The information you provide on this form will be used by us at Huntingdonshire Volunteer Centre (HVC) to signpost potential volunteers to your organisation and advertise roles you have available. You need to send your completed registration form to your local volunteer centre - address on the last page, along with any posters/logos which may assist in the advertising of your opportunity. Alternatively, you can e-mail us at: [admin@huntsvc.org.uk](mailto:admin@huntsvc.org.uk). Promotion of your opportunities can be via social media or our Newsletter and the format will be at the discretion of HVC

Please answer the questions below to register your opportunity with us; It is important that you provide as much information as possible.

|  |  |  |
| --- | --- | --- |
| **Questions** | **Your Answers** | |
| **Section 1: ORGANISATION DETAILS** | | |
| **Name of Organisation** |  | |
| **Address of Organisation** |  | |
| **Name of Contact** | *(This should be the person that any prospective volunteers would contact)* | |
| **Contact Phone Number** |  | |
| **Contact Email Address** |  | |
| **Organisation Website** |  | |
| **What is the main purpose of your organisation?** |  | |
| Terms and Conditions  A change in the law means that from May 2018 we need your permission to hold details about your organisation, any personal details will be held securely and will be used solely for the purposes of administration, communication of Huntingdonshire Volunteer Centre matters and statutory or other legal requirements. Any photographs, both in hard copy and online, including social media will be used to promote the work of Huntingdonshire Volunteer Centre.  Please sign below to acknowledge agreement of these terms.  All opportunities registered **must** be on behalf of a Charity/Not-For-Profit/Third Sector Organisation. | | |
| **Signed Date** | | |
| **PLEASE COMPLETE A SEPARATE FORM FOR EACH VOLUNTEERING OPPORTUNITY** | | |
| **Section 2: Volunteering Opportunity / Role** | | |
| **Title of Opportunity** |  | |
| **Brief Description of Opportunity** | *(500 characters or less – more specific details will be requested later in the form)* | |
| **Category of Opportunity – Tick all that** are relevant to your opportunity | |  |  |  |  | | --- | --- | --- | --- | | **Admin, Reception , IT** |  | **Fundraising/Finance** |  | | **Animals** |  | **Museum/Visitor Centre** |  | | **Committee/Trustee** |  | **Outdoor/Environment** |  | | **Driving** |  | **Retail/Catering** |  | | **Education/Children** |  | **Support/Befriending** |  | | **Events/ One off** |  | **Technician** |  | | **Family Support** |  |  |  | | |
| **Location of Opportunity** |  | |
| **Skills / Requirements needed** | *(eg Full UK driving licence; DBS check; Qualifications; Experience; Age)* | |
| **What times / days of the week do you need volunteers for this opportunity?**  *Select all the relevant boxes that apply.*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **All** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | | **AM** |  |  |  |  |  |  |  | | **PM** |  |  |  |  |  |  |  | | **EVE** |  |  |  |  |  |  |  |   Do you have a minimum requirement of volunteers? i.e.. ……………… hours/days per week/month\*  If this is a on-off event please state dates: | | |
| **What benefits are available to volunteers?** | *(eg. Travel expenses; uniform; work towards qualifications)* | |
| **Please read the following statements, and select \* as applicable:** | | |
| Volunteers must be over 18 years of age/ | | Yes/No\* |
| This volunteer role is available to under 18’s (*state min age*) | | Yes/No\* |
| |  |  | | --- | --- | | This role is suitable for individuals / groups | Yes/No\* | | | |
| This is a regular placement (eg weekly) or a one-off event | | Regular/One off\* |
| We would be happy for this role to be advertised on:   |  |  | | --- | --- | | HVC Website | Yes/No\* | | Facebook | Yes/No\* | | X(Twitter) | Yes/No\* | | HVC Volunteer Newsletter | Yes/No\* | | | |
|  | | |
| **Section 3: Any Other Information**  *(If you feel there is any other information relevant to this opportunity, please enter it below)* | | |
|  | | |
| **PLEASE REMEMBER TO INFORM THE VOLUNTEER CENTRE WHEN THIS OPPORTUNITY IS FILLED AND/OR WHEN VOLUNTEERS ARE NO LONGER REQUIRED.** | | |

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Huntingdon Office: The Maple Centre, 6 Oak Drive, Huntingdon, PE29 7HN. 01480 414766 [huntingdon@huntsvc.org.uk](mailto:huntingdon@huntsvc.org.uk)

Ramsey Office: Town Council Offices, Great Whyte, Ramsey, PE26 1HG. 01487 814117 [ramsey@huntsvc.org.uk](mailto:ramsey@huntsvc.org.uk)

St Ives Office: Town Hall, Market Hill, St Ives, PE27 5AL. 01480 301462 [stives@huntsvc.org.uk](mailto:stives@huntsvc.org.uk)

St Neots Office: South Street Community Building, South Street, St Neots, PE19 2PH. 01480 476047 [stneots@huntsvc.org.uk](mailto:stneots@huntsvc.org.uk)