

Hampshire Volunteer Centres Opportunity Registration Form

Organisation name	
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Opportunity title <i>Please provide a short and appealing title for this opportunity</i>

Address <i>This is the address where the opportunity is based</i>		
Line 1:		
Line 2:		
Town:	County:	Postcode:
Geographical area covered by your organisation:		

Contact name <i>The person the volunteer would need to contact</i>	
Name:	Telephone:
Email:	Fax:

Commitment required of volunteer		
Full Time:	Part Time:	Short Term:

Specific dates for short term opportunities <i>Same date for both for a one-day opportunity</i>	
Start date:	End date:

Start and finish date for advertisements on the Internet <i>This opportunity will be posted for one year and can then be renewed – please advise if the vacancy is filled</i>	
Start date:	End date:

Times for the opportunity <i>Tick each box that volunteers will be required or circle ALL for time flexible</i>							
All	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Eves							

Description of the opportunity

Please provide us with a description of the opportunity, explaining specifically what the volunteer is required to do. It is useful to think of this in terms of who, what, why, where and when. You could also mention any benefits to be gained by the volunteer (skills, training, experience, fun). **Please note that only the first 50 words of the description will appear on the do-it website.**

Skills/experience required

Directions *To the place where the opportunity is held*

	Areas of Interest <i>Please tick any of the following that apply to this opportunity</i>	Type of Activity <i>Please tick any of the following that apply to this opportunity</i>	
	Animals	Administration	
	Art & Culture	Advice Work, Information & Support	
	Children	Architecture & Building Work	
	Disability	Art	
	Disaster Relief	Befriending & Buddying	
	Domestic Violence	Business, Management & Research	
	Drugs & Addictions	Campaigning & Lobbying	
	Education & Literacy	Caring	
	Elderly	Catering	
	Emergency Services	Community Work	
	Employment	Computers, Technology & Website	
	Environment	Counselling	
	Families	Driving	
	Gay, Lesbian, Bi & Transsexual	Employee & Group Volunteering	
	Finance Work	Entertainment	
	First Aid	Fundraising	
	Health, hospital & hospices	Gardening	
	Heritage	General and Helping	
	Homeless & Housing	Hostel Work	

	Human & Civil Rights	Languages	
	International Aid	Legal Work	
	Legal Aid & Justice	Local Events	
	Mental Health	Marketing, PR & Media	
	Mentoring	Music	
	Museums	National & International Events	
	Music	Officials	
	Politics	Practical Work & DIY	
	Prisoners & Ex-Offenders	Retail & Charity Shops	
	Race, Ethnicity & Refugees	Sports Development	
	Religion	Teaching, Training & Coaching	
	Sport & Outdoor Activities	Trusteeship & Committee Work	
	Women's Group	Under 16 Volunteering	
	Youth	Youth Work	

Additional/specific suitabilities <i>Please tick all that apply</i>					
16-17 year olds		Groups – Large (25-40)		Groups Very Large (40+)	
18-25 year olds		Groups – Medium (10-25)		Residential opportunity	
Employee Volunteering		Groups – Small (2-10)		Virtual volunteering	

Recruitment method <i>Please tick all that apply</i>					
Application form		Criminal Records Bureau check		Informal discussion	
Interview		Not known		Other	
References		Trial period			

Arrangements <i>Please indicate which of these apply to your opportunity by putting Yes or No and giving details as necessary</i>	
	Details
Age/Gender restrictions	
Criminal Record Bureau checks	
Disabled Access	
Equal Opportunities Policy	
Expenses	
Induction	
Insurance	
Solent Youth Action Partnership Opportunity	
Training	

Please tick if you would like your opportunities displayed on the Internet (www.do-it.org.uk)

We can upload your opportunities directly from our database onto the Do-It website, the national home of volunteering on the web. This is the most powerful means of recruitment at our disposal

Please tick if you would like us to advertise your opportunities in partnership with Solent Youth Action *

This is useful if you feel your opportunities are appropriate to young people of 25 or under. (See details below)

If applicable, would you like us to share this information with other Volunteer Centres?

Signed *(on behalf of the organisation)*

Name *(printed)*

Date

What happens next?

We will add your organisation and opportunity details to our database, and promote your volunteering opportunities using the resources at our disposal.

Referrals

While we hope to be able to refer volunteers to you, the final decision regarding the recruitment and selection of volunteers is yours. It is also your responsibility to take up references for volunteers, and Criminal Record Bureau checks where appropriate.

*** Solent Youth Action**

We work in partnership with Solent Youth Action, who offer a tailored service to young volunteers aged up to 25. With your agreement, we can offer your opportunities in partnership with SYA so that they would respond to applications from younger volunteers. If you agree with this arrangement, please sign where indicated.

Please return this form to:

**Volunteer Centre Test Valley
Test Valley Community Services
2nd Floor, The Horsefair
Romsey
SO51 8JZ**

Tel: 01794 519998 Fax: 01794 517122 (Romsey)

Tel: 01264 362600 Fax: 01794 353010 (Andover)

Email: volunteers@tvcs.org.uk

We are available by phone and email, or we can make a personal visit, to answer any questions about these forms, or to discuss your volunteer recruitment issues.