



## Volunteer Centre



### OPPORTUNITY REGISTRATION FORM

We are happy to help you complete this form. Please contact the office and we will arrange this. Please fill in **one opportunity registration form** for each different volunteer role your organisation offers.

<b>NAME OF ORGANISATION</b>	
<b>Organisation contact for this specific opportunity</b> <i>(if different from the contact recorded on the partnership registration form)</i>	
Name	Telephone No.
Job Title	Fax No.
Address	Email
	Best Time to Contact
Post Code	
<b>OPPORTUNITY TITLE</b> <i>(Please provide a short and appealing title for this opportunity)</i>	
<b>DESCRIPTION OF OPPORTUNITY</b> <i>(Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. This statement is what we will principally use to encourage volunteers to become involved in this opportunity)</i>	

Office Use Only	
Date Received	
ID No	

**Specific opportunity dates**

Does this opportunity take place on a specific date(s). If the opportunity takes place on one day only, please write the same date for the start and end date.

Start Date:

End Date:

**Web advertising dates**

These are the dates between which the opportunity will be advertised on [www.do-it.org.uk](http://www.do-it.org.uk)

Start Date:

End Date:

**Type of Volunteering Opportunity**

<b>Short term</b>	<i>An activity requiring a commitment of a few hours to 1 or 2 days.</i>	
<b>Part time</b>	<i>An activity requiring a regular commitment of a few hours to 2 or 3 days per week.</i>	
<b>Full time</b>	<i>An activity requiring a commitment of 30 hours or more per week.</i>	

**Area where volunteer opportunity is based (tick all that are relevant)**

Anywhere in North Lincolnshire	<input type="checkbox"/>	Scunthorpe	<input type="checkbox"/>
Brigg	<input type="checkbox"/>	Crowle	<input type="checkbox"/>
Barton	<input type="checkbox"/>	Other?	<input type="checkbox"/>

For Other, please tell us where...

**DIRECTIONS**

Please provide some brief directions on finding the opportunity (eg bus route, next to a well known shop/building/landmark)

**Times for the opportunity (tick each box when volunteers required, or circle ALL)**

<b>ALL</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Essential requirements (ie driving licence, qualifications)****Desirable requirements (ie computer skills)****Office Use Only**

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**Areas of Interest and Type of Activity**

Please tick any of the following that apply to the opportunity

<b>Areas of Interest</b>		<b>Type of Activity</b>	
Animals		Administration	
Art and Culture		Advice, Information and Support	
Children		Architecture and Building Work	
Disability		Art	
Disaster Relief		Befriending and Buddying	
Domestic Violence		Business, Management and Research	
Drugs and Addictions		Campaigning and Lobbying	
Education and Literacy		Caring	
Elderly		Catering	
Emergency Services		Community Work	
Employment		Computers, Technology, Website Design	
Environment		Counselling	
Families		Driving	
Gay, Lesbian, Bi and Transsexual		Employee and Group Volunteering	
Health and Hospital and Hospice		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, PR and Media	
Politics		Mentoring	
Prisoners and Ex-Offenders		Music	
Race and Ethnicity and Refugees		National and International Events	
Religion		Officials	
Sport and Outdoor Activities		Practical Work and DIY	
Women's Groups		Retail and Charity Shops	
Youth		Sports Development	
		Teaching, Training and Coaching	
		Trusteeship and Committee Work	
		Under 16 Volunteering	
		Youth Work	

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**DISABILITIES**

Is this task and the environment offered suitable for volunteers with any of the following disabilities?

Hearing Impairment		Learning Impairment		Physical Disability	
Visual Impairment		Wheelchair User			

**ACCESS**

What provisions does the environment or premises in which volunteers work have for people with disabilities

Disabled Access		Disabled Parking		Disabled Toilets	
Induction Loops		Minicom		Other	

Is a CRB check required for this volunteering opportunity?				Have you conducted a Health & Safety Risk Assessment for this opportunity?			
YES		NO		YES		NO	

**Age Groups**

Is this opportunity particularly suitable for people in the following age groups? Please tick as many as are relevant.

16 – 17 years		Employee Volunteering	
18 – 19 years		Group Volunteering – Small (2-10)	
20 – 25 years		Group Volunteering – Medium (10 – 25)	
25 years +		Group Volunteering – Large (25 +)	

**Gender Restrictions**

Is this task suitable for volunteers of one sex only? Please indicate which.	MALE		FEMALE		NOT APPLICABLE	
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Please use this space to provide any additional information that will aid the volunteering matching process with this opportunity

**NATIONAL VOLUNTEERING DATABASE**

We normally post volunteering opportunities to the National Volunteer Database which appears on the internet at the [www.do-it.org.uk](http://www.do-it.org.uk) website. This would make the details of this opportunity available to thousands of potential volunteers.

If you do not want this opportunity included on the NVD please tick the box.

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

Signed

Name

Organisation

Date

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