

Recognise... Celebrate ... Participate...

Volunteer Resource Centre Manawatu & Districts



Recognise... Celebrate ... Participate...

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Volunteer Resource Centre Manawatu & Districts

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Community House
77 King Street
PO Box 12199
Palmerston North
4444

0800 865 2687
06 354 6027

info@vrcmanawatu.org.nz
www.vrcmanawatu.org.nz



Registration Pack for not-for-profit organisations and projects which involve volunteers

The Volunteer Resource Centre Manawatu & Districts refer volunteers to available voluntary work of all types, and providing information and training on all aspects of volunteering.

Voluntary work is done of one's own free will, unpaid, for the common good.
Aroha ki te takata a rohe.

As a member your organisation receives a comprehensive service, which includes:

- free referral of potential volunteers (including groups of Employee Volunteers)
- free information and consultancy on involving and supporting volunteers
- access to relevant training and support
- free information through our regular newsletter, this website, and in-house library
- free access to Volunteer Co-ordinators' Network

We expect member organisations will:

- budget funds for volunteer expenses and recognition
- provide ongoing supervision for volunteers
- provide ongoing access to support and training for volunteers
- provide Role Descriptions for all workers
- not place volunteers in work which should be paid, or has been paid in the last twelve months
- implement policies and procedures to ensure the safety of volunteers and the organisation, including:
 - Health and Safety
 - Privacy
 - Conditions of engagement of volunteers and paid staff
 - Finance
- not pay volunteers money apart from reimbursement of actual expenses incurred e.g. mileage, bus fares etc. (Such payment can confuse a volunteer's status by implying that the work which they do is low waged rather than voluntary in nature)
- not discriminate on the basis of race, gender, disability, sexual orientation, marital status, age or religion
- not put pressure on volunteers to adopt any particular belief system.

Annual Membership Fee:

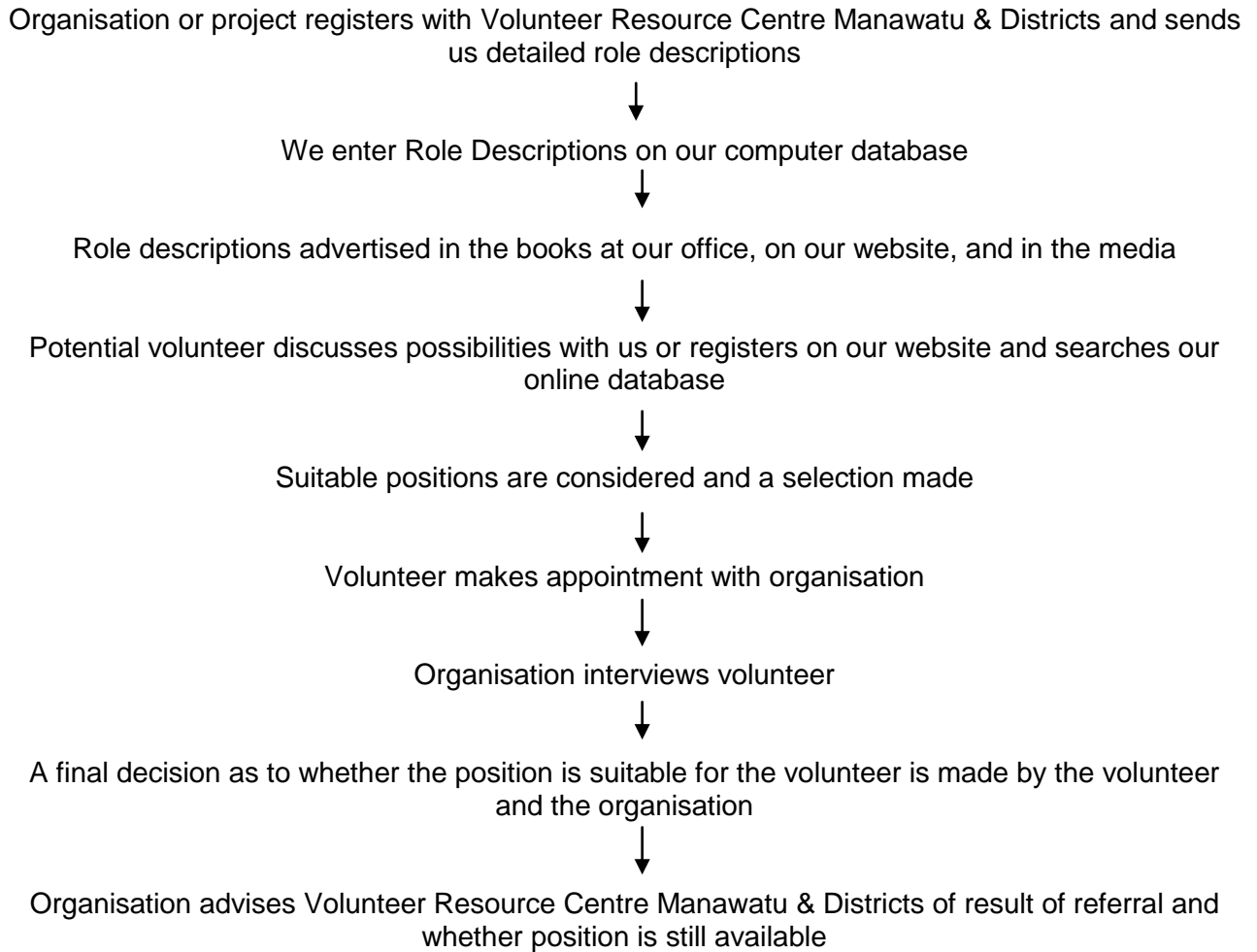
The annual membership fee will be set at the Volunteer Resource Centre Manawatu & Districts Annual General Meeting. The financial year ends on the 30 June. As the Volunteer Resource Centre Manawatu & Districts has recently launched, the board have opted for a flat fee for this financial year, which will be reassessed at the next AGM. This flat fee also reflects ongoing development within the centre.

