

Volunteer Action Dumfries & Galloway

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E-mail: info@volunteeraction.co.uk Website: www.volunteeraction.co.uk

VOLUNTEER CENTRE DATABASE

Registration Information for Volunteer-Involving Organisations

One of the key roles of Volunteer Action is to provide members of the public with information about volunteering opportunities. We give individual advice and guidance to prospective volunteers, to help them find a volunteering opportunity most suited to their interests, motivations and abilities. We can also provide advice, training and support to your organisation in best practice working with and supporting volunteers.

A database accessible via the internet, designed by Volunteer Development Scotland is used in all Volunteer Centres in Scotland. We request that you complete the attached forms in order for us to offer you our services through this database.

The database has three main functions:

1. To provide public access on the web (at www.volunteerscotland.org.uk) to a national database of volunteering opportunities.
2. To gather national statistics and information about volunteering. This will help ensure that the contribution volunteering makes to the social economy of Scotland is recognised at policy level.
3. To provide Volunteer Action Dumfries & Galloway with information that will help us to continue to develop our service to meet your needs.

Your volunteering opportunities will be made available on the website, and to potential volunteer enquirers at the Volunteer Centre.

You will receive information from us including newsletters and training course details and access to our publications relating to best practice in working with volunteers.

There is no charge for promoting your volunteering opportunities and most Volunteer Centre services are free or have a minimal cost.

Who can register?

Not for profit organisations that involve volunteers in their work in Dumfries & Galloway. Volunteer Action does not promote volunteering opportunities for political party purposes. Volunteer Action reserves the right not to register or to remove your information from the database.

THE FORMS [Cont.]

THE FORMS

The Organisation Registration Form (A)

You will only need to complete this form once.

Please note information about your funding will not appear on the website.

The Opportunity Registration Form (B)

This form contains information about specific volunteer opportunities to help potential volunteers decide if your organisation matches their interests and needs.

You will need to complete a separate form for each of the different opportunities you wish to promote. Please copy as necessary.

Detailed guidance on how to complete Form B is attached.

When you are contacted by a potential volunteer

Volunteers do not come with any recommendations from Volunteer Action. Please put in place any selection procedures you feel are appropriate such as interviews and references. Before a volunteer starts, make sure that both you and the volunteer are clear about what the task is and what the boundaries are. It is important that the volunteer knows to whom they are responsible.

Keeping us informed

Opportunities can be added or removed from the database at any time. Let us know if an opportunity changes or is no longer available. There is nothing more frustrating than for a potential volunteer to offer their services to an agency that no longer has a need.

Data Protection

The information contained in the registration forms will be entered on to our database and used to help signpost prospective volunteers to your organisation, and to monitor/improve the quality of our service. It will be used in accordance with the principles of the Data Protection Act 1998. If you wish to see the information held by us about your organisation, please write to The Manager of Volunteer Action Dumfries & Galloway.

Need help?

If you have any queries about the forms, or the database in general, please do not hesitate to ask.

Contact your local Volunteer Action office: -

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|--------------------------------|---------------------|---|
| Nithsdale | 01387 267311 | info@volunteeraction.co.uk |
| Annandale & Eskdale | 01387 811571 | a-e@volunteeraction.co.uk |
| Stewartry | 01556 612518 | dalbeattie@volunteeraction.co.uk |
| Wigtownshire | 01776 707220 | wigtownshire@volunteeraction.co.uk |