

ORGANISATIONS OPPORTUNITY REGISTRATION FORM

please tick all boxes)

| | Sat | Sun | Mon | Tues | Weds | Thurs | Fri |
|-----|-----|-----|-----|------|------|-------|-----|
| AM | | | | | | | |
| PM | | | | | | | |
| EVE | | | | | | | |
| | | | | | | | |

Please tick if this is a one-off opportunity

Start Date:

End Date:

Directions

Tube/Rail

Bus routes

Details

Opportunity Description

This section is your chance to sell your opportunity! Please explain what the role/opportunity is, why people are needed and the minimum time commitment e.g. one off (i.e. taking part in a one day event), two days a week for three months etc.

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| Area of Benefit/Interest: <i>Please tick appropriately (<u>maximum 5 categories</u>)</i> | Type of Activity: <i>Please tick appropriately (<u>maximum 5 categories</u>)</i> |
|--|--|
| Animals | Administration |
| Art and Culture | Advice Work and Counselling |
| Children and Youth | Architecture and Building Work |
| Disability | Art |
| Disaster Relief | Befriending and buddying |
| Domestic Violence | Business and Management |
| Drugs and Addictions | Campaigning and Lobbying |
| Education and Literacy | Caring |
| Elderly | Community Work |
| Emergency Services | Computers/Technology/Website |
| Employment | Counselling |
| Environment | Driving |
| Families | Employee/Group Volunteering |
| Gay, Lesbian, Bi and Transsexual | Entertainment |
| Health and Hospital and Hospices | Finance Work |
| Heritage | First Aid |
| Homelessness and Housing | Fundraising |
| Human and Civil Rights | Gardening |
| International Aid and Disaster Relief | General and Helping |
| Legal Aid and Justice | Hostel Work |
| Mental Health | Languages |
| Mentoring | Legal Work |
| Millennium Volunteers/Ambassador | Local Events |
| Museums | Marketing PR and Media |
| Music | Mentoring |
| Politics | Music |
| Prisoners and Ex-Offenders | National/International Events |
| Race and Ethnicity and Refugees | Officials |
| Religion | Practical Work & DIY |
| Sport and Outdoor Activities | Retail & Charity Shops |
| Women's Groups | Sports Development |
| Youth | Teaching & Training |
| | Trusteeship/Committee Work |
| | Under 16 Volunteering |
| | Youth Work |

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| Skills/experience/qualifications needed/preferred | | | | | | | |
|---|------------------------|--------------------------|---------------------|--------------------------|-----------------------------|--------------------------|--------------------------------|
| | | | | | | | |
| Recruitment and Selection <i>(please indicate which recruitment methods you use)</i> | | | | | | | |
| <input type="checkbox"/> | Application Form | <input type="checkbox"/> | Informal Discussion | <input type="checkbox"/> | Interview | <input type="checkbox"/> | Drop-in |
| <input type="checkbox"/> | References | <input type="checkbox"/> | Trial Period | <input type="checkbox"/> | DBS Check | <input type="checkbox"/> | Register Interest/Waiting List |
| Policies, Training and Access <i>(please write YES or NO for each question, giving details if asked) ~Please answer all questions this will help speed up processing your role</i> | | | | | | | |
| Are there any restrictions on who can get involved? (e.g. age, gender) | | | | | | | |
| Is there disabled access | | | | | | | |
| Do you have an Equal Opportunities policy? | | | | | | | |
| Do you cover volunteers expenses? (i.e. travel, lunch etc) <i>(please give details)</i> | | | | | | | |
| Will the volunteer receive training as part of this opportunity? <i>(please give details)</i> | | | | | | | |
| Will the volunteer receive an induction? | | | | | | | |
| All organisations must have appropriate insurance cover for all activities undertaken by volunteers, including those working off-site. Which of the listed levels of insurance cover does your organisation have? | | | | | | | |
| <input type="checkbox"/> | Public Liability | <input type="checkbox"/> | Employer Liability | <input type="checkbox"/> | Appropriate motor insurance | <input type="checkbox"/> | Member to member |
| <input type="checkbox"/> | Professional Indemnity | <input type="checkbox"/> | Personal Accident | <input type="checkbox"/> | Third Party | <input type="checkbox"/> | |

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Notes (Please use the space below to tell us anything else you think we might need to know)

Marketing by Havering Volunteer Centre

The information you have supplied will be added to our database and forwarded to potential volunteers. It will be displayed on the national database www.do-it.org

If you **do not** wish your information to appear on the website please tick here

IMPORTANT INFORMATION

Whilst **Havering Volunteer Centre** accepts its responsibility to act reasonably and carefully in referring a volunteer, the role of **Havering Volunteer Centre** is to act as a signposting agency. As the potential user of a volunteer's service, a volunteer-involving organisation will uniquely know about the nature of its activities, services and clients in a way that **Havering Volunteer Centre** cannot. The primary responsibility for the recruitment and selection rests with the volunteer-involving organisation (you). 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 volunteering-involving organisation made about a specific volunteer against a specific opportunity. **Havering Volunteer Centre** does not take up independent references on potential volunteers or conduct independent DBS checks.

Declaration

I confirm that the details on this form are accurate and reflect our current situation.

Signed:.....Name:.....Date:.....

Return to: **Havering Volunteer Centre**
Email: volunteering@haveringvc.org.uk
01708 922214
07757 426 481

Enhancing Volunteering in Havering

Registered Charity No. 1165759