

Helping you to find volunteers

If you would like us to try and find volunteers for your organisation, you firstly will need to register the organisation on the **Organisation Registration Form**. Once you have completed this you will not need to do so again. You will then need to register each opportunity on a separate **Volunteering Opportunity Registration Form**.

We will enter all your details on our database (VBase) and will regularly upload them to the national volunteering database website www.do-it.org.uk where the public can search for opportunities to match their interests. Your contact details do not go on the website to ensure the privacy of home addresses and also because we need potential volunteers to register on the site with us so that we can provide them with more information about volunteering and the opportunities open to them, including inviting them to the Volunteer Centre for a one to one chat to explore all the options for them.

Guidance on completing the Opportunity Registration Form

The information that you provide on this form will be used to help us promote your opportunity so it is important that you provide us with all the practical information that volunteers often want to know before deciding which opportunities to follow up eg how often they will be needed, your recruitment procedures etc.

However, you are in competition with many other organisations seeking volunteers, so you need to sell your opportunity. Firstly, think carefully about the **role title** as this is what most people will see first.

Secondly, the description of what the volunteer will be doing should give them a reasonable idea of what they will be doing and also indicate how they would make a difference so include the following:

- What the volunteer will be doing and who they will be helping
- What the volunteer will get out of volunteering with you eg training, work experience, feel good factor.
- What difference the volunteer will make to your organisation

Screening Volunteers

We are often asked whether we screen volunteers before they contact organisations about volunteering. Herefordshire Volunteer Centre does not take out references or undertake disclosures for any volunteers other than those who become involved with our own projects. We would also like to advise you that you do not have to recruit any of the people we refer to you. It is entirely up to your organisation to select whom you would like to volunteer with you and for them to go through your own recruitment, selection and vetting procedures.