



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

## Hampshire Volunteer Centres Opportunity Registration Form

<b>Organisation name</b>		
<b>Opportunity title</b> <i>Please provide a short and appealing title for this opportunity</i>		
<b>Address</b> <i>This is the address where the opportunity is based</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:	



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

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	



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<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	



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**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*

**Please tick if you would like us to advertise your opportunities in partnership with Solent Youth Action \***

*This is useful if you feel your opportunities are appropriate to young people of 25 or under. (See details below)*

**If applicable, would you like us to share this information with other Volunteer Centres?**

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

**Name** (printed)

**Date**

*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.*

#### **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.

**Please return this form to:**

**Volunteer Centre New Forest  
Community First New Forest  
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