



Volunteer Opportunity Registration Form

DEFINITION OF VOLUNTEERING:

Volunteering represents a valuable contribution to society which helps deliver stronger, more resilient, communities

1. Volunteering is a free will activity. It must not be undertaken through coercion and under no circumstances can it be mandatory.
2. It is not undertaken for financial gain. Outwith reasonable expenses there must be no financial transaction to encourage someone to volunteer.
3. It is a public and civil good undertaken for the benefit of the community, society at large or an individual other than the volunteer.

MAIN DETAILS

Title of Opportunity	
Name of Organisation	
Contact Name	
Contact Address (including postcode)	
Contact Telephone Number	
Contact Email	

DESCRIPTION OF OPPORTUNITY

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TRAVEL DETAILS

Where does the opportunity take place?	
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TYPE OF VOLUNTEERING OPPORTUNITY				
Administration/Office opportunity		Counselling		Playschemes/Childrens' clubs
Advice/Information giving		Disaster/Emergency relief		Online volunteering
Advocacy/Human rights		Driving/Escorting		Practical/DIY
Arts (music/drama/crafts)		Equal opportunities/Race relations		Research/Policy making
Befriending/Mentoring		Finance/Accounting		Residential volunteering
Campaigning/Lobbying		Fundraising		Short term/Seasonal volunteering
Care/Supporting		Homebased volunteering		Specialist/Technical
Catering		Justice/Legal assistance		Sports/Outdoor activities
Charity shops/Retail		Languages/Translating		Tutoring/Supporting learners
Committee volunteering		Library/Information management		Volunteering for under 16s
Community/Economic dev		Management/Business skills		Youth volunteering
Computing		Marketing/PR/Media		
Conservation/Gardening		Miscellaneous		

WHICH OF THE FOLLOWING ISSUES BEST MATCHES YOUR VOLUNTEERING OPPORTUNITY?				
Animals		Learning Disabilities		People With Ill Health
Anti Poverty		LGBT		Physical Disability
Arts (music/drama/crafts)		Literacy Needs		Refugee/Asylum Seeker
Carers		Local Authority		Religion/Faith
Children (0-11)		Local Community		Residents of Disadvantaged Neighbourhoods
Crime and Safety		Lone Parents		
Disaster/Emergency		Low Income Households		Sensory Impairment
Drugs/Alcohol		Mental Health		Sport/Outdoor Activity
Education/Literacy		Men's Groups		Tackling Unemployment
Elderly		Miscellaneous		Travellers and Gypsies
Environment		Museums/Galleries/Heritage		Unemployed
Ethnic Minorities		Offenders and Ex Offenders		Victims of Crime
Families		Overseas/Developing World		Women's Groups
Health/Hospitals/Hospices		Parents		Young People (12-25)
Homelessness/Housing		People Affected by Disaster		
Human/Civil Rights/Justice		People Not at School		

FUNDING – Who funds the opportunity?				
Business Sector		Donations		Local Enterprise Company
Central Gov – Scottish Gov		Earned Income		Lottery Boards
Central Gov – Westminster Gov		European Money		Other
Charitable Trust		Health (Board/Trust)		
Communities Scotland		Local Authority		

OPPORTUNITY DETAILS	
Minimum age you accept volunteers	Maximum age you accept volunteers
What skills, attitudes, experience, qualifications does a person need to do this volunteering opportunity?	

Number of volunteers required		
When does the opportunity start?		Is there an end date?
When does the opportunity take place? (Days of the week – times)		
Are expenses paid?		YES/NO
What types of insurance covers this opportunity?		
Is there a taster session available?		YES/NO
Will the volunteer be offered training?	Induction training	YES/NO
	Ongoing training	YES/NO
	Named support for volunteer	YES/NO
Is childcare available? / Are childcare costs available for the volunteer?		YES/NO
Is there wheelchair access where the opportunity takes place?		YES/NO
Are there wheelchair accessible toilets where the opportunity happens?		YES/NO
Are volunteer expenses paid (e.g. travel)		YES/NO

APPLICATION PROCESS – Which methods do you use?			
Application form		Induction / training	Informal chat
Interview		PVG	References
Trial period		Other	

The information you have given will help us signpost prospective volunteers to your organisation, and to monitor and improve the quality of our services. The information will be entered on our database and shared with potential volunteers. The volunteering opportunity will appear on our website, social media platforms and on other third party volunteer opportunity portals (such as Volunteer Scotland). This is to help maximise the reach of your opportunity.

I HAVE READ THE INFORMATION ABOVE AND I CAN CONFIRM THE DETAILS ARE CORRECT.
I HAVE READ AND UNDERSTOOD AND AGREE TO THE DATA-SHARING NOTIFICATION.

Please tick how you would like us to contact you (tick all that apply)
Post **Email** **Telephone**

I am authorised to sign this on behalf of my organisation:

NAME _____

SIGNATURE _____

POSITION IN ORGANISATION _____ DATE _____

Thank you for completing this form. Please keep a copy for your own records.

Voluntary Action Shetland
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