Volunteering Opportunity

Registration Form

**Fill in a separate form for each different opportunity**

**1** Title of Opportunity e.g. Driver, Administrator etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is the first thing that is seen so make it descriptive and avoid using the term ‘general’. FVA are happy to help you with any part of this form – please get in touch; our contact details are at the end of the form.

**2** Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3** Contact name for this particular volunteer opportunity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4** Please give a summary of the opportunity *(no more than 35 words).* This is the first thing that people will see about your opportunity, so making it sound appealing, interesting & worthwhile will increase your chances of attracting a volunteer. Avoid jargon and formal ways of writing as much as possible. How would this sound if you were giving a quick description to someone about it?***If you want this part to be included in the general section below, copy and paste it in as otherwise it will not show on our website although FVA staff will be able to see it on our secure site.***

**5** Fuller description of the opportunity ***(aim for******no more than 150 words, including the above section****).* Giving a brief description of your organisation here can help someone see how the volunteering opportunity fits into context. Most people reading this won’t know what your organisation does, so this description will help them relate more to the opportunity. However, avoid only describing your organisation!

Why do you think it will appeal to someone? Make sure you mention the positive things that the board does, and don’t make it just a list of tasks!

Mention any must-have skills you have for the role here. Remember that the vast majority of committee roles don’t need specific abilities - and wouldn’t it be great to have a diverse committee?

**6** Where does the opportunity happen and what are the travel details? Record the town where the board meet.

**7** Which **one** of the following activities best matches the volunteer opportunity? (We use this to help volunteers find the kind of volunteering they would like. Contact us if you need help deciding which category to use. Ticking any one of these will show up in our ‘Get on Board’ section).

[ ]  Campaign/Lobbying [ ]  Management/Business Skills [ ]  Fundraising

[ ]  Committee Work [ ]  Finance/Accountancy [ ]  Specialist/Technical

**8** Which **one** of the following subjects/issues best matches the main activity or your organisation? (This helps people find the kind of organisation they might volunteer with. Contact us if you need help deciding which category to use).

[ ]  Animals [ ]  Anti-poverty work [ ]  Arts (music/drama/crafts)

[ ]  Carers [ ]  Children [ ]  Crime/Safety

[ ]  Disaster/Emergencies [ ]  Drugs/Alcohol issues [ ]  Education/Literacy

[ ]  Elderly [ ]  Environment [ ]  Ethnic minorities

[ ]  Families [ ]  Gender/Sexuality [ ]  Health/Hospitals/Hospices

[ ]  Homeless/Housing [ ]  Human/Civil rights/Justice [ ]  Learning disabilities

[ ]  Men’s Groups [ ]  Mental Health [ ]  Museums/Galleries/Heritage

[ ]  Offenders/Ex-offenders [ ]  Overseas aid/Developing world [ ]  Physical disability

[ ]  Refugees/Asylum seekers [ ]  Religion/Faith [ ]  Sensory impairment

[ ]  Sport/Outdoor activities [ ]  Tackling Unemployment [ ]  Women’s Groups

[ ]  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? Think Diversity here! Of course list anything that is essential for the role. However, if you have too narrow a requirement, you may miss volunteers who have other attributes that your organisation would benefit from.

**12** a) If you do not want this opportunity to appear on the Volunteer Centre website, please tick here: [ ]

b) If you work from home and would rather your contact details were not published on the web / directories you can choose to display Fife Voluntary Action’s contact details with the opportunity.

[ ]  I would like to use FVA’s contact details

**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 (tick if YES): [ ]

**14** What are the **minimum** hours per week etc. that a volunteer would need to do for this opportunity e.g. 4 hours per week, 2 hours per month, etc.:

\_\_\_\_\_\_\_ Hours per [week] [fortnight] [month] [quarter] (*please circle*)

Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_ (Enter a number) [days] [weeks] [months] [years] (*please circle*)

Other (*please describe*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16** Please tick when the committee/board meets. Tick as many boxes as appropriate.

**Monday evening** [ ]  **Tuesday evening** [ ]  **Wednesday evening** [ ]  **Thursday evening** [ ]  **Friday evening** [ ]

If you meet on another day or another time of the day, please note this here –

If you meet differently than once a month, please note here how often you meet -

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

Public Liability [ ]  Personal Accident [ ]  Professional Indemnity [ ]  Employers Liability [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ]  Application Form [ ]  Criminal Record (Disclosures) [ ]  Induction/training

[ ]  References [ ]  Informal chat [ ]  Trial Period

[ ]  Interview Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**19** Training and Support for Volunteers
 Yes No, but would like further information

Will the volunteer be offered induction/start up training? [ ]  [ ]

Will the volunteer be offered on-going training? [ ]  [ ]

Will the volunteer be offered support? [ ]  [ ]

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

**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

(For some volunteers, getting their expenses on the night they come to the meeting may be important, so you could say if this is possible). 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.

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

[ ]  Business Sector [ ]  European Money [ ]  Central Govt – Scottish Government

[ ]  Health Board [ ]  Local Council [ ]  Central Govt – Westminster

 [ ]  Charitable Trusts [ ]  Local Enterprise Trust [ ]  Voluntary Action Fund

 [ ]  Lottery Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the information above and I confirm the details given are correct. I have read and understood the Registration Information Document, which provides details of how this data is used and sets out Fife Voluntary Action’s Values. I am authorised to sign this on behalf of my organisation.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position in Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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: [ ]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Thank you for completing this form****.* Please keep a copy of it for your own records, and send a copy to us.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Leven:**The Greig InstituteForth Street,Leven KY8 4PF0800 389 6046 |  | **Kirkcaldy**:New Volunteer House16 East Fergus Place,Kirkcaldy KY1 1XT01592 645 300 |  | **Glenrothes:**Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF0800 389 6046 |  | **Cupar**:Volunteer House, 69 Crossgate, Cupar KY15 5AS01334 654 080 |
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