reasoning		Maths		Reading & writing

Counselling	Listening	Negotiating	Talking to others
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**What Skills should they have?**

Please tick a maximum of **five** of the following that apply to the opportunity:

Design	Creative	Catering	Cleaning & tidying
Craft	Building work	Leadership	Outdoor work
Photography	Carpentry	Teamwork	Managing people
Governance	Organising	Web design	Electronics
IT	Reasoning	Maths	Reading & writing
Counselling	Listening	Negotiating	Talking to others

**What activities will they do?**

Please tick a maximum of **five** of the following that apply to the opportunity:

Stewarding	Policing	Gardening	Construction
Retail	First Aid	Design	DIY/ Odd jobs
Outdoors	Driving	Catering	Financial Control
Management	Interpretation	Legal work	Accountancy
Translation	Lobbying	Marketing	Business Development
Fundraising	Campaigning	Social media	Administration
Receptionist	Research	Trusteeship	Mentoring
Counselling	Hostels	Care work	Befriending
Support work	Food banks	Escorting	Providing advice
Technology	IT	Training	Web Development
Teaching	Coaching	Youth work	Virtual Volunteering

<b>Where is the opportunity located?</b>	
<b>Address</b>	
<b>Town</b>	
<b>Postcode</b>	
<b>Website Address</b>	
<b>Facebook Page Address/Link</b>	
<b>Twitter Page Address/Link</b>	
<b>Number of Volunteers</b>	
<b>Are you happy for us to advertise this opportunity on social media? YES/NO</b>	

**When sending this back to us, please attach an updated version of your organisations logo and also your Volunteer Application Form. If you do not send an application form to us we will ask volunteers to fill out our volunteer application form instead.**

I have attached or included an updated version of our logo	I have attached our application form for you to send to potential volunteers	I have not attached an application form but I am happy for you to send potential volunteers <b>involve's</b> application form
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<b>Signed</b>		<b>Date</b>	
<b>Name</b>			
<b>Organisation</b>			