



request for volunteers

this is a free service

Office use only:	Ref: / / /
Org db:	
Placement db: <input type="checkbox"/>	Follow-up due: 1. _____
2. _____	3. _____

About your organisation Copyright © 2005 Volunteering Ireland

Name of organisation

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Address

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Telephone	Facsimile
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Email	Web site
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Company registration no: if applicable	Charity registration no: if applicable
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Contact person	Job title/position in organisation:
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Brief description of aims and work of organisation

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Is it a not-for-profit organisation?	How is the organisation funded?
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About your staffing and volunteer details

Number of fulltime staff	Number of part time staff	Number of FÁS workers	Number of volunteers on management	Number of volunteers	Number of volunteers now required

About your volunteering opportunity

If you require volunteers for different roles or tasks, please complete a separate form for each role.

What specific tasks will the volunteer undertake?

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More about your volunteering opportunity

If you require volunteers for different roles or tasks, please complete a separate form for each role.

What specific tasks will the volunteer undertake?

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Are any particular skills and personal qualities necessary?

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What specific tasks will the volunteer undertake?

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Is the work being done at present, and if so, by whom?

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Minimum length of commitment required:	Place of volunteering: <i>Please specify address</i>
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How many hours per week / month required:	Contact person at this address: <i>if applicable</i>
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About your organisational procedures *(tick appropriate box)*

Are the premises accessible for people with physical disabilities?

Does your organisation have a volunteer policy?

Does your organisation have an equality policy?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Will the volunteer receive any of the following:

Induction?

Training?

Supervision?

Support/advice/recognition?

Reimbursement of out-of-pocket expenses?

Will the volunteer be covered by insurance?

Are you happy to work with volunteers within the boundaries of Volunteering Ireland's equal opportunities policy?

Do you require references?

Do you undertake any other checks or screening before accepting volunteers?

Are you aware that we do not select volunteers for you, nor do we check references?

Would you like this vacancy to be added to our website?

Would you like these details to be forwarded to other volunteer centres, if relevant to the location of the volunteering opportunity?

Do you wish to add anything else? (use space below if yes)

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Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Agreement

The information I have provided is valid and correct and I undertake to inform Volunteering Ireland when the volunteering position has been filled.

Signed	Date
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