



Please use one form for each type of opportunity available. If additional forms are required please photocopy this form as many times as needed. Alternatively, the form can be downloaded from www.volunteercentrenewcastle.org.uk or, contact us and we will post more forms out to you.

Title of volunteering opportunity (for example Administration Worker):

Venue address of opportunity (if different from main address):

Contact name for opportunity (the person a volunteer would contact):

How many volunteers do you require for this particular opportunity?

When do you require volunteers for this opportunity?

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

weekly fortnightly monthly (please tick)

Description of the volunteering opportunity:

Please provide us with a detailed description of the volunteering opportunity. This description will be used to encourage volunteers to become involved.

What are you looking for in your volunteers?

Please list any skills, qualities, experience or qualifications required of the volunteer.

Arrangements:

Please provide details of the arrangements made under each heading below.

(If you do not have any/some of the following arrangements in place this will not prevent you from registering with Volunteer Centre Newcastle. If you wish to develop volunteer policies or procedures in any of the following areas then we can help with information and advice on these, as well as signposting you to appropriate online resources.)

Age/gender restrictions:

Disabled access:

Equal opportunities policy (is one available?):

Expenses:

Induction Training:

Insurance cover:

Support on offer:

Additional Training (internal/external):

Any other arrangements:

Areas of interest and type of activity for this opportunity:

Areas of Interest <i>Please tick any of the following that apply to the volunteering opportunity</i>		Type of Volunteering Opportunity <i>Please tick any of the following that apply to the volunteering opportunity</i>	
Animals		Administration	
Arts and culture		Advice work	
Children		Architecture and building work	
Disabilities		Art	
Disaster relief		Befriending and buddying	
Domestic violence		Business and management	
Drugs and addictions		Campaigning and lobbying	
Education and literacy		Caring	
Elderly		Catering	
Emergency services		Community work	
Employment		Counselling	
Environment		Computers, technology & website design	
Families		Driving	
Lesbian Gay Bi Transsexual		Employee and group volunteering	
Health, hospital and hospices		Entertainment	
Heritage		Finance work	
Homeless and housing		First aid	
Human and civil rights		Fundraising	
International aid		Gardening	
Legal Aid and justice		General and helping	
Mental health		Hostel work	
Mentoring		Languages	
Millennium Volunteers		Legal work	
Museums		Local events	
Music		Marketing and PR and media	
Politics		Mentoring	
Prisoners and ex-offenders		Music	
Race, ethnicity and refugees		National/International events	
Religion		Officials	
Sports and outdoor activities		Practical works and DIY	
Womens' groups		Retail and charity shops	
Youth		Sports development	
		Trusteeship/management committees	
		Under 16 volunteering	
		Youth work	

Directions:

Please provide some brief directions on finding the opportunity. (For example: Next to Tesco or by the no.12 bus stop)

Which of the following methods do you use to recruit volunteers for this opportunity?
Please tick any that apply

Application form	<input type="checkbox"/>	Trial period	<input type="checkbox"/>
Formal interviews	<input type="checkbox"/>	References	<input type="checkbox"/>
Informal discussion	<input type="checkbox"/>	Not known	<input type="checkbox"/>
CRB / police check	<input type="checkbox"/>	Other (please state)	_____

Additional information:

Volunteer Centre Newcastle is a 'signposting' organisation and so, will give your opportunity and contact details to potential volunteers in order for them to contact you.

Are you happy for us to give your details to potential volunteers?

Yes No

This opportunity will be advertised on a National Volunteer Database which is available online at www.do-it.org.uk. Are you happy for this opportunity to be displayed on this website?

Yes No

Data Protection Statement

In order to work with you, your name and contact details will be recorded on Volunteer Centre Newcastle's database. If you wish any of the information to remain confidential please indicate on the form, or contact Adam, Gemma or Karen.

Registering your volunteering opportunities with Volunteer Centre Newcastle is free of charge. By signing this agreement your organisation agrees to us sharing the information you provide with potential volunteers unless you have specified otherwise in the box above. (Information from the databases may be given out to/viewed by other parties for the purposes of networking in the voluntary sector and the recruitment of volunteers. It is not sold or distributed for any other purpose).

I / We understand the service provided by Volunteer Centre Newcastle and wish to register our organisation.

Signed: _____ Date: _____

Please return this form to Volunteer Centre Newcastle, MEA House, 3rd Floor, Ellison Place, Newcastle upon Tyne, NE1 8XS or email it to info@volunteercentrenewcastle.org.uk