

Please answer all questions on this form. Incomplete forms may be rejected and returned to you.

**Organisation name****Opportunity Title**

Please provide a short and appealing title for this opportunity

**This is the actual address where the opportunity is based**

<b>Address</b>
<b>Postcode</b>

**Contact Details**

Please give the details of the person a volunteer would need to contact

<b>Name</b>
<b>Telephone</b>
<b>Fax</b>
<b>Email</b>

**When Required** (These are the dates between which the opportunity will be advertised on the website)

Start date

End date

### Times for the opportunity

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

ALL	Mon	Tues	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

### Description of the Opportunity

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.

### Skills and Qualifications Required

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity

*(this statement may appear on the National Volunteering Database on the internet)*

### Directions

Please provide some brief directions of finding your organisation. (For example, Next to Tesco or by No 53 bus.)

### Areas of Interest

Please tick any of the following that apply to the opportunity:

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

### Type of Activity

Please tick any of the following that apply to the opportunity

Administration	
Advice Work	
Architecture and Building Work	
Art	
Befriending/Buddying	
Business and Management	
Campaigning and Lobbying	
Caring	
Catering	
Coaching/Teaching and Training	
Community Work	
Counselling	
Driving	
Employee/Group Volunteering	
Entertainment	
Finance Work	
Fundraising	
Gardening	
Hostel Work	
Languages	
Legal Work	
Local Events	
Marketing PR and Media	
Music	
National/International Events	
Practical Work and DIY	
Retail and Charity Shops	
Trusteeship	
Website Design	
Computers and Technology	
Youth Work	

### Recruitment Method

Please tick any that apply

<i>Application Form A</i>	
<b>Informal Discussion</b>	
<b>Interview</b>	
<b>C.R.B.Check</b>	
<b>References</b>	
<b>Trial Perion</b>	

## Arrangements

Please provide details of the arrangements made under each heading below

<b>Age/gender restrictions:</b>	
<b>Disabled Access:</b>	
<b>Equal Opportunities Policy</b> Is one available	
<b>Expenses:</b>	
<b>Induction:</b>	
<b>Insurance Cover:</b>	
<b>Support on Offer:</b>	
<b>Training:</b>	

We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at the do-it web site. This would make 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**

**Date**

**Name**

**Organisation**