

## Guidelines for Requesting Volunteers

When you register your volunteering opportunity with Volunteer Centre Sheffield, the details will be entered onto our database and made available to people coming to the Centre. It will appear in our quarterly Bulletin, which is free and is sent to a range of organisations, including libraries. Details of your opportunity will also be sent to [www.do-it.org.uk](http://www.do-it.org.uk), the national volunteering website.

### Policy

- We are committed to promoting good practice in volunteering so we only publicise opportunities where organisations reimburse travel expenses and provide induction, training and regular supervision for volunteers.
- If we consider that a volunteering opportunity is not in line with good practice we will contact you to see if we can help you re-shape the opportunity so that it does comply with good practice and we can publicise it.
- Responsibility for recruiting and selecting volunteers remains with your organisation, not with Volunteer Centre Sheffield. Unfortunately we are unable to guarantee that we will get a response to your request for volunteers.

### How to register

- Complete all sections of the *Request for Volunteers* form and return it to us by email or in hard copy. Try and make the volunteering title and description as specific and appealing as possible. Include the benefits to volunteers – this helps to sell your opportunity. Please complete **all sections** as an incomplete form can cause delay.

### What happens next?

- If they are interested, potential volunteers will contact you directly.
- **Please tell us when you have recruited all the volunteers you need.** This will save you dealing with unnecessary calls. It also means we are not raising people's expectations about opportunities that are no longer current.

### How else can we help?

We offer:

- Good practice advice and support.
- Assistance to groups and organisations wanting to develop their volunteer programmes.
- A quarterly Volunteer Managers Forum. This is an opportunity for networking and professional development.
- Training courses in volunteer management.

### For more information contact:

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