

# REQUEST FOR VOLUNTEERS



<b>Organisation Details:</b>
<b>Name of organisation:</b>
<b>Address:</b>
<b>Postcode</b> ( <i>essential information for the database</i> ):
<b>Telephone contact number/s:</b>
<b>Volunteer co-ordinator:</b>
<b>E-mail:</b>
<b>Website address:</b>

<b>Organisation Purpose or Mission Statement:</b>

<b>Activities of Organisation:</b>

<b>Directions:</b>

<b>Volunteering Opportunity</b>
<b>Title</b> ( <i>i.e. play worker, shop worker, befriender</i> ):
<b>Full description of volunteer duties:</b>

*Please copy this form for additional vacancies*

**Skills/ qualifications required:**

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**Times volunteers required:**

Monday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Tuesday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Wednesday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Thursday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Friday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Saturday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>
Sunday	AM <input type="radio"/>	PM <input type="radio"/>	EVENING <input type="radio"/>

**Hours required - Minimum: Maximum:**

**Area of Interest:** *(you can tick more than one)*

Animals/Environment	<input type="checkbox"/>	Homeless and Housing	<input type="checkbox"/>
Children	<input type="checkbox"/>	International Aid	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Legal Aid and Justice	<input type="checkbox"/>
Drugs & Addictions	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Education & Literacy	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	Millennium Volunteers	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Museum	<input type="checkbox"/>
Families	<input type="checkbox"/>	Prisoner and Ex-Offenders	<input type="checkbox"/>
Gay, Lesbian, Bi, Transsexual	<input type="checkbox"/>	Race, Ethnicity and Refugees	<input type="checkbox"/>
Health, Hospitals and Hospices	<input type="checkbox"/>	Sports and Outdoor Activities	<input type="checkbox"/>
Human and Civil Rights	<input type="checkbox"/>	Women's Groups	<input type="checkbox"/>
Heritage/Art/Culture/Music	<input type="checkbox"/>	Youth	<input type="checkbox"/>

**Type of Activity:** *(you can tick more than one)*

Administration	<input type="checkbox"/>	Gardening	<input type="checkbox"/>
Advice Work/Counselling	<input type="checkbox"/>	General and Helping	<input type="checkbox"/>
Art	<input type="checkbox"/>	Hostel Work	<input type="checkbox"/>
Befriending and Buddying	<input type="checkbox"/>	Languages	<input type="checkbox"/>
Business, Management, Research	<input type="checkbox"/>	Legal Work	<input type="checkbox"/>
Campaigning and Lobbying	<input type="checkbox"/>	Local Events	<input type="checkbox"/>
Caring	<input type="checkbox"/>	Marketing, PR, Media	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Music	<input type="checkbox"/>
Community work	<input type="checkbox"/>	National and International Events	<input type="checkbox"/>
Computers, Technology, Web design	<input type="checkbox"/>	Officials	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Practical Work and DIY	<input type="checkbox"/>
Employee & Group Volunteering	<input type="checkbox"/>	Retail and Charity Shops	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Teaching, Training and Coaching	<input type="checkbox"/>
Finance Work	<input type="checkbox"/>	Trusteeship and Committee Work	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Under 16 Volunteering	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Youth Work	<input type="checkbox"/>

Recruitment methods:			
Telephone contact	<input type="radio"/>	Police check	<input type="radio"/>
Informal discussion	<input type="radio"/>	Trial period	<input type="radio"/>
Application form	<input type="radio"/>	Taste sessions	<input type="radio"/>
Interview	<input type="radio"/>		
References	<input type="radio"/>		
Other:.....			

What kind of supervision and support do you offer?

Good Practice Arrangements:	
Age / gender restrictions:	
Disabled access:	
Equal Opportunities policy:	
Expenses:	
Insurance:	
Training:	
How do you initially contact your volunteers? <i>(phone or post)</i>	

<b>Signed:</b> .....
<b>Print:</b> ..... <b>Date:</b> .....

Please return this form to:

Kettering Voluntary Network  
 The Business Exchange  
 Rockingham Road  
 Kettering  
 NN16 9JX

info@kvn.org.uk