

## Opportunities 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. We reserve the right to make changes to the information when it is entered into our database.

The National Volunteering Database (NVD) do-it (<http://www.do-it.org.uk/>)

We regularly upload details of volunteering opportunities to the National Volunteering Database, which are then available to the public from the do-it web site where they are able to search for 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. (i.e. the address and telephone number). This is generally 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.

Please print answers to all questions on this form.

Name of Organisation			
Address			
	Post Code		
Telephone No.			
Fax No			
Email			
Name of Person Volunteers should contact			

**Name of opportunity:**

**Description of opportunity:** (Please provide us with a brief description of the opportunity. You should make this interesting and appealing. This statement is what we shall use to encourage volunteers to become involved in this opportunity. This statement may appear on the National Volunteering Database)

**Address of opportunity:**(if different from above)

**When required:**

Start date:                                 /         /

End date:                                     /         /

**Times for opportunity:** (Please tick when volunteers will be required):

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Eve							

**Skills & qualifications required:**

**Directions:** (Please provide brief directions for volunteers to find you)

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**Recruitment method & arrangements:** (please tick)

Application Form	<input type="checkbox"/>	Informal Discussion	<input type="checkbox"/>	Interview	<input type="checkbox"/>	CRB Check	<input type="checkbox"/>
References	<input type="checkbox"/>	Trial Period	<input type="checkbox"/>	Equal Opportunities Policy	<input type="checkbox"/>	Disabled Access	<input type="checkbox"/>
Expenses	<input type="checkbox"/>	Induction	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Training	<input type="checkbox"/>

<b>Age/Gender restrictions:</b> Please state	
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<b>Any Other Arrangements</b>	
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**Do you want this opportunity posted on the National Volunteering Database** (do-it.org website)                      Yes/No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please return by email to [info@volunteercentremerton.org.uk](mailto:info@volunteercentremerton.org.uk)  
or by post to:  
Volunteer Centre Merton,  
The Vestry Hall, London Road, Mitcham CR4 3UD