

Organisation Details:
Name of organisation:
Address:
Postcode (<i>essential information for the database</i>):
Telephone contact number/s:
Volunteer co-ordinator:
Contact Name:
Job Title:
E-mail:
Website address:

Organisation Purpose or Mission Statement:

Activities of Organisation:

Directions:

Volunteering Opportunity
Title (<i>i.e. play worker, shop worker, befriender</i>):
Address (if different from Organisation Address):

Full description of volunteer duties:

Please copy this form for additional vacancies

Skills/ qualifications required:

Skills/ qualifications required:

Times volunteers required: Flexible

Monday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Tuesday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Wednesday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Thursday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Friday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Saturday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Sunday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>

Hours required - Minimum:
Maximum:
Area of Interest: (you can tick more than one)

Animals/Environment	<input type="checkbox"/>	Homeless and Housing	<input type="checkbox"/>
Children	<input type="checkbox"/>	International Aid	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Legal Aid and Justice	<input type="checkbox"/>
Drugs & Addictions	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Education & Literacy	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	Millennium Volunteers	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Museum	<input type="checkbox"/>
Families	<input type="checkbox"/>	Prisoner and Ex-Offenders	<input type="checkbox"/>
Gay, Lesbian, Bi, Transsexual	<input type="checkbox"/>	Race, Ethnicity and Refugees	<input type="checkbox"/>
Health, Hospitals and Hospices	<input type="checkbox"/>	Sports and Outdoor Activities	<input type="checkbox"/>
Human and Civil Rights	<input type="checkbox"/>	Women's Groups	<input type="checkbox"/>
Heritage/Art/Culture/Music	<input type="checkbox"/>	Youth	<input type="checkbox"/>

Type of Activity: (you can tick more than one)

Administration	<input type="checkbox"/>	Gardening	<input type="checkbox"/>
Advice Work/Counselling	<input type="checkbox"/>	General and Helping	<input type="checkbox"/>
Art	<input type="checkbox"/>	Hostel Work	<input type="checkbox"/>
Befriending and Budding	<input type="checkbox"/>	Languages	<input type="checkbox"/>
Business, Management, Research	<input type="checkbox"/>	Legal Work	<input type="checkbox"/>
Campaigning and Lobbying	<input type="checkbox"/>	Local Events	<input type="checkbox"/>
Caring	<input type="checkbox"/>	Marketing, PR, Media	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Music	<input type="checkbox"/>
Community work	<input type="checkbox"/>	National and International Events	<input type="checkbox"/>
Computers, Technology, Web design	<input type="checkbox"/>	Officials	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Practical Work and DIY	<input type="checkbox"/>
Employee & Group Volunteering	<input type="checkbox"/>	Retail and Charity Shops	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Teaching, Training and Coaching	<input type="checkbox"/>
Finance Work	<input type="checkbox"/>	Trusteeship and Committee Work	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Under 16 Volunteering	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Youth Work	<input type="checkbox"/>

Recruitment methods:			
Telephone contact	<input type="radio"/>	Police check	<input type="radio"/>
Informal discussion	<input type="radio"/>	Trial period	<input type="radio"/>
Application form	<input type="radio"/>	Taste sessions	<input type="radio"/>
Interview	<input type="radio"/>		
References	<input type="radio"/>		
Other:.....			

What kind of supervision and support do you offer?

Good Practice Arrangements:	
Age / gender restrictions:	
Disabled access:	
Equal Opportunities policy:	
Expenses:	
Insurance:	
Training:	
How do you initially contact your volunteers? <i>(phone or post)</i>	

Important Information

Whilst all Volunteer Development Agencies accept their responsibility to act reasonably and carefully in referring a volunteer, they act as a signposting agency. As the potential user of a volunteer’s services a volunteer involving organisation will uniquely know about the nature of its activities, services and clients in a way the VDA cannot. The primary responsibility for the recruitment and selection rests with the volunteer involving organisation. It is reasonable to expect this responsibility to include decisions on determining the personal information required from potential volunteers. This information should come from a detailed reference request from a volunteer involving organisation made about a specific volunteer against a specific opportunity. This VDA does not take up references on potential volunteers or conduct police checks on your behalf.

Signed:
Print: Date: