

REQUEST FOR VOLUNTEERS



Please complete all sections of this form. If you have difficulties, refer to the guidelines provided or contact us for help.

Name of organisation or group: Example One After School Club	
Address: 15 Sheffield Street, Sheffield S11 2BS	
Tel No. 0114 900 0000	Fax No. 0114 900 0001
E-mail address example.one@hotmail.com	Web site
Contact name: Mel Holiday	
Position in the organisation/group: Volunteer Co-ordinator	
How did you hear of us? Library	

Aims/activities of the organisation/group:
We aim to provide high quality after school care in a safe, caring environment for up to 20 children, aged 4 -11 years. The club runs from 3:00 – 6:00 pm, Weekdays, term time.

We have a large indoor play and craft work area, and use of the school playgrounds. We provide the children with a healthy afternoon tea. As well as free play we involve them in creative activities such as art, craft and cookery.

Name of volunteer opportunity

e.g. 'Publicity Volunteer' (please make the name as specific as you can):
Volunteer Play Worker

1. In which postal code will the volunteer be based?

S__11 Work from home

2. What type of opportunity are you offering?

One off or Long term Christmas

3. When do you require volunteers?

Any time

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Morning							
Afternoon			Y	Y	Y	Y	Y
Evening							

4. Description of the volunteer's role. Please print (**max 50 words**) and make the opportunity as interesting and appealing as you can – it is what a potential volunteer will read.

The role includes following:

- facilitate all kinds of play and crafts: painting and collage, model-making, group games (outdoors weather permitting)
- prepare and serve afternoon tea
- contribute to creating a safe environment, e.g. by helping to take the register and making sure the main exit to the road is locked

5. Does the volunteering opportunity require any minimum skills or qualifications?

Although a qualification in childcare would be desirable, we would welcome applications from people with experience in providing childcare, for example as a parent or through informal arrangements with family or friends.

6. What benefits will the volunteer get from the volunteering opportunity (eg training, social contact, personal development)?

Gain training and experience in childcare with regular supervision and feedback, meet people in a warm and friendly environment and see for yourself what difference you can make to the lives of the children attending the club!

7. Directions to find the opportunity: please include bus no, which stop/landmark to get off at and any other information that will help people to find you easily.

Bus no 11: stops outside the Dog and Parrot pub. We are on the opposite side of the road, about 20 yards up the hill. Our building is on the corner of Rotherham Avenue and Sheffield Street.

8. Which areas of interest most closely fit your opportunity?

TICK UP TO 3 ONLY! We cannot enter more onto our system and it's best for you to make the choice.

- | | | |
|--|---|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Environment | <input type="checkbox"/> Millennium Volunteers |
| <input type="checkbox"/> Art & Culture | <input type="checkbox"/> Families | <input type="checkbox"/> Museums |
| <input checked="" type="checkbox"/> Children | <input type="checkbox"/> Gay, Lesbian, Bisexual & Transsexual | <input type="checkbox"/> Music |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Health, Hospital & Hospices | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Heritage | <input type="checkbox"/> Prisoners & Ex-offenders |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Homeless & Housing | <input type="checkbox"/> Race, Ethnicity & Refugees |
| <input type="checkbox"/> Drugs & Addiction | <input type="checkbox"/> Human & Civil Rights | <input type="checkbox"/> Religion |
| <input checked="" type="checkbox"/> Education & Literacy | <input type="checkbox"/> International aid | <input type="checkbox"/> Sport & Outdoor Activities |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Legal Aid & Justice | <input type="checkbox"/> Women's groups |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Mentoring | |

9. What is the main activity/activities of this volunteer role. TICK UP TO 3 ONLY!

- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Driving | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Advice, Information and Support | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Music |
| <input type="checkbox"/> Architecture & Building Work | <input type="checkbox"/> Finance Work | <input type="checkbox"/> National & International Events |
| <input checked="" type="checkbox"/> Art | <input type="checkbox"/> First Aid | <input type="checkbox"/> Officials |
| <input type="checkbox"/> Befriending & Buddying | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Practical Work & DIY |
| <input type="checkbox"/> Business, Management & Research | <input type="checkbox"/> Gardening | <input type="checkbox"/> Retail & Charity Shops |
| <input type="checkbox"/> Campaigning & Lobbying | <input type="checkbox"/> General & Helping | <input type="checkbox"/> Sports Development |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Hostel Work | <input checked="" type="checkbox"/> Teaching, Training & Coaching |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Languages | <input type="checkbox"/> Trusteeship & Committee work |
| <input type="checkbox"/> Community Work | <input type="checkbox"/> Legal Work | <input type="checkbox"/> Under 16s volunteering |
| <input type="checkbox"/> Computers, Technology & Website Design | <input type="checkbox"/> Local events | <input type="checkbox"/> Youth Work |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Marketing, PR & Media | |

10. Is this opportunity suitable for individuals groups or both

11. Is this opportunity suitable for people aged 16-18 18+ both

12. How will you select volunteers?

Tick all that are relevant

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Informal discussion | <input checked="" type="checkbox"/> CRB/Police checks | <input type="checkbox"/> Other methods |
| <input checked="" type="checkbox"/> Application form | <input checked="" type="checkbox"/> References | Give details please. |
| <input type="checkbox"/> Interviews | <input checked="" type="checkbox"/> Trial period | |

13. What kinds of support will the volunteer receive?

The support below must be provided before we can register your volunteering opportunity:

- | |
|--|
| <input checked="" type="checkbox"/> Travel expenses |
| <input checked="" type="checkbox"/> Regular supervisions |
| <input type="checkbox"/> Induction and Training |

Additional support:

- | |
|--|
| <input type="checkbox"/> Child/carer expenses |
| <input type="checkbox"/> Food (if over 4 hours or a meal time) |
| <input checked="" type="checkbox"/> Other (please specify below) |

Other support provided: *If you have children of your own in the permitted age range you can bring them, by arrangement.*

14. Are you able to take groups of volunteers?

Occasionally organisations contact us asking if they can do a group project for a local charity. Often the purpose is a team-building day where colleagues can work together and also benefit the work of a local charity. Would you be interested in hosting volunteering of this sort? Yes No

15. Do you have the following policies and procedures in place?

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Volunteer Policy | <input checked="" type="checkbox"/> Health and Safety Policy | <input type="checkbox"/> Disabled Access |
| <input checked="" type="checkbox"/> Equal opportunities policy | <input checked="" type="checkbox"/> Volunteer Insurance | |

16. Volunteer Centre Sheffield promotes equal opportunities and diversity. If you have restrictions on who can volunteer, please give details.

No restrictions

17. Date of completing this form:

Return your completed forms to:

Volunteer Centre Sheffield, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
tel 0114 253 6649
fax 0114 253 6601
e-mail vc@vas.org.uk

Volunteer Centre Sheffield is part of Voluntary Action Sheffield (Registered Charity No. 223007, Company no.215695).
VAS is committed to equal opportunities and supporting voluntary and community groups in Sheffield

Received:	E-MAIL	V-BASE	FILING
Removed:	E-MAIL	V-BASE	FILING