



**Denbighshire Volunteer Centre**  
Registered Charity No 1054322  
Company Limited by Guarantee No 3132487  
**Volunteer Opportunity Registration Form**

Office Use

Reg. No \_\_\_\_\_

Date \_\_\_\_\_

### 1. Organisation Details

Name of Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web site \_\_\_\_\_

Contact Person (Mr/Mrs/Ms/Miss/Other) \_\_\_\_\_

Role / Position \_\_\_\_\_

### 2. Volunteering Opportunity Details

Volunteering Role Title (please include role description if available)

Description of Volunteering Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the role involve working with children and/or vulnerable adults? Y/N

### 3. Location Details

Where is volunteering is carried out? \_\_\_\_\_

Are your buildings / work areas fully accessible? Y/N

Have the premises been assessed for fire risk? Y/N

Is transport provided for volunteers for this opportunity? Y/N

#### 4. Times Required

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How many hours per week are volunteers expected to give? \_\_\_\_\_

What is the minimum period of commitment for volunteers? \_\_\_\_\_

#### 5. Skills and Interests

Does this vacancy require any particular skills, qualities or experience?  
e.g. Welsh speaking, IT skills etc

#### 6. Support and Supervision

What support is offered to volunteers (please tick):

Social events / meetings  One to one supervision  Induction  Peer Support   
Mentoring / buddying

Will volunteers be working on their own or in a group? \_\_\_\_\_

Do volunteers have a named contact within the organisation? Y/N

#### 7. Recruitment Procedures

Do you recruit volunteers in the following age categories (please tick):

Under 16  16 - 17  18 - 25  Over 25

Minimum / maximum age limit if relevant \_\_\_\_\_

What are your selection procedures (please tick):

Formal Interview  Informal discussion  Application form

References  CRB checks  Compulsory ISA registration

Other selection procedures? \_\_\_\_\_

Are there types of people who would not be suitable for this opportunity? : -

Are 'out of pocket' expenses refunded (please tick):

Transport  Food Allowance  Care Cost  Clothing/Equipment

Are volunteers offered training? (if yes, give details) \_\_\_\_\_

For volunteer drivers - do volunteers need to use their own vehicle /insurance? Y/N

## 8. Policies

Do you have the following in place? (Tick all that apply)

- Volunteering Policy**
- Health and Safety policy, and
- Emergency/Evacuation procedures.
  - First aid facilities and accident reporting arrangement
  - Personal protective equipment is issued if required, and its use ensured
- Risk Assessment of volunteer roles/activities is undertaken
- Child Protection / Vulnerable Adults Policy
- Equal Opportunities Policy
- Insurance Cover for volunteers
- Complaints procedure/ Procedures for settling difficulties
- Lone Working Policy (if relevant)

For organisations taking volunteers through the DWP volunteering broker scheme only:

The organisation is willing to co-operate with any evaluation of the scheme

Any significant accident or incident involving volunteers placed through the scheme will be notified to WCVA Volunteering team, immediately

Do you need support with developing any of the policies above? If so, please give more information and we will contact you: -

The information provided on this form is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the form to: Denbighshire Volunteer Centre, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1AF  
Email: [gaynor@dvsc.co.uk](mailto:gaynor@dvsc.co.uk)