

Registration Form for Organisations

(Note: if you are already registered with the Volunteer Centre go straight to page 2 to register your opportunity)

DETAILS OF THE ORGANISATION

Name: _____ *If registered, Charity No.:* _____

Address: _____

Town: _____ County: _____ Post Code: _____

Geographical Area: *(i.e. where you are based)*

Tel.: _____ Fax: _____

Email: _____ Website: _____

Directions: *(i.e. how to get there)*

Contact for the Organisation: _____ Title: Mr/Miss/Mrs/Ms/Other: _____

First Name: _____ Surname: _____

Salutation: _____ Job Title: _____

Address: _____

Town: _____ County: _____ Postal Code: _____

Tel.: _____ Fax: _____

Email: _____

Mission Statement: *(i.e. purpose of your organisation or objectives)*

Activities of the Organisation: *(Please note this will be given out to prospective volunteers)*

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

Do any of these apply? Please tick appropriately		What Recruitment Process will you use for this opportunity? Please tick appropriately	
<input type="checkbox"/>	Millennium Volunteers	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Community Service	<input type="checkbox"/>	Informal Discussion
<input type="checkbox"/>	Community Transport	<input type="checkbox"/>	Interviews
<input type="checkbox"/>	Youth Volunteering	<input type="checkbox"/>	Not Known
<input type="checkbox"/>		<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	Police Check
<input type="checkbox"/>		<input type="checkbox"/>	References
<input type="checkbox"/>		<input type="checkbox"/>	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:

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 Community & Voluntary Service
 Registered Charity No: 1094699
 Company No: 4488714