



Volunteer Centre

Thornbury

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.

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.

The National Volunteering Database (NVD):

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (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.

Office use only

Organisation name.....

Internal ID.....



Volunteer Centre Thornbury

Registering an opportunity:

Opportunity Title:.....

Organisation Name:.....

Opportunity Address (Where the actual opportunity is based).....

.....

.....Postcode:.....

Contact Name (This is assumed to be the person a volunteer would need to contact)

.....

Telephone.....Fax.....

Email:.....

Availability:

Is this an ongoing placement: (Please Circle) YES NO

If not, what is the.....Start Date:.....Finish Date.....

When will the placement take place? (If you need volunteers at regular times, tick the boxes. For open, flexible opportunities, circle FLEX)

FLEX	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning							
Afternoon							
Evening							

Minimum time commitment?.....hours per week / per month / per year

Please describe your opportunity in the box below, to encourage prospective volunteers please make this as informative and interesting as possible:

Please provide us with the details of any experience, skills and/or qualifications that volunteers may need to participate in this opportunity:

Please tick any of the following that apply to the opportunity:
(This may help us to match volunteers who have the same/similar interests)

Areas of Interest:

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

Please tick any of the following activities that apply to the opportunity:
 (This may help us to match volunteers who have requested to perform certain activities)

Type of Activities:

- | | |
|---|--|
| <input type="checkbox"/> Admin/Committee Work | <input type="checkbox"/> Finance Work |
| <input type="checkbox"/> Advice Work | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Architecture/Building | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Art/Culture | <input type="checkbox"/> General and helping |
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Hostel Work |
| <input type="checkbox"/> Business and Management | <input type="checkbox"/> Languages |
| <input type="checkbox"/> Campaigning and Lobbying | <input type="checkbox"/> Legal Work |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Local Events |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Marketing, Media and Public Relations |
| <input type="checkbox"/> Coaching, Teaching or Training | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Community Work | <input type="checkbox"/> Music |
| <input type="checkbox"/> Computers and Technology | <input type="checkbox"/> National/International Events |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Practical Work/DIY |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Retail Charity Shop |
| <input type="checkbox"/> Employee Group Volunteering | <input type="checkbox"/> Sports Development |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Trusteeship |
| | <input type="checkbox"/> Youth Work |

Please tick which age groups are able to volunteer for this opportunity

Under 15 15-18 19-55 56-64 65+

Please provide details of any induction process or in house training associated with this placement.....

.....

Any other arrangements?

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Is there anything else you would like to tell us?

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We normally post volunteering opportunities to the National Volunteer Database, which appears on the Internet at www.do-it.org.uk This would make details of this opportunity available to thousands of volunteers. If you do **not** want this opportunity included on the NVD please tick this box:

We do **NOT** want this opportunity included on the National Volunteering Database.

If your organisation is registered with us then we may be able to advertise this opportunity through local media. If you do **not** want this opportunity advertised in this way please tick this box:

We do **NOT** want this opportunity advertised in this way

I confirm that the information provided is correct and I understand that the information given will be processed by the Volunteer Centre in accordance with the eight principles of the Data Protection Act 1998

Sign:..... Date.....

This Volunteer Centre is in partnership with other quality accredited Volunteer Centres in South Gloucestershire. If you would like to volunteer in different areas then we can, with your permission, pass your details on, to widen your choice of volunteering or make it more accessible to you. Please tick the boxes below if you would like to use this option:

- Yate** (Covers: Yate, Chipping Sodbury, Pucklechurch, Downend, Charfield, Wickwar, Hawkesbury, Old Sodbury, Little Sodbury, Tormarton, Rangeworthy, Frampton Cotterell, Winterbourne)
- Bristol** (Covers Bristol)
- Patchway, Filton & The Stokes** (Covers: Patchway, Filton, Bradley Stoke, Little Stoke, Stoke Gifford, Cribbs Causeway)
- The Chase & Kings Forest Community Project** although there is currently no Volunteer Centre based in this area we are able to forward your details to this project as they are in the process of setting up a Volunteer Centre to cover the Kingswood area.

By ticking the boxes above, it means that the information you have provided will be passed on to the centres you have chosen, if you have ticked none of the above, your information will be kept and used solely by this Volunteer Centre. Please sign below to confirm that this information is correct:

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For more than one opportunity, please photocopy this form as many times as you require