The Flat fee for 2011/12 year is \$10.00 per organisations.

Business or commercial fees are assessed upon application.

If payment of the fee would cause hardship to your organisation, please apply in writing to have consideration given for the fee to be waived. An invoice for the subscription follows the Registration Application form.

Referral Service flowchart



To register your positions with our Referral Service:

1. Clarify how volunteers can be involved in your organisation/project. (Assessment form include in this pack)
2. Complete a separate role description for each volunteer position (form included). Let us know if you would like one of our staff to assist you with this. Fill the role description in as comprehensively as you can, making it sound as attractive as possible. The position title is important – it needs to catch the attention of the volunteer.
3. If a potential volunteer does contact you please respond promptly.
4. Please advise us immediately when positions are filled.

There is no limit to the number of role descriptions you can have on file at Volunteer Resource Centre Manawatu & Districts. When you have sufficient volunteers please let us know and we will make your position unavailable until you advise us that you again require volunteers.

Agency Assessment of Volunteer Needs

1. This form is designed to assist member agencies in clarifying their volunteer needs **prior** to completing job/role descriptions for volunteer assistance and to help us fulfil your specific needs.
2. A separate job/role description is required for each voluntary position unless you require several volunteers to do exactly the same task/s.
3. Agencies are requested to advise the Volunteer Resource Centre Manawatu & Districts when positions are filled. We can then close them off and not send more volunteers for a job already filled (a time-waster on both sides). We also request that you advise us if a position becomes available again.
4. Please let us know if you would like one of our staff to assist you in completing your job/role descriptions.
5. Please **retain** this "Agency Assessment" form to assist you in developing job/role descriptions at a later date.

