



Volunteering Opportunity Registration Form

Please write clearly and in black ink. Please use continued sheet if necessary.
Please answer all questions.

1. Opportunity Name and Address

Organisation Name: Address:

2. Opportunity Contact - actual opportunity place (*leave address blank if same as above*)

Contact name.....

Address

.....

Telephone Fax.....

E-mail

Website

What does your organisation do?

3. Volunteer Commitment (Select all that apply)

Full Time Part Time Short Term

4. Opportunity Dates (Does the opportunity take place on specific dates?)

Start Date..... End Date.....

5. Times for the opportunity

Please tick each box when volunteers will be required or circle **ALL**

<i>All</i>	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

6. Web advertising dates (The opportunity will last between these two dates)

Start Date.....End Date.....

7. Opportunity Description (Please keep short and word like an advert)

8. Skills / Qualifications Required (if any)

9. Directions to the opportunity Venue

(e.g. Bus Route, Train Station, any landmarks, etc.)

10. Recruitment Method (Select all that apply)

Application Form CRB Information Discussion
 Interviews References Trial Period
 Other Not Known

If other please specify.....

11. Geographical Area – Where will this opportunity take place? (Select all that apply)

In my area Outside Solihull Anywhere in Solihull Other

If other please specify.....

12. Opportunity Interest

The Areas of Interest and the Types of Activities that you choose help us to match volunteers with this opportunity

Areas of Interest (Select all that apply)

Animals		Administration	
Art and Culture		Advice Work	
Children		Architecture and Building Work	
Disability		Art	
Disaster Relief		Befriending/Buddying	
Domestic Violence		Business and Management	
Drugs and Addiction		Campaigning and Lobbying	
Education and Literacy		Caring	
Elderly		Catering	
Employment		Coaching/Teaching and Training	
Environmental		Community Work	
Families		Counselling	
Gay, Lesbian, Bi and Transsexual		Driving	
Health and Hospital and Hospices		Employee/Group Volunteering	
Heritage		Entertainment	
Homeless and Housing		Finance Work	
Human and Civil Rights		Fundraising	
International Aid		Gardening	
Legal Aid and Justice		Hostel Work	
Mental Health		Languages	
Mentoring		Legal Work	
Millennium Volunteers		Local Events	
Museum		Marketing and PR and Media	
Music		Music	
Politics		National/International Events	
Prisoners and Ex-Offenders		Practical Work and DIY	
Race and Ethnicity and Refugees		Retail and Charity Shops	
Sport and Outdoor Activities		Trusteeship	
Women's Group		Website Design/Computers	
Youth		Youth Work	

13. Group Suitability (If this opportunity is specifically suited to a group, please specify size)

Small (2-10) Medium (10-25) Large (25-40)

Very Large

14. Arrangements (Enter all that apply)

Are there any age / gender restrictions? Yes No
If yes please specify

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Does this opportunity cater for disabled volunteers? Yes No

Do you have a complaints policy and procedure? Yes No

Do you have Child Protection Policy and Procedures? Yes No

Do you have a CRB policy for staff and volunteers? Yes No

Do you have an Equal Opportunities and Diversity policy? Yes No

Do you have an expenses budget If so, what does this cover? Yes No

Do you have an Induction Procedure for volunteers? Yes No

Do you have public liability Insurance? Yes No

Are you able to offer volunteer support? Yes No

Is training provided for this opportunity? Yes No

15. And Finally... (Select all that apply)

One-off Opportunity Virtual Volunteering Residential
(able to volunteer from own Office or home) (e.g Care organisations)

Form completed by

Position.....

Please remember that your SUSTAIN are here to help you if required.

Please call - 0121 711-3148 for more information.