

Crawley Volunteer Centre
Helping the Community to Grow

Register Opportunity

Organisation Name: _____ CVB Opp Ref: _____

Opportunity Title: _____

Address of the Opportunity: *(if same as head office, leave blank)* _____

Town: _____ County: _____ Postal Code: _____

Geographical Area of Opportunity: *(if same as head office, leave blank)*

Contact for this Opportunity: *(if same as head office, leave blank)* Title: Mr/Miss/Mrs/Ms

First Name: _____ Surname: _____

Salutation: _____ Job Title: _____

Tel.: _____ Fax: _____

Email: _____

Availability:
Ongoing Yes / No: *(If -No- please indicate)* Start Date: _____ End Date: _____

	Sat	Sun	Mon	Tue	Wed	Thurs	Fri
AM							
PM							
EVE							

Please tick appropriate boxes to show when volunteers are required

Description of the Opportunity *(Please Note: This information will be given to prospective volunteers)*

Skills/Qualifications required

Directions: *(i.e. how to get there - if same as head office leave blank)*

Please categorise your opportunity:

Please tick **all** boxes that apply to your organisation

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

Do any of these apply? Please tick appropriately	What Recruitment Process will you use for this opportunity? Please tick appropriately
Millennium Volunteers	Application Form
Community Service	Informal Discussion
Community Transport	Interviews
Youth Volunteering	Not Known
	Other
	Police Check
	References
	Trial Period

Please indicate how the following apply to this opportunity.

Arrangements:	Details:
Are there any restrictions in respect of age or gender?	
How accessible are your premises to disabled people?	
Do you have an Equal Opportunities Policy?	YES / NO
Do you reimburse volunteers' expenses?	YES / NO
Do you provide Induction for volunteers?	YES / NO
Are volunteers covered by appropriate Insurance Cover?	YES / NO
Do you provide training for volunteers?	YES / NO
What support is offered to volunteers?	
Please note other arrangements that might be relevant.	

Crawley Volunteer Centre is grateful for donations to support the service given to volunteers and voluntary organisations. Please indicate below if you are able to make a contribution.

We have donated £..... We do not wish to donate at this time.

Tick here if receipt required Please make cheques payable to C.C.V.S

Do you want your opportunity to be promoted on the National Volunteer Database?
(www.Do-it.org.uk) YES / NO

Do you want your opportunity to be promoted in the Volunteer Opportunity Column in the Crawley News? YES/NO

I confirm that the details are correct, and that I am happy for the Volunteer Centre to promote this opportunity on behalf of my organisation.

I hereby give permission for the Volunteer Centre to hold relevant details on a database under the terms of the Data Protection Act 1998.

Name of Authorised Signatory

Authorised Signature

Date:

Please return this form to:

Lesley Whiting
Crawley Volunteer Centre
The Orchard,
1-2 Gleneagles Court
Brighton Road, Crawley West Sussex
RH10 6AD

Note Crawley Volunteer Centre does not take up references or carry out medical/police checks for volunteers

Tel: 01293 657145
Email: volbur@crawleycvs.org

Fax: 01293 657009

Crawley Council for Voluntary Service
Registered Charity No: 1094699
Company No: 4488714