



**OPPORTUNITY REGISTRATION FORM**

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.**

**Data Protection:**

To comply with legislation and its use of data, Telford & Wrekin C.V.S. will treat your completion of this form as consent for the information to be used for the purpose for which it has been collected.

Organisation details are registered with us on a separate form.

**Opportunity Information**

Please answer all questions on this form.

**Organisation name**.....

**Opportunity Title**

*Please provide a short and appealing title for this opportunity*

.....  
.....

*This is the actual address where the opportunity is based.*

**Address**.....

**Address**.....

**Address** (Town).....

**Address** (County).....

**Postcode**.....

**Contact name**.....

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

**Main telephone**.....

**Fax**.....

**Email**.....

**Times for the opportunity**

Please tick each box when volunteers will be required or circle **ALL** if opportunity is "time flexible"

| All | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|-----|
| AM  |     |     |     |     |     |     |     |
| PM  |     |     |     |     |     |     |     |
| EVE |     |     |     |     |     |     |     |

### **Volunteer Commitment**

|            |  |
|------------|--|
| Full Time  |  |
| Part Time  |  |
| Short Term |  |

Please tick all that apply

### **Description of the Opportunity**

Please provide us with a description of the opportunity. 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).*

### **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**

Please tick any of the following that apply to the opportunity:

|                                  |                          |
|----------------------------------|--------------------------|
| Animals                          | <input type="checkbox"/> |
| Art and Culture                  | <input type="checkbox"/> |
| Children                         | <input type="checkbox"/> |
| Disability                       | <input type="checkbox"/> |
| Disaster Relief                  | <input type="checkbox"/> |
| Domestic Violence                | <input type="checkbox"/> |
| Drugs and Addictions             | <input type="checkbox"/> |
| Education and Literacy           | <input type="checkbox"/> |
| Elderly                          | <input type="checkbox"/> |
| Emergency Services               | <input type="checkbox"/> |
| Employment                       | <input type="checkbox"/> |
| Environment                      | <input type="checkbox"/> |
| Families                         | <input type="checkbox"/> |
| Gay, Lesbian, Bi and Transsexual | <input type="checkbox"/> |
| Health and Hospital and Hospices | <input type="checkbox"/> |
| Heritage                         | <input type="checkbox"/> |
| Homeless and Housing             | <input type="checkbox"/> |
| Human and Civil Rights           | <input type="checkbox"/> |
| International Aid                | <input type="checkbox"/> |
| Legal Aid and Justice            | <input type="checkbox"/> |
| Mental Health                    | <input type="checkbox"/> |
| Mentoring                        | <input type="checkbox"/> |
| Millennium Volunteers            | <input type="checkbox"/> |
| Museums                          | <input type="checkbox"/> |
| Music                            | <input type="checkbox"/> |
| Politics                         | <input type="checkbox"/> |
| Prisoners and Ex-Offenders       | <input type="checkbox"/> |
| Race and Ethnicity and Refugees  | <input type="checkbox"/> |
| Religion                         | <input type="checkbox"/> |
| Sport and Outdoor Activities     | <input type="checkbox"/> |
| Women's Groups                   | <input type="checkbox"/> |
| Youth                            | <input type="checkbox"/> |

**Type of Activity**

Please tick any of the following that apply to the opportunity: (3 Maximum)

|  |                          |
|--|--------------------------|
| Administration                           | <input type="checkbox"/> |
| Advice Work, information and Support     | <input type="checkbox"/> |
| Architecture and Building Work           | <input type="checkbox"/> |
| Art                                      | <input type="checkbox"/> |
| Befriending and Buddying                 | <input type="checkbox"/> |
| Business Management and Research         | <input type="checkbox"/> |
| Campaigning and Lobbying                 | <input type="checkbox"/> |
| Caring                                   | <input type="checkbox"/> |
| Catering                                 | <input type="checkbox"/> |
| Community Work                           | <input type="checkbox"/> |
| Computers, Technology and Website Design | <input type="checkbox"/> |
| Counselling                              | <input type="checkbox"/> |
| Driving                                  | <input type="checkbox"/> |
| Employee and Group Volunteering          | <input type="checkbox"/> |
| Entertainment                            | <input type="checkbox"/> |
| Finance Work                             | <input type="checkbox"/> |
| First Aid                                | <input type="checkbox"/> |
| Fundraising                              | <input type="checkbox"/> |
| Gardening                                | <input type="checkbox"/> |
| General and Helping                      | <input type="checkbox"/> |
| Hostel Work                              | <input type="checkbox"/> |
| Languages                                | <input type="checkbox"/> |
| Legal Work                               | <input type="checkbox"/> |
| Marketing and PR and Media               | <input type="checkbox"/> |
| Mentoring                                | <input type="checkbox"/> |
| Music                                    | <input type="checkbox"/> |
| National and international events        | <input type="checkbox"/> |
| Officials                                | <input type="checkbox"/> |
| Practical Work and DIY                   | <input type="checkbox"/> |
| Retail and Charity Shops                 | <input type="checkbox"/> |
| Sports Development                       | <input type="checkbox"/> |
| Teaching, Training and Coaching          | <input type="checkbox"/> |
| Trustee and Committee Work               | <input type="checkbox"/> |
| Under 16 Volunteering                    | <input type="checkbox"/> |
| Youth Work                               | <input type="checkbox"/> |

**When Required**

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

**Specials and Recruitment**

Please tick any that apply

| Additional/Specific Suitability |  | Recruitment method: |  |
|---------------------------------|--|---------------------|--|
| 16 – 17 year olds               |  | Application form    |  |
| 18 – 25 year olds               |  | Informal discussion |  |
| Employee Volunteering           |  | Interviews          |  |
| Groups – Large (25 – 40)        |  | Not known           |  |
| Groups – Medium (10 – 25)       |  | Other               |  |
| Groups – Small (2 – 10)         |  | CRB Check           |  |
| Groups – Very Large 40 plus     |  | References          |  |
|                                 |  | Trial period        |  |

**Additional Information**

Minimum Age:  Maximum Age:

Disabled access: YES  NO  RESTRICTED

Do you have an Equal Opportunities policy? YES  NO

Do you pay expenses? YES  NO   
 Please give details.....

Do volunteers receive induction? YES  NO

Are volunteers insured? YES  NO

Is training offered? YES  NO   
 Please give details.....  
 .....

Can we pass this information on to other Volunteer Centre? YES NO  
 Can we pass this information on to volunteers? YES NO  
 Can we publicise the vacancy in newspapers/ radio etc? YES NO  
 Can we put this information on the Internet (contact will be C.V.S) YES NO  
 (Please circle)

Signed.....

Name.....

Organisation.....

Date.....

**Please return this form to:  
Telford & Wrekin Volunteer Centre,  
Meeting Point House,  
Southwater Square,  
Town Centre,  
TELFORD  
TF3 4HS**