





**Volunteer Centre**  
New Forest

Community First New Forest  
Public Offices 65 Christchurch Road  
Ringwood Hants BH24 1DH  
Tel 01425 482773 Fax 01425 482666  
Email [vol.bureau@cnf.org.uk](mailto:vol.bureau@cnf.org.uk)  
Website [www.cfnf.org.uk](http://www.cfnf.org.uk)  
Registered Charity No. 1068964  
Registered Company No. 3483827

<b>Times for the opportunity</b> <i>Tick each box that volunteers will be required or circle ALL for time flexible</i>							
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 50 words of the description will appear on the do-it website.**

**Skills/experience required**

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



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	<b>Areas of Interest</b> <i>Please tick any of the following that apply to this opportunity</i>	<b>Type of Activity</b> <i>Please tick any of the following that apply to this opportunity</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	Music	
	Race, Ethnicity & Refugees	National & International Events	
	Religion	Officials	
	Sport & Outdoor Activities	Practical Work & DIY	
	Women's Group	Retail & Charity Shops	
	Youth	Sports Development	
		Teaching, Training & Coaching	
		Trusteeship & Committee Work	
		Under 16 Volunteering	
		Youth Work	



<b>Additional/specific suitabilities</b> <i>Please tick all that apply</i>					
16-17 year olds		Groups – Large (25-40)		Groups Very Large (40+)	
18-25 year olds		Groups – Medium (10-25)		Residential opportunity	
Employee Volunteering		Groups – Small (2-10)		Virtual volunteering	

<b>Recruitment method</b> <i>Please tick all that apply</i>					
Application form		Criminal Records Bureau check		Informal discussion	
Interview		Not known		Other	
References		Trial period			

<b>Arrangements</b> <i>Please indicate which of these apply to your opportunity by putting Yes or No and giving details as necessary</i>	
	<b>Details</b>
Age/Gender restrictions	
Criminal Record Bureau checks	
Disabled Access	
Equal Opportunities Policy	
Expenses	
Induction	
Insurance	
Solent Youth Action Partnership Opportunity	
Training	



<b>Please tick if you would like your opportunities displayed on the Internet (<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>)</b> <i>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</i>	
<b>Please tick if you would like us to advertise your opportunities in partnership with Solent Youth Action *</b> <i>This is useful if you feel your opportunities are appropriate to young people of 25 or under. (See details below)</i>	
<b>If applicable, would you like us to share this information with other Volunteer Centres?</b>	
<p><b>Signed</b> <i>(on behalf of the organisation)</i></p> <p><b>Name</b> <i>(printed)</i></p> <p><b>Date</b></p> <p><i>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.</i></p>	

**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 Criminal Record Bureau checks where appropriate.

**\* Solent Youth Action**  
We work in partnership with Solent Youth Action, who offer a tailored service to young volunteers aged up to 25. With your agreement, we can offer your opportunities in partnership with SYA so that they would respond to applications from younger volunteers. If you agree with this arrangement, please sign where indicated.

<b>Please return this form to:</b>	
<p><b>Volunteer Centre New Forest</b> <b>Community First New Forest</b> <b>Public Offices</b> <b>65 Christchurch Road</b> <b>Ringwood BH24 1DH</b></p>	<p><b>Tel: 01425 482773</b> <b>Fax: 01425 482666</b> <b>Email: <a href="mailto:vol.bureau@cfnf.org.uk">vol.bureau@cfnf.org.uk</a></b></p>



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