Volunteer Resource Centre
Manawatu & Districts



Areas in which Volunteers can work:

Tick those appropriate to your agency:

Administration

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Book-keeping | <input type="checkbox"/> Business Administration |
| <input type="checkbox"/> Data collection | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Newsletter collation | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Recording Information | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Typing | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Word processing | <input type="checkbox"/> Other _____ | |

Personal Contact

- | | | |
|--|--|---|
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Coaching [sport] | <input type="checkbox"/> Counselling [with training] | <input type="checkbox"/> Driving [clients] |
| <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family Support [Refugees] | <input type="checkbox"/> Family Support [other] |
| <input type="checkbox"/> Financial Counselling | <input type="checkbox"/> First Aider | <input type="checkbox"/> Guiding/Leading groups |

Personal Contact continued

- Interviewing
- Reading / Writing
- Tutoring
- Visiting [Prison/Individuals]
- Other _____

General Duties

- Committee member/Trustee
- Computers [Database]
- Computers [general]
- Computers [Spread Sheet]
- Cooking
- Driving [other]
- Fundraising
- Gardening
- Handy person
- History [recording]
- Information Gathering
- Interviewing
- Painting
- Promotion
- Publicity
- Repairing
- Research
- Shopping
- Sales [Opportunity Shop]
- Tree Planting
- Other _____

Activities for Specialised Groups

- Animal Care
- Crafts
- Dance
- Emergency Response
- Games [Indoor]
- Games [outdoor]
- Language Instruction
- Music [Singing]
- Music [Instrument]
- Sport
- Visual Arts [tutoring]
- Other _____

Having now completed this **“Assessment of your Volunteer Needs”** you should have, in your mind, a much clearer idea of the different tasks you require your volunteers to perform.

You may find that what you originally thought one volunteer could do should now be divided into several tasks. If so, complete job descriptions appropriately.

There is no limit to the number of jobs you can have on file at the Volunteer Resource Centre Manawatu & Districts.

Just remember that when you have sufficient volunteers, let the Volunteer Resource Centre Manawatu & Districts know and we will “close” the job until **YOU** advise us that you require volunteers again.

Easy, isn't it? Now you are ready to start completing the **“Request for Volunteers”** form.

If we can be of any assistance at all, please don't hesitate to contact us on **0800 865 2687**

Join Us!

**Volunteer Resource Centre
Manawatu & Districts**



REGISTRATION FORM

Date: _____

Office Use Only

Date Received:
 Date Loaded
 Payment Received
 Chq Details Amount _____ Date _____
 Cheque # _____
 Name of Chq _____

Organisation Name: _____
 Branch/Project [if applicable] _____
 Physical Address: _____

 Mailing Address: _____

 Website: _____
 Email: _____

Ph: _____ Extn: _____
 Fax: _____
 A/Hrs: _____
 Mobile: _____
 Office hours: _____
 Office days: _____

[This email address will be the primary contact for any correspondence regarding VRCMD Services / volunteer referrals, etc]

Aim / Mission of Organisation: _____

Phone / Email Contacts:

Board President/Chairperson: _____
 Phone _____ Email: _____
 Executive Director / CEO / Manager: _____
 Phone _____ Email: _____

Person Responsible for Volunteers: Phone: _____ Email: _____

How much time is spent on this role? [approx. %] 0 - 15% 16% - 25% 26% - 50% 51% - 100%
 Is this person paid? Yes / No
 Full Time / Part Time Hours _____
 Are there KPIs for this role in their position description? Yes / No
 Is this role part of another role? Yes / No
 If so what is the main role/s for this person? _____

Location:

In which local area/s of the Region does your organisation offer service/s?:

please tick as many as appropriate, If your organisation covers more (region) or less (ward) please detail this in the space provided.

