

Volunteer Bureau Registration Form

If you involve volunteers and want us to help you recruit, please fill this form in. The questions we ask help us to make sure we have all the information volunteers need so that they can make the right decision for them. Please answer all the questions on this form. We may have to reject incomplete forms and return them to you.



If you need volunteers for more than one role, please photocopy the form and just complete anything that is different.

Name of organisation	
Contact for volunteering	
Address	
Postcode	
Phone	
Email	
Fax	
Website	

What type of organisation are you?					
Statutory	<input type="checkbox"/>	Voluntary	<input type="checkbox"/>	Social enterprise	<input type="checkbox"/>
Private	<input type="checkbox"/>	Other not for profit	<input type="checkbox"/>		<input type="checkbox"/>
Social Services department			<input type="checkbox"/>		<input type="checkbox"/>

Are you a member of Derby CVS?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What does your organisation do?

Directions - please provide some brief directions to where the volunteering takes place.

If you need this form in another format or need help filling this in, please call 01332 342272

What is the name of the voluntary position? Please provide a short and appealing title for this opportunity.

What will the volunteer be doing?

You should make this interesting and appealing, and keep it short. This is what we will use to encourage volunteers to become involved.

Does the volunteer need any specific skills and experience to do the role?

When do you need volunteers?

Start date

End date

Ongoing

Days and times - please circle the appropriate times.

Monday	morning	afternoon	evening
Tuesday	morning	afternoon	evening
Wednesday	morning	afternoon	evening
Thursday	morning	afternoon	evening
Friday	morning	afternoon	evening
Saturday	morning	afternoon	evening
Sunday	morning	afternoon	evening

How do you train and support your volunteers, for example, do you have inductions and volunteer meetings?

Please tell us about any restrictions you have on who can volunteer with your organisation, for example age, gender or convictions.

What area of volunteering work will this role be in?

Animals		Gay, lesbian and bisexual		Older people	
Art and culture		Health		Prisoners and ex-offenders	
Children		Heritage		Race and ethnicity	
Disability		Homeless and housing		Religion	
Domestic violence		Human and civil rights		Sport	
Drugs and addictions		International aid		Women	
Education and literacy		Legal aid and justice		Youth	
Employment		Mental health		Other:	
Environment		Mentoring			
Families		Museums			

What type of volunteering work will it involve?

Administration		Community work		Marketing and Public Relations	
Advice and counselling		Computers and technology		Practical work and do it yourself	
Architecture		Driving		Retail and charity shops	
Art		Entertainment		Teaching and training	
Befriending		Finance work		Volunteering for under 16s	
Business and management		Fundraising		Other:	
Campaigning and lobbying		Hostel work			
Caring		Languages			
Catering		Legal Work			

How do you recruit and screen volunteers? Tick the methods you use.

Application form		Not known		Trial period	
Informal discussion		Police check (CRB)		Other:	
Interviews		References			

We do not take up references or do checks on volunteers we refer to your organisation (except Social Services Day Centres). You will therefore need to follow your own selection procedures for volunteers in your organisation.

Check out your organisation's opportunities on the national volunteer database at www.do-it.org.uk. This website is accessed by thousands of potential volunteers. If you **don't** want this opportunity to be advertised for **free** online then please tick here

Does your organisation have an equal opportunities or diversity policy?

Yes

No

Does your organisation have a volunteer policy?

Yes

No

Do you provide expenses to volunteers? Please tell us what you cover.

Core costs

Travel

Equipment

Food - if over a period of time

Childcare

Do you have insurance to cover your volunteers?

Yes

No

Do you have a health and safety policy?

Yes

No

How do you make your service accessible to people who have disabilities, learning difficulties or sensory impairments?

Equipment to help people use IT and a workspace

Hearing loop

Wheelchair access

Assistance from staff and volunteers

Information in other formats

BSL interpreter

Other

We can help you develop any of the policies and procedures we've asked about - call us for more details.

Only members of the Volunteering Team have access to the information you provide. We only share the information volunteers need to make a decision about where they want to go.

We may also use information for monitoring, we make the information anonymous before we do this.

I understand the above and consent to details about our organisation being held by Derby CVS.

Signed:..... Date:

Name:

Position at organisation:

Please return your completed form to: Derby Volunteer Bureau, Freepost DY741, Derby CVS, 4 Charnwood Street, Derby DE1 9BR