



# Volunteer Centre

## Patchway Filton & The Stokes

**tel:** 01454 868986 **email:** [info@volunteercentre-pfs.org.uk](mailto:info@volunteercentre-pfs.org.uk)

**Address:** Volunteer Centre, The Hub, Rodway Road,  
Patchway, Bristol. BS34 5PE

## Organisation Registration

Thank you for your enquiry to register your Organisation with the Volunteer Centre.

Please complete and return the enclosed registration form together with several copies of any promotional material about your Organisation/role (if you have any).

Our primary function is to offer a free volunteer recruitment service to non profit organisations. We will promote your volunteering roles on your behalf using a variety of methods and introduce prospective volunteers to you based on your criteria.

Completion of the enclosed form will provide us with sufficient information to promote your volunteering opportunity to those actively seeking voluntary work. Please be as specific as possible when outlining the nature of the work involved enabling prospective volunteers to engage with your Organisation and what's required of them.

Once you've registered with us we'll contact you when someone wishes to apply for your role (occasionally a volunteer may contact you direct). Where we make the introduction, we would urge you to contact the volunteer as quickly as possible as it's very important to maintain a volunteers level of interest as well as establish yourself as a credible Organisation.

When a referral's been made we'll keep a check on your progress and we'd be grateful if you would notify us if a volunteer starts with you. This will enable us to take instructions with regards to any further volunteering requirements.

We look forward to supporting you in your efforts to find volunteers and please don't hesitate to contact us if you have any queries.

The Volunteer Centre Team





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## ORGANISATION REGISTRATION FORM

### ORGANISATION DETAILS

**Name of Organisation**

.....

**Address**

.....

.....

.....

**Postcode**

.....

**Telephone**

.....

**email**

.....

### CONTACT PERSON (only complete address and contact details if different from above)

Mr Mrs Miss Ms (circle one)

**First Name**

.....

**Surname**

.....

**Salutation** (Dear...)

.....

**Job Title**

.....

**Address**

.....

.....

.....

**Postcode**

.....

**Telephone**

.....

**email**

.....

**AIM AND ACTIVITIES**

Please provide a brief statement about the purpose of your organisation.  
For advertising purposes please keep it short and interesting.

Please summarise your main activities.  
For advertising purposes please keep it short and interesting.

**VOLUNTEERING OPPORTUNITY**

**Please note:** You only have to register your organisation once. This section records details of your first volunteering opportunity. Additional volunteering opportunity forms are available upon request if you are recruiting for other roles.

**Role Title** (Please provide a short and appealing title for the volunteering role)

.....

**Number of volunteers required for this role** .....

**Address of where volunteering takes place** (if different from Organisation address)

.....

.....

.....

**Contact Name** (if different to Organisation contact person)

.....

**Telephone**.....

**email**.....

**Type of opportunity** (tick relevant box)

Short term	Short term assignment with a start and end date (see below)	
Part time	An activity requiring an ongoing regular commitment	

If a short term assignment, please provide the start and end date

Start date ..... End date .....

Please indicate if the opportunity is available on specific days/times of the week, or leave blank if the hours can be flexible.

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
am							
pm							
eve							

**Internet Advertising (Recommended)** We post volunteering opportunities onto an online national volunteering database ([www.do-it.org](http://www.do-it.org)) where your opportunity will be available to volunteers searching on-line as well as other Volunteer Centres.

You can advertise roles with us for as long as you wish, indicating your dates below. For ongoing or long term advertising we recommend an end date 12 months ahead. We will contact you upon expiry and adverts can be renewed or amended at any time as required.

None of your contact details are included on do-it adverts as we will handle enquiries on your behalf. Please leave dates blank if you **DO NOT** wish this opportunity to appear on do-it.org.uk.

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

**Description of opportunity**

In the style of an advert, please provide an appealing description of the opportunity and the tasks involved (information can be taken from your role description)

## Opportunity requirements

Please provide details of any skills, qualifications or personal attributes that volunteers may need to participate in this opportunity. Please also provide any specific criteria that volunteers need to meet if appropriate e.g. minimum time commitment required

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## Opportunity categories (Please indicate all of the areas of interest and/or activity this role applies to)

Areas of Interest:	Type of Activity:
Animals	Administration
Art and culture	Advice, Information and Support
Children	Architecture and Building Work
Disability	Art
Disaster Relief	Befriending and Buddying
Domestic Violence	Business, Management and Research
Drugs and Addictions	Campaigning and Lobbying
Education and Literacy	Caring
Elderly	Catering
Emergency Services	Community Work
Employment	Computers, Technology and Website Design
Environment	Counselling
Families	Driving
Gay, Lesbian, Bi and Transsexual	Employee and Group Volunteering
Health, Hospitals and Hospices	Entertainment
Heritage	Finance Work
Homeless and Housing	First Aid
Human and Civil Rights	Fundraising
International Aid	Gardening
Legal Aid and Justice	General and helping
Mental Health	Hostel Work
Mentoring	Languages
Millennium Volunteers	Legal Work
Museums	Local Events
Music	Marketing, PR and Media
Politics	Mentoring
Prisoners and Ex Offenders	Music
Race, Ethnicity and Refugees	National and International Events
Religion	Officials
Sport and Outdoor Activities	Practical Work and DIY
Women's Groups	Retail and Charity Shops
Youth	Sports Development
	Teaching, Training and Coaching
	Trusteeship and Committee Work
	Under 16 Volunteering
	Youth Work

**GROUP VOLUNTEERING**

Would your opportunity be suitable for ad-hoc group volunteering including employed people who receive time off for volunteering in the community?

Children (supervised) e.g. Scouts, Guides or Dreamscheme	
18-25 year olds registered with v.involved youth volunteering	
Employee Volunteering	
Groups – small (2-10)	
Groups – medium (10-25)	
Groups – large (25-40)	
Groups – very large (40+)	

**RECRUITMENT**

**Method of selection** *(please tick)*

Application Form	<input type="checkbox"/>	Formal interview	<input type="checkbox"/>	References	<input type="checkbox"/>
Police check	<input type="checkbox"/>	Informal discussion	<input type="checkbox"/>	Trial Period	<input type="checkbox"/>

Other.....

**GOOD PRACTICE**

**Does your organisation** *(please circle)*

Have a volunteering policy?	Yes	No
Have a confidentiality policy?	Yes	No
Have a health and safety policy?	Yes	No
Have an equal opportunities policy?	Yes	No
Provide a role description?	Yes	No
Provide induction/on-going training and support?	Yes	No
Have a disciplinary and grievance policy?	Yes	No
Pay volunteer expenses?	Yes	No
Provide insurance cover for volunteers?	Yes	No

**Volunteers with extra support needs**

Can you accommodate volunteers who may have extra support needs (in terms of health or disability)?	Yes	No
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**Mailing Preference**

In order to keep you up to date with information and events we may include you in our mailing list or email list. Are you happy to receive occasional information via email or post?

Yes      No

**Data Protection**

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. We will never sell or give our mailing lists to a third party.

**Disclaimer**

I understand that the Volunteer Centre does not screen or vet any volunteers who register with them and that it is this Organisation’s responsibility to conduct appropriate selection and supervision procedures in line with good practice in the management of volunteers.

Signed ..... Date .....

Print Name .....

*For Office Use*

Task	Done	Date
Vbase		
do-it		
Team brief		
Diary F/UP 1		
Diary F/UP 2		
Diary F/UP 3		