

Volunteer Action Dumfries & Galloway

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Opportunity Registration Form

MV Compatible

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Please see the guidance notes attached before completing this form.

Fill in a separate form for each different opportunity (please see guidance notes)

If you are registered as an MV Award organisation and this opportunity is MV compatible please check box

1. Title of Opportunity e.g. driver, administrator etc.

2. Name of Organisation
Postcode of Organisation

3. Contact name for this particular volunteer opportunity

Position	<input type="text"/>	Tel No.	<input type="text"/>
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E mail	<input type="text"/>
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4. Please give a summary of the opportunity (**no more than 35 words**).
This is your chance to "sell" the opportunity to people so try to make it sound interesting and worthwhile.

5. Fuller description of the opportunity (**no more than 150 words**).

6. Where does the opportunity happen and what are the travel details?

VADG use only: Initials Reg Date: Areas covered: N A&E S W D&G

7. Which **ONE** the following activities best matches the volunteer opportunity?

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration/Office work | <input type="checkbox"/> Advice/Information giving | <input type="checkbox"/> Advocacy/Human Rights |
| <input type="checkbox"/> Arts (Music/drama/crafts) | <input type="checkbox"/> Befriending/Mentoring | <input type="checkbox"/> Campaign/Lobbying |
| <input type="checkbox"/> Care/Support worker | <input type="checkbox"/> Catering | <input type="checkbox"/> Charity Shops/Retail |
| <input type="checkbox"/> Committee Work | <input type="checkbox"/> Community/Economic Dev. Work | <input type="checkbox"/> Computing |
| <input type="checkbox"/> Conservation/Gardening | <input type="checkbox"/> Counselling | <input type="checkbox"/> Disaster/Emergency relief |
| <input type="checkbox"/> Driving/Escorting | <input type="checkbox"/> Equal Opps/Race Relations | <input type="checkbox"/> Finance/Accountancy |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Home-based Volunteering | <input type="checkbox"/> Justice/Legal assistance |
| <input type="checkbox"/> Languages/Translating | <input type="checkbox"/> Library/Information Management | <input type="checkbox"/> Management/Business Skills |
| <input type="checkbox"/> Marketing/PR/Media | <input type="checkbox"/> Online volunteering | <input type="checkbox"/> Playschemes/Children's Clubs |
| <input type="checkbox"/> Practical/DIY | <input type="checkbox"/> Research/Policy work | <input type="checkbox"/> Residential Volunteering |
| <input type="checkbox"/> Short term/Seasonal | <input type="checkbox"/> Specialist/Technical | <input type="checkbox"/> Sports/Outdoor activities |
| <input type="checkbox"/> Tutoring/Supporting Learners | <input type="checkbox"/> Volunteering for under 16s | <input type="checkbox"/> Youth work |

8. Which **ONE** the following subjects/issues best matches your organisation's main work?

- | | | |
|---|--|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Anti-poverty work | <input type="checkbox"/> Arts (music/drama/crafts) |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Children | <input type="checkbox"/> Crime/Safety |
| <input type="checkbox"/> Disaster/Emergencies | <input type="checkbox"/> Drugs/Alcohol issues | <input type="checkbox"/> Education/Literacy |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Environment | <input type="checkbox"/> Ethnic minorities |
| <input type="checkbox"/> Families | <input type="checkbox"/> Gender/Sexuality | <input type="checkbox"/> Health/Hospitals/Hospices |
| <input type="checkbox"/> Homeless/Housing | <input type="checkbox"/> Human/Civil rights/Justice | <input type="checkbox"/> Learning disabilities |
| <input type="checkbox"/> Men's Groups | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Museums/Galleries/Heritage |
| <input type="checkbox"/> Offenders/Ex-offenders | <input type="checkbox"/> Overseas aid/Developing world | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Refugees/Asylum seekers | <input type="checkbox"/> Religion/Faith | <input type="checkbox"/> Sensory impairment |
| <input type="checkbox"/> Sport/Outdoor activities | <input type="checkbox"/> Tackling Unemployment | <input type="checkbox"/> Women's Groups |
| <input type="checkbox"/> Young people | | |

9. Are there any restrictions on who can be a volunteer?

Minimum Age: Maximum Age: Gender restrictions:

Please explain why restrictions apply:

10. Number of volunteers needed for this opportunity:

11. What skills, attitudes, experience does a person need to do this volunteer opportunity?

12. If you do **NOT** want this opportunity to appear on the Volunteer Centre website, *please check here*

13. When does the volunteer opportunity start? (dd/mm/yy):

Is there an end date? If yes please enter (dd/mm/yy): **or** is it ongoing? check if YES

14. How many hours per day, week etc would a volunteer need to do for this opportunity?
e.g. 4 hours per week, 2 hours per fortnight, etc.

hours per [day] [week] [fortnight] [month] [quarter] [year] (**please check**)

Other (please describe):

15. Is there a minimum commitment expected of the volunteer? e.g. 6 weeks, 3 months etc.

(**enter a number**) [day] [week] [fortnight] [month] [quarter] [year] (**please check**)

Other (please describe)

16. Please tick when the opportunity happens. Check as many boxes as appropriate.

	Morning	Afternoon	Evening/Night	Does the opportunity take place in school holidays?
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the opportunity take place in term-time?
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17. What types of insurance(s) cover this opportunity?

Public Liability Personal Accident Professional Indemnity None

Other (please describe)

18. What selection method(s) will be used for prospective volunteers?

Application Form Induction/Training Informal chat
 Interview Police Check (Disclosures) References
 Trial Period Other (s)

19. Training and Support for Volunteers

	Yes	No but would like further information
Will the volunteer be offered induction/start up training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered on-going training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered support?	<input type="checkbox"/>	<input type="checkbox"/>

20. Please give a brief description of induction, ongoing training and support for the volunteer:

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21. Will the volunteer have a named contact person at your organisation? Yes No

22. Is childcare/ are childcare costs available for volunteers? Yes No

23. Is there wheelchair access where the opportunity happens? Yes No

24. Are there wheelchair accessible toilets where the opportunity happens? Yes No

25. Are travel expenses available for volunteers? Yes No

If yes, please give details on how and when expenses are paid, e.g. we pay public transport rates and reimburse volunteers every week. Also include mileage rates if applicable.

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26. Who funds this volunteer opportunity? *(please see guidance notes)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Business Sector | <input type="checkbox"/> European Money | <input type="checkbox"/> Central Govt – Scottish Government |
| <input type="checkbox"/> Health Board Trusts | <input type="checkbox"/> Local Council | <input type="checkbox"/> Central Govt – Westminster |
| <input type="checkbox"/> Charitable Trusts | <input type="checkbox"/> Local Enterprise Trust | <input type="checkbox"/> Communities Scotland |
| <input type="checkbox"/> Lottery Boards (Community Funded) | | |

Other (please describe)

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27. If there are any other areas of your work in which you might wish to develop volunteer opportunities; please tick this box and we'll get in touch with you:

Declaration

I have read the information above and I confirm the details given are correct. I have read and understood the Registration Information letter for Volunteer-involving organisations, which provides details of how this data is used. I am authorised to sign this on behalf of my organisation.

Name *(please print)*

	Position in Organisation
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Signed *(please sign)*

	Date
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Thank you for completing this form. Please return it to:
Volunteer Action Dumfries & Galloway (address on page 1.)