

# Opportunity Registration Form

Title of Opportunity: \_\_\_\_\_

## Contact Details

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

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## Times of Opportunity

Please tick each box when volunteers are required or circle ALL

ALL	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

BAC Associate Organisations:



BAC Sponsors:



Supported by:



### Description of Opportunity

Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. This statement is what we will principally use to encourage volunteers to become involved in this opportunity.

### Skills and Qualifications Required

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity.

### Directions

Please provide some brief directions on how to get to your organisation e.g. closest tube station, bus routes and landmarks e.t.c.

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### Areas of Interest and Type of Activity

Please cross any of the following that apply to the opportunity. You need to cross both Type of Activity and Areas of Interest for your opportunity to be successfully matched with potential volunteers.

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

BAC Associate Organisations:



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**Recruitment Method**

Please cross any that apply.

- |                       |                     |                       |               |
|-----------------------|---------------------|-----------------------|---------------|
| <input type="radio"/> | Application Form    | <input type="radio"/> | Trial Period  |
| <input type="radio"/> | Informal Discussion | <input type="radio"/> | Police Checks |
| <input type="radio"/> | Interviews          | <input type="radio"/> | Other         |
| <input type="radio"/> | References          | <input type="radio"/> | Not Known     |

**Arrangements**

Please provide details of the arrangements made under each of following headings

- Additional Information: \_\_\_\_\_
- Age Restriction: \_\_\_\_\_
- Childcare Facilities: \_\_\_\_\_
- Complaints Procedure: \_\_\_\_\_
- Disabled Access: \_\_\_\_\_
- Driving License Required: \_\_\_\_\_
- Equal Opportunities: \_\_\_\_\_
- Expenses Paid: \_\_\_\_\_
- Gender Restrictions: \_\_\_\_\_
- Health and Safety: \_\_\_\_\_
- Volunteer Hours per week: \_\_\_\_\_
- Induction: \_\_\_\_\_
- Insurance Cover: Yes \_\_\_\_\_
- Own Transport Required: \_\_\_\_\_
- Support Offered: \_\_\_\_\_
- Training: \_\_\_\_\_
- Volunteer working alone: \_\_\_\_\_

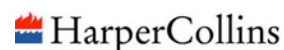
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### Confirmation of Registration

We normally post volunteering opportunities to both the National Volunteer Database that appears on the Internet at the do-it website and our own website. This would make details of this opportunity available to thousands of potential volunteers. If you do not want this opportunity included on the NVD please tick here

Are you happy to have all this information given out to prospective volunteers?

If not, please ring / highlight the areas you want kept confidential.

I hereby authorise the Brent Active Citizens to pass on information on this form to prospective volunteers as requested, to assist with making volunteer placements. I further undertake to notify the Agency of successful placements and feedback information when each placement ends.

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

*Thank you for taking the time to complete this form. After completion, could you please send it to:-*  
**Brent Active Citizens, York House, Empire Way, Wembley, Middlesex, HA9 0PA**  
*Tel. 0208 902 1822 - Email. [enquiries@brentactivecitizens.org.uk](mailto:enquiries@brentactivecitizens.org.uk)*

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