

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. 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 on various web sites including 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. 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:

<<enter address>>

Office use only

Organisation name.....

Internal ID.....

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

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This is the actual address where the opportunity is based.

Address.....

Address.....

Address (Town).....

Address (County).....

Postcode.....

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

Contact name.....

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

Main telephone.....

Fax.....

Email.....

Volunteer Commitment

Please specify below the commitment needed from the volunteer. This information will be used to advertise the opportunity on the v portal. Please tick the relevant box(es).

Short term	An activity requiring a commitment of a few hours to 1 or 2 days.	
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days per week.	
Full time	An activity requiring a commitment of 30 hours or more per week.	

Specific opportunity dates

Does the opportunity take place on a specific date(s). If the opportunity takes place on one day only, please write the same date for the start and end date

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							

Web Advertising Dates

These are the dates between which the opportunity will be advertised on do-it.org.uk.

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

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).

Short description of the opportunity

Please provide us with a shorter version of your opportunity description, for publishing on other platforms such as mobile phones and iDTV (interactive digital television).

250 character limit (including spaces).

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).

Directions

Please provide some brief directions on finding the opportunity.

(For example: Next to Tesco or On the Godlington Industrial Estate or By no 53 bus to Didchester and then ask for the Town Hall)

(This statement may appear on the National Volunteering Database on the Internet).

Areas of Interest & Type of Activity

Areas of Interest	Type of Activity	
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, Information and Support	
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	
Emergency Services	Community Work	
Employment	Computers, Technology and Website Design	
Environment	Counselling	
Families	Driving	
Gay, Lesbian, Bi and Transsexual	Employee and Group Volunteering	
Health and Hospital and Hospices	Entertainment	
Heritage	Finance Work	
Homeless and Housing	First Aid	
Human and Civil Rights	Fundraising	
International Aid	Gardening	
Legal Aid and Justice	General and Helping	
Mental Health	Hostel Work	
Mentoring	Languages	
Millennium Volunteers	Legal Work	
Museums	Local Events	
Music	Marketing, PR and Media	
Politics	Mentoring	
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	

Additional/Specific Suitabilities

Is the opportunity particularly suitable for any of the following? Please tick as many as are relevant.

16-17 year olds	
18-25 year olds	
Employee Volunteering*	
Groups – Small (2-10)	
Groups – Medium (10-25)	
Groups – Large (25-40)	
Groups – Very Large (40+)	

*where a company supports its employees to volunteer in work time – eg team challenge, secondment etc

Specials and Recruitment

Please tick any that apply

Do any of these apply?		Recruitment method/s:	
Cares Inc		Application form	
Community Service		Informal discussion	
Community Transport		Interview	
Help Service		Not known	
New to young people		Other	
		CRB Check	
		References	
		Trial period	

Arrangements

Please provide details of the arrangements made under each heading below
Age/gender restrictions:

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Disabled access:

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

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Expenses:

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Induction:

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Insurance cover:

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Support on offer:

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Training:

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Any other arrangements:

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We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at the do-it web site. 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

We work in partnership with other accredited volunteer centres and youth-focused organisations across Lincolnshire, and can pass on details of your opportunities to maximise local promotion on your behalf.

Please tick if you are happy for your opportunity and organisation information to be passed on to the following Volunteer Centres/partner organisations:

- Volunteer Centre Lincoln
- Volunteer Centre North Kesteven
- Volunteer Centre West Lindsey
- Voluntary Action East Lindsey
- South Lincolnshire CVS
- involved team (promoting youth volunteering)

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

Name.....

Organisation.....