



Community First New Forest  
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Registered Charity No. 1068964  
Registered Company No. 3483827

## Hampshire Volunteer Centres Opportunity Registration Form

<b>Organisation name</b>	
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<b>Opportunity title</b> <i>Please provide a short and appealing title for this opportunity – maximum 70 characters</i>

<b>Address</b> <i>Where the opportunity is based – leave blank if the same as your organisation address</i>		
Line 1:		
Line 2:		
Town:	County:	Postcode:
Geographical area covered by your organisation:		

<b>Contact name</b> <i>The person the volunteer would need to contact</i>	
Name:	Telephone:
Email:	Fax:

<b>Commitment required of volunteer</b>		
Full Time:	Part Time:	Short Term:

<b>Specific dates for short term opportunities</b> <i>Same date for both for a one-day opportunity</i>	
Start date:	End date:

<b>Start and finish date for advertisements on the Internet</b> <i>This opportunity will be posted for one year and can then be renewed – please advise if the vacancy is filled</i>	
Start date:	End date:

**Times for the opportunity** *Tick each box that volunteers will be required or circle ALL for time flexible*

**Please note this field is mandatory**

All	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Eves							

**Description of the opportunity**

Please provide us with a description of the opportunity, explaining specifically what the volunteer is required to do. It is useful to think of this in terms of who, what, why, where and when. You could also mention any benefits to be gained by the volunteer (skills, training, experience, fun). **Please note that only the first 250 characters of the description will appear on the do-it website.**

**Skills/experience required**

**Directions** *To the place where the opportunity is held*

	<b>Areas of Interest</b> <i>Please tick areas of interest that apply to this opportunity – maximum of 5</i>	<b>Type of Activity</b> <i>Please tick types of activity that apply to this opportunity – maximum of 5</i>	
	Animals	Administration	
	Art & Culture	Advice Work, Information & Support	
	Children	Architecture & Building Work	
	Disability	Art	
	Disaster Relief	Befriending & Buddying	
	Domestic Violence	Business, Management & Research	
	Drugs & Addictions	Campaigning & Lobbying	
	Education & Literacy	Caring	
	Elderly	Catering	
	Emergency Services	Community Work	
	Employment	Computers, Technology & Website	
	Environment	Counselling	

	Families	Driving	
	Gay, Lesbian, Bi & Transsexual	Employee & Group Volunteering	
	Health, hospital & hospices	Entertainment	
	Heritage	Finance Work	
	Homeless & Housing	First Aid	
	Human & Civil Rights	Fundraising	
	International Aid	Gardening	
	Legal Aid & Justice	General and Helping	
	Mental Health	Hostel Work	
	Mentoring	Languages	
	Museums	Legal Work	
	Music	Local Events	
	Politics	Marketing, PR & Media	
	Prisoners & Ex-Offenders	Mentoring	
	Race, Ethnicity & Refugees	Music	
	Religion	National & International Events	
	Sport & Outdoor Activities	Officials	
	Women's Group	Practical Work & DIY	
	Youth	Retail & Charity Shops	
		Sports Development	
		Teaching, Training & Coaching	
		Trusteeship & Committee Work	
		Under 16 Volunteering	
		Youth Work	

**Is your opportunity suitable for any of the following?** *Please tick all that apply*

16-17 year olds		Groups – Large (25-40)		Groups Very Large (40+)	
18-25 year olds		Groups – Medium (10-25)		Olympic Inspired	
Employee Volunteering		Groups – Small (2-10)			

**Your recruitment method** *Please tick all that apply*

Application form		DBS check		Trial period	
Interview		Independent Safeguarding Authority check		Informal discussion	
References		Not known		Other	

**Arrangements** Please indicate which of these apply to your opportunity by putting Yes or No and giving details as necessary

Age/Gender restrictions	
Disabled Access	
Equal opportunities policy	
Expenses	
Induction	
Insurance	
Training	
Volunteer Policy	

**Please tick if you would like your opportunities displayed on the Internet ([www.do-it.org.uk](http://www.do-it.org.uk))**

*We can upload your opportunities directly from our database onto the Do-It website, the national home of volunteering on the web. This is the most powerful means of recruitment at our disposal*

**Would you like us to share this information with other Volunteer Centres within the area of this opportunity?**

**Signed** (on behalf of the organisation)

**Name** (printed)

**Date**

**What happens next?**

We will add your organisation and opportunity details to our database, and promote your volunteering opportunities using the resources at our disposal.

**Referrals**

**While we hope to be able to refer volunteers to you, the final decision regarding the recruitment and selection of volunteers is yours. It is also your responsibility to take up references for volunteers, and DBS and Independent Safeguarding Authority checks where appropriate. We ask that you contact all prospective volunteers within two weeks of us referring them. Please return this form to:**

Volunteer Centre New Forest, Community First New Forest, Archstone House, Pullman Business Park, Pullman Way, Ringwood, Hants, BH24 1HD

**Tel:** 01425 482773

**Fax:** 01425 482666

**Email:** [vol.bureau@cfnf.org.uk](mailto:vol.bureau@cfnf.org.uk)

We are available by phone and email, or we can make a personal visit, to answer any questions about these forms, or to discuss your volunteer recruitment issues.