vinvolvedlancashire

Volunteering Opportunity Registration Form

Thanks for deciding to register your new volunteering opportunity with the Lancashire **v**involved team

Please take a few minutes to complete this form in as much detail as possible.

Organisation Name and Address:

Opportunity Title:

Opportunity Details:

(Please attached a copy of the role description for this opportunity)

Volunteer Age requirement:

Skills / Qualifications Required:

Times Volunteers Needed:

Number of Volunteers required:
(please be specific, we need to actual number of the maximum number of volunteers required)

Tel.: **01995 642280** Fax: **01254 584001** email: **vinvolvedteam@lebp.co.uk**

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Your Current Volunteers

What is the Age of Current Volunteers: 16-17 ☐ 18-21 ☐ 22-25 ☐ 25+ ☐

Please give details of any training you offer:

Please use this section to provide us with any additional information you feel is relevant:

Do you require any support from the Lancashire vinvolved team on how to engage more young volunteers (aged 16 to 25)? Yes ☐ No ☐

Are you happy for this opportunity to be added to the National Volunteering Database and to appear on www.do-it.org.uk Yes ☐ No ☐

Lancashire vinvolved team will endeavour to promote your new and exciting volunteering opportunities to young people across Lancashire as appropriate. Please be aware that we are unable to guarantee that volunteers will apply to work with your organisation.

Would you like us to keep you informed of any capacity building / training opportunities that we think you might find useful? Yes ☐ No ☐

You are responsible for the accuracy and validity of the information about volunteer vacancies provided by you and will check such information as it appears in the National Volunteering Database website, www.do-it.org.uk .

To comply with the Data Protection Act we must inform you that this information will be kept on a computer database. These records are totally confidential and only vinvolved team staff will have access to this information. You are entitled to inspect your record upon request.

Signature: **Date**:

Print Name: **Position:**

Please return this form and copy of role description to:

Lancashire vinvolved team, Lancashire Sport, FREEPOST NWW8114A, Preston, PR3 0BR

Or email to: bwadsworth@myerscough.ac.uk
Please retain a copy of this form for your records.

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Lancashire vinvolved team is committed to promoting high quality volunteering opportunities to young people aged 16-25. To ensure that each young person has a quality and enjoyable experience we require you to complete the check list below. If you answer 'No' to any of the policies / procedures listed below, we are able to provide support where required to develop your organisations policies / procedures for working with young volunteers as identifies in the check list below. We can also provide you with examples of best practice. Please be aware that we are unable to promote your opportunities unless we received this complete form.

Please also be aware the volunteers remain the responsibility of your organisation whilst undertaking your activities, Lancashire vinvolved will encourage and promote your opportunities to young people but the volunteers remain under your insurance, policies and procedures in line with your organisation.
Please be aware that in order to promote your opportunities we require your organisation to have the minimum requirements as listed below.

Policies and Procedures

Please confirm that you have the following:-

Minimum Requirement	**Yes**	**No**	
Have Public Liability Insurance			
Have Employers Liability Insurance			
Carry out Risk Assessment for all volunteering activities			Training / Support available
Have a Health and Safety Policy			Training / Support available
Have a Equal Opportunities and Diversity Policy			Training / Support available
Have a Child Protection Policy (In line with DCFS Guidelines)			Training / Support available
Carry out Enhanced CRB checks when required for volunteer roles			Training / Support available

Best Practice	**Yes**	**No**	**N/A**	
Have a designated Volunteer Coordinator				
Have a Volunteer Policy				Support available
Provide all Volunteers with a Handbook				Support available
Undertake regular supervision meetings with all volunteers				N/A
Provide all volunteers with a volunteer role profile				Support available
Request references				N/A
Have a documented Complaints Policy and procedure				Support available
Have a Data Protection Policy				Support available

Additional Comments:_____

Do you require any support / examples of best practice for the above policies and procedures YES NO

Volunteering Lancashire – Information and Resources Pack issued YES NO

Signature: **Date**:

Print Name: **Position:**

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