



*Poole Advice Centre, 54 Lagland Street, Poole BH15 1QG*  
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*[www.poolevolunteercentre.org.uk](http://www.poolevolunteercentre.org.uk)*

## Opportunity Registration

### Opportunity Information

Organisation Name .....

Opportunity Title .....

Address of where the opportunity is based .....

.....

..... Postcode.....

**For opportunities based within Poole only.** In which area of Poole is the opportunity based?  
(e.g.

Penn Hill, Parkstone, Hamworthy etc). .....

Contact Name .....

Tel No: ..... Fax No: .....

Mobile: ..... Email: .....

*How many volunteers do you need?* .....

When required? Start date ..... End date .....

**Times for the opportunity:** (Please tick each box when volunteers will be required or circle ALL).

<b>ALL</b>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
EVE							

(These times may appear on the National Volunteering Database on the Internet.)

*Is the work seasonal?* .....

.....

**Opportunity Description.**

Please remember to keep the description short, and make it as interesting and appealing as you can. This statement is what we will principally use to encourage volunteers to become involved in this opportunity.

.....  
.....  
.....

(This statement may appear on the National Volunteering Database on the Internet.)

**Skills & Qualifications.**

What skills / qualifications / experience are required or would be helpful?

.....  
.....  
.....

(This information may appear on the National Volunteering Database on the Internet.)

**Directions**

Please provide some brief directions on finding the opportunity (e.g. 'next to Florists in Rose Road', or 'above Bakery in Pudding Lane').

.....  
.....

(This information may appear on the National Volunteering Database on the Internet.)

**Areas of Interest:** (please tick any of the following that apply to the opportunity)

Animals	Human & Civil Rights	
Art & Culture	International Aid	
Children	Legal Aid & Justice	
Disability	Mentoring	
Disaster Relief	Mental Health	
Domestic Violence	Millennium Volunteers	
Drugs & Addictions	Museums	
Education & Literacy	Music	
Elderly	Politics	
Employment	Prisoners & Ex-Offenders	
Environment	Race, Ethnicity & Refugees	
Families	Religion	
Gay, Lesbian, Bi & Transsexual	Sport and Outdoor Activities	
Health, Hospital & Hospices	Women's Groups	
Heritage	Youth	
Homeless & Housing	Other (please indicate)	

**Type of Activity:** (please tick any of the following that apply to the opportunity)

Administration	Gardening
Advice Work	General and helping
Architecture & Building Work	Hostel work
Art	Languages
Befriending/buddying	Legal work
Business, Management research	Local events
Campaigning & Lobbying	Marketing/PR and media
Caring	Music officials
Catering	National/international events
Community Work	Practical work and DIY
Computers & Technology/website design	Retail and charity shops
Driving	Sports development
Employee/group volunteering	Teaching and training/coaching
Entertainment	Trusteeship/committee work
Finance	Under 16 volunteering
First Aid	Youth work
Fundraising	Other (please give details)

(This information may appear on the National Volunteering Database on the Internet.)

**Recruitment method:** (please tick any that apply)

Application form	References
Informal discussion	Trial Period
Interviews	Not Known
CRB check	Other .....

**Additional Information**

Are there any age / gender restrictions? .....

Are there any benefits in kind? .....

Do you have a car park? ..... Number of designated disabled spaces .....

Do you have disabled access / facilities? .....

Driving Vacancies only:

Need own car	Needs to drive minibus
Must have four door car	Age restrictions?
Must have clean licence	Other .....

Do you have an Equal Opportunities policy? Yes No (circle one)

What expenses do you cover? .....

Do you have a Health & Safety policy? Yes No (circle one)

Will an induction course be given prior to the volunteer starting? .....

Does your insurance cover volunteers? .....

Is the nature of the work of a confidential / sensitive nature or exempt under the Sex Discrimination

Act 1975? .....

Do you allow smoking?      Yes   No (please circle).....

Who will provide support to the volunteer? .....

What training is given prior to the volunteer starting? .....

Is any travelling involved? .....

Are volunteers required to wear a uniform / special clothing? .....

Will the volunteer be working alone or with others? .....

Do you give volunteers written descriptions of their tasks? .....

Do you have a written Volunteer Policy? .....

**PLEASE NOTE:**

This opportunity may be included in the National Volunteer Database which appears on the Internet at the do-it website ([www.do-it.org.uk](http://www.do-it.org.uk)).

If you **do not** want this opportunity to be shown on the Internet please tick here

Are you agreeable to details about your organisation and this opportunity being included in local advertising for volunteers (i.e. local papers, voluntary vacancy booklets, leaflets, and libraries, including **the Bournemouth Volunteer Centre?**)

Yes            No            (Please circle) .....

Signed ..... Name .....

Position ..... Date .....

**Data Protection:** At no time will we provide any of your details to a third party without your permission. In order to keep you up to date with information and events we may include you in our mailing list or email list. We will never sell or give our mailing lists to a third party.

<b>For Office use only:</b>	Date received:	Date acknowledged:
ID No.	Entered onto do-it:	Email list & register:
Comments:		