



Ledbury & District VDA

Registration Form for Volunteer Involving Organisations

For Ledbury & District Volunteer Registration No.
Development Agency use only:

Information updated.

SECTION ONE: Organisation Information

Name of organisation:

Contact Name:

Job title:

Address:

Telephone Number:

Are you a registered charity?

Yes

No

Registered Charity No:

If you are not a registered charity how would you describe yourself?

Please give a brief description of the nature of your work

Do you have an equal opportunities policy?

Yes

No

Do you have public liability insurance? Yes

No

SECTION TWO: About the volunteers you need

Will the volunteer be working alone? Yes

No

How would you like to receive referrals (please tick)?

Direct contact from the Volunteer Development Agency

Direct contact from the volunteer

Do you have immediate vacancies for volunteers? Yes

No

Do you pay volunteer expenses? Yes

No

Will all of the volunteers be performing a similar task? Yes

No

If no, please complete a separate form for each type of volunteer task.

Please include a brief description of the volunteer tasks to be performed

Skills sought: this might include attributes, experience and qualifications.

Will you carry out a police check for this opportunity? Yes

No

What is the time commitment (please tick)?

Open ended

For a fixed period

Are the hours for this opportunity (please tick)?

Flexible to suit the availability of the volunteer

Specific to this opportunity

If the hours are specific to this opportunity, please list the appropriate hours.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Is there an induction programme for volunteers? Yes

No

If yes, please give a brief description of the induction programme.

Is there a training programme for volunteers? Yes

No

If yes, what does the training programme cover?

What level of support are volunteers offered?

Are there any access issues for potential volunteers?

Is there anything else you would like to tell us about this opportunity?

Important Information

Whilst all Volunteer Development Agencies accept their responsibility to act reasonably and carefully in referring a volunteer, they act as a signposting agency. As the potential user of a volunteer's services a volunteer involving organisation will uniquely know about the nature of its activities, services and clients in a way the VDA cannot. The primary responsibility for the recruitment and selection rests with the volunteer involving organisation. It is reasonable to expect this responsibility to include decisions on determining the personal information required from potential volunteers. This information should come from a detailed reference request from a volunteer involving organisation made about a specific volunteer against a specific opportunity. This VDA does not take up references on potential volunteers or conduct police checks on your behalf.

Please tick if you do want your opportunities displayed online

Signed: (on behalf of the organisation)

Signed/checked: (on behalf of the VDA)

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