

OPPORTUNITY REGISTRATION

Organisation:	
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In which districts is this voluntary opportunity applicable? Please X relevant boxes

Broxbourne & East Herts		North Herts		Stevenage	
Dacorum		Royston		Three Rivers / Watford	
Hertsmere		St Albans		Welwyn Hatfield	

Opportunity Title - up to 70 characters only Please provide a short and appealing title for this opportunity which is clear and easy for volunteers to understand e.g. home visitor, telephone help line volunteer, gardener, receptionist, counsellor

Title:	
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Address including postcode of where the opportunity is based. Leave blank if same as organisation address.

Address:			
	Postcode:		

Please provide the contact details for the person dealing with this volunteering opportunity

Title:	Mr.		Mrs.		Miss		Ms.	
First name:								
Surname:								
Job Title:								
Telephone:								
Email:								

Volunteer Commitment i.e. Full Time, Part Time or Short Term. Please X relevant boxes

Full Time	Part time	Short Term
30 hours per week or more	Regular commitment of a few hours a week up to 2 or 3 days a week	An activity with a specific beginning and end date.
Number of hours required:		

Opportunity Dates - if the vacancy has a beginning and end date please state

Start date:		End date:	
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When are volunteers needed? Please **X** each box when required or by 'ALL'. These times will help a volunteer decide if they are available and avoid wasting time.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
EVE							

Web Advertising Dates. We usually advertise volunteering opportunities for one year so please let us know the beginning and end dates for this opportunity, if they are for a shorter term

Start date:		End date:	
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Short Description of the Opportunity with a maximum of 300 characters

Make this interesting, appealing and short. This statement will be the first that the volunteer sees about the opportunity on the do-it website – www.do-it.org.uk. To attract volunteers, it must be interesting, appealing and encapsulate the job and the skills required.

Fuller Description of the Opportunity with a maximum of 2000 characters. This expands on the short description and can include more detail such as hours, training, tasks, skills required etc.

(We reserve the right to edit your statement before we advertise it.)

Skills / Qualifications Required Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity e.g. listening skills, clean driving licence, general people skills

Skills:	
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Directions Please state whether to use Organisation’s directions or provide some brief directions on the location of the opportunity e.g bus route

Directions:	
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Areas of Interest: Please X the most important areas of interest that apply to this opportunity. Please make your opportunity as specific as possible by ticking a maximum of 5 boxes. The fewer the better!

Animals		Human & Civil Rights	
Art & Culture		International Aid	
Children		Legal Aid & Justice	
Disability		Mentoring	
Disaster Relief		Mental Health	
Domestic Violence		Millennium Volunteers	
Drugs & Addictions		Museums	
Education & Literacy		Music	
Elderly		Politics	
Employment		Prisoners & Ex-Offenders	
Environment		Race, Ethnicity & Refugees	
Families		Religion	
Gay, Lesbian, Bi & Transsexual		Sport and Outdoor Activities	
Health, Hospital & Hospices		Women’s Groups	
Heritage		Youth	
Homeless & Housing		Other (please indicate)	

Type of Activity: Please **X** - **up to 5** of the most important activities that apply to this opportunity.

Administration		Gardening	
Advice Work		General and helping	
Architecture & Building Work		Hostel work	
Art		Languages	
Befriending/buddying		Legal work	
Business, management and research		Local events	
Campaigning & Lobbying		Marketing/PR and media	
Caring		Music officials	
Catering		National/international events	
Community Work		Practical work and DIY	
Computers/Technology/web design		Retail and charity shops	
Driving		Sports development	
Employee/group volunteering		Teaching and training/coaching	
Entertainment		Trusteeship/committee work	
Finance		Under 16 volunteering	
First Aid		Youth work	
Fundraising		Other (please give details)	

Additional / specific suitability

Please mark as many additional descriptions or specific suitabilities as apply.

For 16 – 17 year olds									
For 18 – 25 year olds									
For Employee Supported Volunteering									
For Groups:	<table border="1"> <tr> <td>Large 25 - 40</td> <td></td> <td>Medium 10-25</td> <td></td> <td>Small 2 - 10</td> <td></td> <td>Large 40+</td> <td></td> </tr> </table>	Large 25 - 40		Medium 10-25		Small 2 - 10		Large 40+	
Large 25 - 40		Medium 10-25		Small 2 - 10		Large 40+			
For people with extra support needs									
For unemployed people									
Short Term / One off event									
Olympic 2012 inspired opportunity									

Specials

Is this opportunity suitability for volunteers with extra support needs? Yes / No

(includes people with learning disabilities, recovering from mental ill health, physical disabilities etc.)
Please be in touch if you would like to discuss this.

Is this opportunity suitable for family volunteering ? Yes / No

Please be in touch if you would like to discuss this.

Recruitment - please mark any that apply

Recruitment method:	
Application form	
CRB check	
Informal discussion	
Interviews	
Not known	
Other	
References	
Trial period	

OPPORTUNITY ARRANGEMENTS

Please indicate which of these procedures and policies apply to volunteers:-

Arrangements / Policies	Yes	No
Gender restrictions		
Age limits. If yes, please give upper and lower limits		
Complaints procedure		
Disabled Access		
Equal Opportunities		
Expenses e.g. for travel		
Health & Safety Policy / training		
Induction		
Insurance		
Volunteering Policy / Guidelines		
Training (please give next dates if appropriate)		
Support on offer (meetings / social events)		

If driving is part of the voluntary work, please specify

Must a volunteer be insured for voluntary driving?	Yes	No
Is volunteer's own transport required?	Yes	No
If yes to above, any specific type of vehicle needed? e.g. estate/4 door		
Is a particular licence required? e.g. full / HGV	Yes	No
Is any special insurance required?	Yes	No

Volunteer Management. Volunteer Centres can help with template documents and general guidance on volunteer management. Please look at the website for details (www.volunteeringherts.org) or be in touch with your nearest Centre.

Websites. We are increasingly recruiting new volunteers through the Internet. This represents a great opportunity to make people aware of your organisation and the help you need. So unless you notify us otherwise, details of your vacancies will be uploaded to the National Volunteer Database on the do-it web site (www.do-it.org.uk)

None of your contact details are included - just the name of your organisation and the voluntary opportunity. If for some specific reason, you **do not want** this opportunity uploaded to this website please **X** the box below.

We do not want this opportunity included on the websites: <input type="checkbox"/>	
Signed:	
Name:	
Organisation:	
Date:	



Thank you for completing this form – it will really help us to recruit the volunteers you need. Please return it to your local Volunteer Centre.

If you have indicated that these details need to be registered with other Hertfordshire Volunteer Centres, we will ensure that the registration details are sent to relevant Centre/s.