

LOOKING FOR VOLUNTEERS FOR A COMMUNITY OR VOLUNTARY GROUP IN BRIGHTON AND HOVE?

Brighton and Hove volunteer search is a free service provided by Community Base that puts people looking for volunteer opportunities in touch with community and voluntary groups with volunteer opportunities in Brighton and Hove. We show these opportunities to people visiting our reception who are interested in volunteering and make them available online at www.communitybase.org/volunteersearch.

If you want to list a volunteer opportunity with us just fill in this form and send it to Community Base, 113 Queens Road, Brighton BN1 3XG. **REMEMBER...**

- **We don't give advice** about how best to work with volunteers, how to ensure the health and safety of your volunteers and so on. If you're working with volunteers it's important you know what you're doing - you can get advice about working with volunteers from the Volunteer Centre Brighton and Hove, Intergen House, 65/67 Western Road, Hove (01273 737888) www.volunteercentre.bhci.org or Volunteering England at www.volunteering.org.uk
- **There are other organisations** including the Volunteer Centre Brighton and Hove and groups working specifically with young volunteers and students that you can tell about your volunteer opportunities. You can find a list of these organisations at www.communitybase.org/volunteering
- **We only list volunteer opportunities in Brighton and Hove** so if you want to promote an opportunity that is based outside Brighton and Hove you should contact another organisation
- **We don't screen potential volunteers** and take no responsibility for the suitability or otherwise of potential volunteers contacting you through *Brighton and Hove volunteer search*
- **You should send us a different form** for each type of volunteer opportunity you are offering
- **If you stop looking for volunteers**, no longer want to be listed on *Brighton and Hove volunteer search*, or the type of volunteer you're looking for changes please let us know by emailing reception@communitybase.org or phoning us on (01273) 234002 so we can delete or amend the information you've given us
- **Once you've sent us your form** we'll use the information you give us to list your volunteer opportunity on *Brighton and Hove volunteer search*. We may edit the information you give us for clarity and brevity. We reserve the right to not list or withdraw a listing of any volunteer opportunity at any time.

WHAT IS THE NAME OF YOUR ORGANISATION?

WHAT DOES YOUR ORGANISATION DO?

IF YOUR ORGANISATION HAS A WEBSITE WHAT IS ITS ADDRESS?

WHO IS THE CONTACT PERSON FOR THIS OPPORTUNITY?

WHAT IS THE CONTACT PERSON'S PHONE NUMBER?

WHAT IS THE CONTACT PERSON'S EMAIL ADDRESS?

WHAT IS THE TITLE OF THIS VOLUNTEER OPPORTUNITY?

WHAT DOES THIS VOLUNTEER OPPORTUNITY INVOLVE DOING?

Please mention any minimum time commitment required

WHAT INDUCTION, TRAINING AND SUPPORT IS OFFERED TO THE VOLUNTEER?

WHAT SKILLS OR QUALITIES ARE NEEDED? *Please mention any minimum age requirement*

WHAT IS THE ADDRESS AND POSTCODE WHERE THIS OPPORTUNITY IS BASED?

When will this opportunity involve volunteering? *TICK ANY THAT COULD APPLY*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this opportunity have full wheelchair access including wheelchair accessible toilet facilities? YES NO
- Does this opportunity pay reasonable expenses, for example travel expenses, meals taken while volunteering and the cost of any special clothing or equipment needed? YES NO
- Does this opportunity provide childcare or childcare expenses to volunteers? YES NO

NAMESIGNATUREDATE

Please return this form to Community Base, 113 Queens Road, Brighton BN1 3XG (01273) 234000

www.communitybase.org/volunteerserach