

# VOLUNTEER OPPORTUNITY FORM

Information provided will help VAO to recruit suitable volunteers for your opportunity

Complete one form per opportunity

## GENERAL CONTACT DETAILS

Name of Organisation	
Contact Name	
Address	
Phone number	
Email	
Website	

## OPPORTUNITY DETAILS

Title of opportunity	
Details of opportunity (no more than 150 words)	

## OPPORTUNITY CONTACT DETAILS (if different from above)

Name		Position	
Phone number		email	

## INVOLVING VOLUNTEERS

Does your organisation have the following? Please tick appropriate box.

	YES	NO
Equal Opportunities Policy		
Health and Safety Policy		
Volunteer Policy		
Insurance Cover		
Registered with Volunteer Disclosure Service for PVG scheme		
Volunteer Expenses		

## TRAINING AND SUPPORT

Please give a brief description of induction, training and support offered.

## OPPORTUNITY TIMES

	Morning	Afternoon	evening
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

## SUITABILITY

How many volunteers needed?		
	YES	NO
Saltire Award (age 12-25)		
Additional Support Needs		
Wheelchair Access		
Age restriction		

## RESTRICTIONS

Please give a brief description and reasons why restriction may apply .

## DESIRABLE SKILLS

Please give a brief description of desirable skills needed.

## FURTHER DETAILS

Please let us know if you would like further information on the following:

	YES	NO
Voluntary Action Orkney Membership		
Organisational procedures: constitutions, training, funding etc.		
Volunteer Disclosure Service for PVG scheme		
Saltire Award		

## ANY OTHER INFORMATION

## SIGNATURE

I confirm that all the information provided is correct and give permission for information to be shared with potential volunteers.

Name	
Signature	
Position	
Date	

The information given will be held on our database and used in accordance with the Data Protection Act 1998