- Central Palmerston North Palmerston North City Linton Feilding Ashhurst
 Other _____

What "TYPE" of organisation are you:

[Please mark no more than TWO]

- | | | |
|---|---|--|
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Arts/Cultural/Heritage | <input type="checkbox"/> Church/Faith |
| <input type="checkbox"/> Conservation/Environment | <input type="checkbox"/> Disability Services | <input type="checkbox"/> Education |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Health Services [Other] | <input type="checkbox"/> Information/Advice |
| <input type="checkbox"/> Iwi/Maori Services | <input type="checkbox"/> Migrant/Refugee Services | <input type="checkbox"/> Older People Services |
| <input type="checkbox"/> Overseas Aid | <input type="checkbox"/> Pacific Island Services | <input type="checkbox"/> Social Justice/Law |
| <input type="checkbox"/> Social Services [Other] | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Youth/Children Services |
| <input type="checkbox"/> Other _____ | | |

How many **paid staff** are currently working in your organisation?

Full time _____ Part time _____

How many **volunteers** are currently working in your organisation?

Governance / Committee _____

Service Delivery _____

Other: _____

Do you have **disability** access/toilet?

YES / NO

As part of your volunteer – involving programme do you ...

- | | |
|--|----------|
| Have funds budgeted for your programme?
(e.g. for recruitment, training, supervision, recognition, etc) | YES / NO |
| Have policies for volunteer involvement in your organisation? | YES / NO |
| Have risk management policies for volunteer involvement? | YES / NO |
| Provide a written role description of duties? | YES / NO |
| Conduct a formal interview? | YES / NO |
| Provide orientation training? | YES / NO |
| Provide supervision for your volunteers? | YES / NO |
| Evaluate the volunteer's performance? | YES / NO |
| Review your volunteer programme/s including role descriptions annually? | YES / NO |
| Have insurance cover for your volunteers? | YES / NO |
| Reimburse volunteer expenses?
(e.g.. bus fares, car parking, child care, petrol) | YES / NO |
| If yes, please specify: _____ | |

**Areas in which your organisation offers volunteer placements:
[Below are guidelines only - Tick as MANY as appropriate]**

Administration / General office-type Roles:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Administration [General] | <input type="checkbox"/> Data collection |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Newsletter collation | <input type="checkbox"/> Reception [General] | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Word processing |
| <input type="checkbox"/> Other _____ | | |

Personal Contact Roles

- | | | |
|--|--|---|
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Coaching [sport] | <input type="checkbox"/> Counselling [with training] | <input type="checkbox"/> Driving [clients] |
| <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family Support [Refugees] | <input type="checkbox"/> Family Support [other] |
| <input type="checkbox"/> Financial Counselling | <input type="checkbox"/> First Aider | <input type="checkbox"/> Guiding/Leading groups |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Reading / Writing | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Visiting [Prison/Individuals] | <input type="checkbox"/> Other _____ | |

Other General Duty Roles

- | | | |
|---|--|--|
| <input type="checkbox"/> Committee member/Trustee | <input type="checkbox"/> Cooking | <input type="checkbox"/> Driving [other] |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening | <input type="checkbox"/> Handy person |
| <input type="checkbox"/> History [Research] | <input type="checkbox"/> History [recording] | <input type="checkbox"/> Information Gathering |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Promotion | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Repairing | <input type="checkbox"/> Research | <input type="checkbox"/> Shopping |
| <input type="checkbox"/> Sales [Opportunity Shop] | <input type="checkbox"/> Tree Planting | <input type="checkbox"/> Other _____ |

Activities for Specialised Group Roles – these generally require the volunteers having specific skills, interests and/or training [usually provided by your organisation]

- | | | |
|---|---|---|
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Arts / Crafts | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Sports [Indoor] | <input type="checkbox"/> Sports [outdoor] |
| <input type="checkbox"/> Language Instruction | <input type="checkbox"/> Music [Singing] | <input type="checkbox"/> Music [Instrument] |
| <input type="checkbox"/> Sport [Refereeing, Coaching etc] | <input type="checkbox"/> Visual Arts [tutoring] | <input type="checkbox"/> Other _____ |

PROMOTING YOUR ORGANISATION:

Can you provide [jpeg] good quality **photograph/s** of Volunteers in action / at work with your organisation [permission for use must accompany photos from individuals in photos]
Photographs are used by for promotional / recruitment purposes. Please provide names of people and their role in photos. Photos will not be returned.

