



# VOLUNTEER BUREAU

## ORGANISATION DETAILS & VOLUNTEERING OPPORTUNITIES INFORMATION

### CONTACT DETAILS

Organisation	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>		
Contact	<input type="text"/>	Position	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

### ORGANISATIONAL PROFILE

Registered Charity No.	<input type="text"/>		
No. of Paid Staff	<input type="text"/>	No. of Volunteers	<input type="text"/>

### AIMS / POLICY STATEMENT OF THE ORGANISATION

Please indicate the categories which apply to your organisation. Tick as many boxes as are relevant:-

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Advising             | <input type="checkbox"/> Advocacy             | <input type="checkbox"/> Animals             | <input type="checkbox"/> Arts/Culture/Heritage |
| <input type="checkbox"/> Befriending    | <input type="checkbox"/> Campaigning          | <input type="checkbox"/> Caring               | <input type="checkbox"/> Charity Shops       | <input type="checkbox"/> Children & Families   |
| <input type="checkbox"/> Committee Work | <input type="checkbox"/> Community Safety     | <input type="checkbox"/> Computers            | <input type="checkbox"/> Counselling         | <input type="checkbox"/> Disability            |
| <input type="checkbox"/> Driving        | <input type="checkbox"/> Drugs & Addictions   | <input type="checkbox"/> Education & Literacy | <input type="checkbox"/> Elderly             | <input type="checkbox"/> Environment           |
| <input type="checkbox"/> Fundraising    | <input type="checkbox"/> Gender & Sexuality   | <input type="checkbox"/> Health               | <input type="checkbox"/> Homeless & Housing  | <input type="checkbox"/> Hospitals/Hospices    |
| <input type="checkbox"/> Management     | <input type="checkbox"/> Mental Health        | <input type="checkbox"/> Music                | <input type="checkbox"/> Overseas Activities | <input type="checkbox"/> Practical & DIY       |
| <input type="checkbox"/> (Ex)Offenders  | <input type="checkbox"/> Refugees & Ethnicity | <input type="checkbox"/> Sports & Leisure     | <input type="checkbox"/> Teaching & Training | <input type="checkbox"/> Womens Groups         |
| <input type="checkbox"/> Youth Work     |   |   |  |  |

**OTHER INFORMATION**

## VACANCY OPPORTUNITY DETAILS

### OVERVIEW-DESCRIPTION OF VACANCY DUTIES

### LOCATION, TRANSPORT AND ACCESSIBILITY

In which location are volunteers required?

Accessibility of location?

Transport availability?

### TIMES REQUIRED - (Please tick boxes to indicate)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours per session will volunteers be expected to spend with your organisation?

What is the minimum period required (e.g. few weeks/6 months/year)

## **SUPPORT DETAILS**

Is there someone responsible for volunteers?  Yes  No

Details

Will volunteers have the opportunity to be involved with the organisation through social events, meetings etc...?  Yes  No

Details

Will volunteers be working on their own?  Yes  No

Details

## **EXPENSES AND TRAINING**

Are volunteers paid 'out of pocket' expenses?  Yes  No

Details

Are volunteers offered training?  Yes  No

Details

## **COMPLAINTS, HEALTH AND SAFETY, AGE RESTRICTIONS**

Is there a complaint procedure for volunteers?  Yes  No

Does your organisation have an up to date health and safety Policy?

Yes  No

Are volunteers insured when working with your organisation?

Yes  No

Does your organisation have any age restrictions?  Yes  No

Details

**Please return this form to:**

Gaynor Jones - Volunteer Bureau Organiser, Denbighshire Voluntary Services Council,  
FREEPOST RE57, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1BR



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