

## Volunteering Opportunity Registration Form

1. Organisation Details							
Organisation name							
Address							
Postcode				Tel:			
E-mail:				Web:			
Contact name:							
Role/position							
Tel: <i>(if different from above)</i>				E-mail: <i>(if different from above)</i>			
Please confirm you are willing for the following information to be shared with voluntary organisations and volunteers							
Yes <input type="checkbox"/> No <input type="checkbox"/>							
How would you like us to refer potential volunteers to your organisation:							
application form	<input type="checkbox"/>	e-mail	<input type="checkbox"/>	letter	<input type="checkbox"/>	phone	<input type="checkbox"/>
What is the status of your organisation? <i>Please tick all that apply</i>							
Constituted Group	<input type="checkbox"/>	Community Interest Company	<input type="checkbox"/>				
Registered Charity	<input type="checkbox"/>	If yes, please provide charity no:					
Company Limited by Guarantee	<input type="checkbox"/>						
Unincorporated Association	<input type="checkbox"/>	If yes, please provide no:					
Other <i>(please state)</i>							

2. Organisation Aims and Objectives		
What are the aims and objectives of your organisation?		
		Yes    No
Has your organisation worked with volunteers before	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently offer Millennium Volunteers Awards	<input type="checkbox"/>	<input type="checkbox"/>
If no, would you like information about the Millennium Volunteers Award programme	<input type="checkbox"/>	<input type="checkbox"/>
Would you like information/support/training with your volunteering programme	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of a County Voluntary Council / Volunteer Network?	<input type="checkbox"/>	<input type="checkbox"/>

3. Policies	
Do you have the following in place? <i>please tick all that apply</i>	
Volunteering Policy	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>
Risk Assessment of volunteer roles/activities is undertaken	<input type="checkbox"/>
Child Protection / Vulnerable Adults Policy	<input type="checkbox"/>
Equal Opportunities Policy	<input type="checkbox"/>
Insurance Cover for volunteers	<input type="checkbox"/>
Complaints procedure/ Procedures for settling difficulties	<input type="checkbox"/>
Lone Working Policy <i>(if relevant)</i>	<input type="checkbox"/>
Do you need support with developing any of the policies above? If so, please provide more information and we will contact you.	

We need as much information as possible about each opportunity to give volunteers a comprehensive understanding of the role.

**If you have more than one opportunity, please complete an 'additional opportunities registration form' for each role.**

4. Organisation Details		
Organisation details as on registration form <input type="checkbox"/>		
Organisation name		
Address		
Postcode	Tel:	E-mail:
Contact name <i>(Mr/Mrs/Ms/Miss/Other)</i>		
Role/position		

5. Opportunity details					
Volunteering role title:					
Description of volunteering activities					
				Yes	No
Does the role involve working with children and/or vulnerable adults				<input type="checkbox"/>	<input type="checkbox"/>
Is this opportunity available through the medium of Welsh				<input type="checkbox"/>	<input type="checkbox"/>
Is this opportunity a 'one-off' activity				<input type="checkbox"/>	<input type="checkbox"/>
Is this opportunity a group activity				<input type="checkbox"/>	<input type="checkbox"/>
How long do you require us to advertise this opportunity					
For this volunteering role, do volunteers need to use:					
own vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	own insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
				N/A	<input type="checkbox"/>

Please tick which categories apply to this vacancy only					
<i>e.g. Your organisation may be concerned with the elderly but the vacancy may require advocacy skills - select Advocacy</i>					
<input type="checkbox"/>	Admin and office work	<input type="checkbox"/>	Disability and health	<input type="checkbox"/>	Management & Committees
<input type="checkbox"/>	Advice work & counselling	<input type="checkbox"/>	Driving	<input type="checkbox"/>	Marketing/PR & media
<input type="checkbox"/>	Advocacy	<input type="checkbox"/>	Drugs and addictions	<input type="checkbox"/>	Mental Health
<input type="checkbox"/>	Animals	<input type="checkbox"/>	Education and literacy	<input type="checkbox"/>	Older people
<input type="checkbox"/>	Arts/culture & heritage	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Overseas activities
<input type="checkbox"/>	Befriending	<input type="checkbox"/>	Green/Sustainable development	<input type="checkbox"/>	Practical and DIY
<input type="checkbox"/>	Campaigning & lobbying	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Prisoners & ex-offenders
<input type="checkbox"/>	Caring	<input type="checkbox"/>	Gender and sexuality	<input type="checkbox"/>	Race/ethnicity/refugees
<input type="checkbox"/>	Charity shops and retail	<input type="checkbox"/>	Homelessness & housing	<input type="checkbox"/>	Sports/recreation & leisure
<input type="checkbox"/>	Children and families	<input type="checkbox"/>	Hospitals and hospices	<input type="checkbox"/>	Teaching and training
<input type="checkbox"/>	Community safety	<input type="checkbox"/>	Human and Civil Rights	<input type="checkbox"/>	Trustees
<input type="checkbox"/>	Community work	<input type="checkbox"/>	Languages	<input type="checkbox"/>	Women's groups
<input type="checkbox"/>	Computers and technology	<input type="checkbox"/>	Legal work	<input type="checkbox"/>	Youth work