Do you have any **brochures / posters** about volunteering with your organisation and / or the services you offer, that we are able to put on display at the Volunteer Resource Centre? **YES** / **NO** (Please send 10 copies of each brochure and 1 poster, if possible.)

Do you have a high quality **Electronic Logo** you can provide to be placed on our Website under member organisations along with a link to your website where applicable. **YES** / **NO** Please email or provide a disc which can be returned, or a link to a website where we can locate a suitable logo.

Can the VRCMD give your organisation details to people who are undertaking court enforced community service?
YES / **NO**

Please note – these potential volunteers would not be formal referrals from the Volunteer Resource Centre Manawatu & Districts, and would not be registered as volunteers or referrals with us, but provided a list of organisations who have indicated they are willing to consider them in their current circumstances.

What are the **benefits / rewards for volunteers** working for your organisation? Why should volunteers choose to offer their skills/time/energy to your organisation?

What types of **recognition** [and when] do you offer your volunteers?

Current Membership Registration Fee is \$10 for the financial year.

Registration fees will be reviewed each year.

Please send evidence of Charitable Trust/Incorporated Society status

Charities Commission Registration Number: _____

(Please note that from the 1st of July 2008 your organisation is required to be registered with the Charities Commission if you want to retain your charitable status. If you are not already registered please visit www.charities.govt.nz or phone 0508 242 748 for further information)

THE PRIVACY ACT 1993

The Volunteer Resource Centre Manawatu & Districts undertakes to collect, use and store the information provided on this form according to the principles of the Privacy Act 1993. The information will be used by The Volunteer Resource Centre Manawatu & Districts in recruiting and referring potential volunteers to the organisation as well as for statistical, funding and administrative purposes within The Volunteer Resource Centre Manawatu & Districts.

I / We understand that final acceptance, orientation, training and placement of referred volunteers from The Volunteer Resource Centre Manawatu & Districts will be the responsibility of the organisation.

PLEASE BE SURE TO SEND US:

- This Application form (pages 7-9)
- Payment of your annual subscription (copy of page 11)
- Your Constitution
- Role description forms, completed in as much detail as possible.
- Pamphlets describing your organisation

**All applications for membership are subject to approval by the
Board of Volunteer Resource Centre Manawatu & Districts**

These papers should be sent to:

The Volunteer Resource Centre Manawatu & Districts
PO Box 12199
Palmerston North 4444

Once approval is granted you will be asked to provide the following:

- Posters & Brochures
- Electronic version of your organisations logo & Photographs

**Volunteer Resource Centre
Manawatu & Districts**



INVOICE

**MEMBERSHIP REGISTRATION
FOR PERIOD 1/7/2011 - 30/6/2012**

Please send your payment to:

The Volunteer Resource Centre Manawatu & Districts
PO Box 12199
Palmerston North 4444

TAX INVOICE

GST no. 92 283 496

Subscription enclosed for _____
Organisation Name

Payment type: _____

Current Membership Registration Fee is \$10 for the financial year.

Should you wish to pay by direct credit, our account details are:

Westpac, 43 Broadway Avenue Palmerston North – Account no. 03 0726 0800568 00

Please advise us of the date and amount of direct credit, using your organisation name as a reference.

If payment of the fee would cause hardship to your organisation, please apply in writing to have consideration given for the fee to be waived

