

## **Droitwich Spa and Rural Council for Voluntary Service**



The Old Library Centre, 65 Ombersley St East, Droitwich WR9 8QS  
Tel, 01905 772010 Email [volunteering@droitwichcvs.org.uk](mailto:volunteering@droitwichcvs.org.uk)  
[www.droitwichcvs.org.uk](http://www.droitwichcvs.org.uk)

### **Volunteer Request Form**

**(Sections 1a - 1d and section 5 to be completed once only).**

#### **Section 1a - Organisation Details**

Organisation Name	
Address	
Postcode	
Tel	
Fax	
Email	
Website	

#### **1b - Contact Details**

Contact Name	
Address	
Postcode	
Tel	
Email	

#### **1c - Mission Statement/purpose**

Please state the purpose of your organisation.

#### **1d - Activities of organisation**

Briefly outline the activities of your organisation.

The following Sections 2a through to section 4 need to be completed for each volunteering opportunity and may be photo copied/down loaded from our website or obtained from Droitwich Spa & Rural Council for Voluntary Service if additional copies are required.

**Section 2a - Volunteering Opportunity Details**

(This should be the address where the volunteering opportunity is based and the contact details of which we should refer volunteers to, if different to section 1a or 1b).

Volunteering Opportunity Title	
Contact Name	
Address	
Postcode	
Tel	
Email	

**Section 2b - Time Commitment**

Please indicate below if this volunteering opportunity is a short-term or long-term position.

- Short-term
- Long-term

Please indicate when the volunteer would be required by ticking the boxes below. (This is only a rough guide)

	MON	TUE	WED	THUR	FRI	SAT	SUN
AM							
PM							
EVE							

**Section 2c - Volunteering Opportunity Description**

Please provide a brief description of the role you would like a volunteer to take within your organisation. We will use this information to attract suitable volunteers.

### **Section 3a - Skills and Qualifications**

Please provide us with any skills and/or qualifications that would be beneficial for this particular volunteering opportunity.

### **Section 3b - provisions**

Please indicate in the chart below which of the following your organisation provides for volunteers.

Induction	YES/NO
Training	YES/NO
Insurance Cover	YES/NO
Expenses	YES/NO
Ongoing support	YES/NO

### **Section 4 - Recruitment Method**

Please tick relevant boxes.

Application form	
Informal Discussion	
Interviews	
CRB check	
References	
Trial period	

### **Section 5 - Organisation policies/procedures.**

Please tick to confirm that your organisation complies with policies/procedures below.

Confidentiality policy		Child Protection policy	
Health and Safety policy		Equal opportunities policy	
Data Protection policy		Protection of Vulnerable Adults, POVA policy	
Volunteering policy		Complaints procedure	
Recruitment of ex-offenders policy			

### **Section 6 - Declaration**

For us to provide you with an appropriate volunteer please ensure that all relevant information has been given.

A selection of volunteering opportunities will be posted on our website, however the organisation's details will remain anonymous.

Thank you for taking the time to fill out this form. The information you have provided is very important to us, and will not be used for any other purpose other than already stated, without prior consent of your organisation first. We may contact you in the future to inform you of the latest news and developments and also to ensure a good ratio of referrals are successful. Should you require any help with completing this form, please do not hesitate to get in touch with Carol Yates the volunteer recruitment co-ordinator at Droitwich Spa and Rural council for Voluntary Service, who will be happy to help. Similarly if you have more than 1 volunteering opportunity and require additional copies of this form, please contact us on 01905 772010. Or you can download a copy from our website.

If at this time you do not have any volunteering opportunities please complete section 1a - 1d only, and we will place you on our database for future reference.

Please complete the declaration below.

I understand that the information contained within this form will be used for contacting the organisation with details of potential volunteers, following up enquiries or latest developments of Droitwich Spa and Rural Council for Voluntary Services.

**Signed**

**Date**

**Name**

**Organisation**