6. Opportunity location details		
Which geographical area do you cover?		
Where is the volunteering carried out <i>e.g from home; office based; project based</i>		
	Yes	No
Are your buildings/areas fully accessible eg disabled access?	<input type="checkbox"/>	<input type="checkbox"/>
Have the premises been assessed for fire risk ?	<input type="checkbox"/>	<input type="checkbox"/>
Is transport provided for volunteers for this opportunity? Please provide details:	<input type="checkbox"/>	<input type="checkbox"/>
Are there public bus routes/train stations nearby? If yes, please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

7. Time required						
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
morning						
afternoon						
evening						
night time						
Is this opportunity flexible? If yes, please provide further details e.g. suited to shift-workers					Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the minimum hours per week expected:						
What is the minimum period of commitment for volunteers: e.g 6 months						

8. Skills and interests
Does this vacancy require any particular skills, qualities or experience e.g. Welsh speaking, IT skills etc

9. Support and supervision			
What support is offered to volunteers:			
Induction	<input type="checkbox"/>	One to one supervision	<input type="checkbox"/>
Peer Support	<input type="checkbox"/>	Mentoring / buddying	<input type="checkbox"/>
		Social events/meetings	<input type="checkbox"/>
Will volunteers be carrying out the activities:			
alone	<input type="checkbox"/>	in a group	<input type="checkbox"/>
		with paid staff	<input type="checkbox"/>
		with other volunteers	<input type="checkbox"/>
other, please provide details			

	Yes	No
Do volunteers have a named contact within the organisation	<input type="checkbox"/>	<input type="checkbox"/>
Contact name:		
Role:		
	Yes	No
Can you offer this opportunity to volunteers with additional support needs? If yes, please provide more details:	<input type="checkbox"/>	<input type="checkbox"/>

### 10. Recruitment procedures

Which of the following age groups is this opportunity suitable for, *please select one or more*

-14 <input type="checkbox"/>	14-15 <input type="checkbox"/>	16-17 <input type="checkbox"/>	18 - 25 <input type="checkbox"/>	26-49 <input type="checkbox"/>	50+ <input type="checkbox"/>
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Is this a GwirVol opportunity (young people 14-15)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Minimum/maximum age limit if relevant:

What are your selection procedures:

Application form	<input type="checkbox"/>	Formal interview	<input type="checkbox"/>	References	<input type="checkbox"/>
CRB checks	<input type="checkbox"/>	Informal discussion	<input type="checkbox"/>		

Other selection procedures, please provide details (*e.g. for volunteers under 16; require adult supervision*)

Is there anyone that is not suitable for this opportunity, please provide details (*e.g. males; recent experience of substance misuse*)

Are 'out of pocket' expenses refunded for the following:

transport	<input type="checkbox"/>	food allowance	<input type="checkbox"/>	care costs	<input type="checkbox"/>	clothing/equipment	<input type="checkbox"/>

Are volunteers offered training? If yes, please provide details

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### 10. Further information

If you have further details you wish to provide please add here:

## Declaration

This information will be entered onto the All Wales Volunteering database [www.volunteering-wales.net](http://www.volunteering-wales.net). Details of your vacancies will appear on the website and will be publicised by various methods by Gwynedd Volunteer Centre. If a volunteer shows an interest in your opportunity, we will contact you to arrange an appointment or will give your information to the interested volunteer for them to contact you directly. Alternatively, an e-mail or letter will be sent to you with the volunteer's details. Please contact the volunteer as soon as possible or let us know if this cannot be done.

Please remember that the Gwynedd Volunteer Centre does not vet volunteers in any way although we do our best to match suitable volunteers with appropriate volunteering opportunities. It is up to individual groups to take up references and access appropriate safeguarding information e.g. DBS (previously CRB) checks.

Please send us any information you have on your organisation and/or voluntary opportunity (leaflets, posters etc.) which is suitable for potential volunteers, as this will help us to recruit volunteers for you.

Gwynedd Volunteer Centre operates a no rejection policy which means that we try to find voluntary roles for everyone who seeks our help. If you have specific volunteer requirements, please let us know what they are so that we are able to advise volunteers accordingly.

We will not recruit volunteers for any organisation which discriminates against volunteers on the grounds of race, colour, nationality, ethnic or national origin, age, sex, disability (where access is not an issue), gender preference, religion, class, political belief, or unrelated criminal conviction.

## Data Protection

Gwynedd Volunteer Centre will store this information electronically in accordance with the Data Protection Act. Information may be made available to relevant third parties. If there is any information on this form that your organisation does not wish to be publicised or distributed, please let us know.

**I confirm that I have read and accepted the above declarations and Data Protection statement**

Signed

Date

Print name

Position

**Thank you for completing the form!**

**Please send to:**

**Gwynedd Volunteer Centre  
Mantell Gwynedd  
23-25 Bridge St  
CAERNARFON  
Gwynedd  
LL55 1AB**