DEFINITION OF VOLUNTEERING

Voluntary work is done of one's own free will, unpaid, for the common good

**Volunteer Resource Centre
Manawatu & Districts**



ORGANISATION RELEASE FORM

1. We [Organisation Name] _____ understand that the volunteers referred to our organisation from The Volunteer Resource Centre, Manawatu & Districts are recommendations of referral only. At no time does any referral of a potential voluntary person imply a recommendation for specific applicants on the part of Volunteer Resource Centre, Manawatu & Districts.
2. Our Organisation _____ accepts the responsibility of evaluating the applicants for appropriate placement /matching to voluntary roes within our organisation.
3. The final decision on the placement / matching of the volunteer to voluntary roles within our organisation rests with our organisation
4. Our organisation _____ undertakes to provide all accepted applicants with appropriate training, supervision and support to ensure a worthwhile experience in volunteering for our organisation.
5. In consideration for referring prospective volunteers to meet the needs of the undersigned organisation, the undersigned organisation hereby voluntarily assumes all risks and hereby releases and discharges The Volunteer Resource Centre, Manawatu & Districts from any claim, liability or demand of any kind which may arise as the result of action, or failure to act, of any prospective volunteer referred by The Volunteer Resource Centre, Manawatu & Districts to the undersigned organisation.
6. We _____ agree to notify The Volunteer Resource Centre, Manawatu & Districts of any changes to the signatories to this document within 4 weeks of any changes.

Legal Registered Name of Organisation: _____

Charities Commission Registration Number: CC: _____

Please PRINT clearly

Chairperson:

Name: _____ Signed: _____ Date: _____

Executive Director / CEO / Manager:

Name: _____ Signed: _____ Date: _____

Person Responsible for Volunteers [if different to above]

Name: _____ Signed: _____ Date: _____

NB: In signing this form all persons named above have read, understood and agreed the above. Signing this form does not guarantee membership of the Volunteer Resource Centre Manawatu & Districts.

Volunteer Resource Centre
Manawatu & Districts



Code of Practice for Registered Member Agencies

To promote excellence in service and maximise the quality of volunteers' experience, this agency will:

- Empower our volunteers to meet their own and our agency needs.
- Offer volunteers work opportunities appropriate to their skills, experience and aspirations.
- Provide volunteers with clear role descriptions and orientation to their work and the agency.
- Offer training and support for volunteers to achieve personal and work goals.
- Implement policies and procedures to safeguard volunteer safety and well-being.
- Offer reimbursement or other compensation to cover out-of-pocket expenses.
- Recognise volunteers as valued team members, with opportunities to participate in relevant agency decisions.
- Provide mechanisms to acknowledge contributions made by volunteers, both governance and programme volunteers.

Guidelines For Deciding If The Position Is Appropriate For A Volunteer

One of the hardest decisions an organisation has is deciding what jobs/positions/roles are appropriate to be carried out by volunteers. Reaching a decision about whether work should be paid or undertaken by volunteers can sometimes be tricky. Outlined are the following factors that Volunteer Resource Centre Manawatu & Districts considers when we list a voluntary position 'on our books'.

Volunteer Resource Centre
Manawatu & Districts



Factors Which Tend To Make The Involvement of Volunteers Inappropriate

1. Where the work is for the benefit of a profit-making organisation, whereby voluntary contributions may result in equity gains, interest or dividends to shareholders, etc.
2. Where the volunteer receives remuneration implying low-waged status rather than voluntary work.
3. Where the work will typically require more than 16 hours per week.
4. Where the work is normally considered to be the responsibility of a statutory service, e.g. nursing care, teaching etc.
5. Where the volunteer would be undertaking work which is the subject of an industrial dispute.
6. Where the volunteer would be performing tasks carried out by paid staff in the past 12 months or where their involvement would reduce the likelihood of employment of paid staff.
7. Where the involvement of volunteers would jeopardise the wages or employment conditions of paid staff.
8. Where there is a disagreement within the client agency about the nature and purpose of volunteer involvement.
9. Where there are insufficient resources to provide proper support, supervision, training and workspace for volunteers.
10. Where there is no money available to pay volunteers out-of-pocket expenses, or provide appropriate insurance cover.
11. Where the work offers no rewards to the volunteer, e.g. work is too demanding, tedious, dirty, and/or unpleasant e.g. utilising volunteers to do the work that paid staff find boring, tedious, demanding, dirty and/or unpleasant.
12. Where the work is intended to create a profit which may represent equity gain to some individual person or persons.
13. Where volunteers themselves do not perceive any value in the work, or any opportunity to achieve personal goals.
14. Where unacceptable risks to health and safety are involved, e.g. physically dangerous work, potentially violent work etc.

**Volunteer Resource Centre
Manawatu & Districts**



REQUEST FOR VOLUNTEERS

To assist us in an appropriate referral, please fill in this form completely OR ask us about completing this online. You may also attached a separate Job Description if you have one.

Office Use Only:
 Loaded by: _____
 Date Received _____
 Date Loaded _____
 Matches Process: _____

Agency Name			
Volunteer Job Title			
Job Location		Reports To	
Number of Volunteers Required	Enter number _____ Or "many" _____	Phone	

Administration/General office-type roles

Role Categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Administration (General) | <input type="checkbox"/> Data Collection |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Newsletter Collation | <input type="checkbox"/> Reception (General) | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Other _____ | | |

Personal Contact roles

Role Categories:

- | | | |
|--|--|--|
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Coaching (Sport) | <input type="checkbox"/> Counselling (with training) | <input type="checkbox"/> Driving (Clients) |
| <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family Support (Other) | <input type="checkbox"/> Family Support (Refugees) |
| <input type="checkbox"/> Financial Counselling | <input type="checkbox"/> First Aider | <input type="checkbox"/> Guiding/Leading Groups |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Reading/Writing | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Visiting (prison/Individuals) | | |
| <input type="checkbox"/> Other _____ | | |

Other General Duty roles

Role Categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Committee member/Trustee | <input type="checkbox"/> Cooking | <input type="checkbox"/> Driving (other) |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening | <input type="checkbox"/> Handy person |
| <input type="checkbox"/> History (Recording) | <input type="checkbox"/> History (Research) | <input type="checkbox"/> Information Gathering |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Promotion | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Repairing | <input type="checkbox"/> Research | <input type="checkbox"/> Sales (Opp Shop) |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Tree Planting | |
| <input type="checkbox"/> Other _____ | | |

Activities for Specialised Group Roles - these generally require the volunteers having specific skills, interests and/or training : Role Categories:

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Language Instruction | <input type="checkbox"/> Music (Instrument) |
| <input type="checkbox"/> Music (Singing) | <input type="checkbox"/> Sports (refereeing, Coaching etc) | <input type="checkbox"/> Sports (indoor) |
| <input type="checkbox"/> Sports (Outdoor) | <input type="checkbox"/> Visual Arts(Tutoring) | |
| <input type="checkbox"/> Other _____ | | |

JOB DESCRIPTION:

Tasks:

Expected Results:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WHAT KIND OF VOLUNTEER/S DO YOU NEED:

Any specific skills / education required?

Special personality requirements:

Does this position require your agency to check for possible criminal record/convictions of prospective volunteer/s? YES / NO

Can this work be done from home? YES / NO

Premises

Close to public transport YES / NO
 Wheelchair accessible YES / NO
 Disability toilet YES / NO
 Stairs to climb YES / NO

Time Commitment

Hours: (?am/?pm) _____
 Days: (Mon-Fri, Sat/Sun) _____
 Duration of Project: Start ___/___/___
 (or leave blank if ongoing) End ___/___/___
 One Day Event? YES / NO
 If Yes Date _____

SERVICES PROVIDED BY THE ORGANISATION:

What training do you provide? (Please explain. When and where is training? How much time does it take? Is there any cost to the volunteer?)

Reimbursement:

Bus Fares
 Petrol
 Out of Pocket Expenses
 Other: _____

Other:

Parking
 Companionship
 Career/Skill Development
 Community Awareness
 Recognition Events
 Has this position ever been a paid job? YES / NO

Supervision:

On the Job
 Weekly
 Fortnightly
 Monthly

If yes, how long ago:
 _____ year/s _____ month/s

Please return this form to PO Box 12199, Palmerston North 4444

info@vrcmanawatu.org.nz
www.vrcmanawatu.org.nz

Thank you!

With thanks to Volunteering Auckland Version: Feb 2012