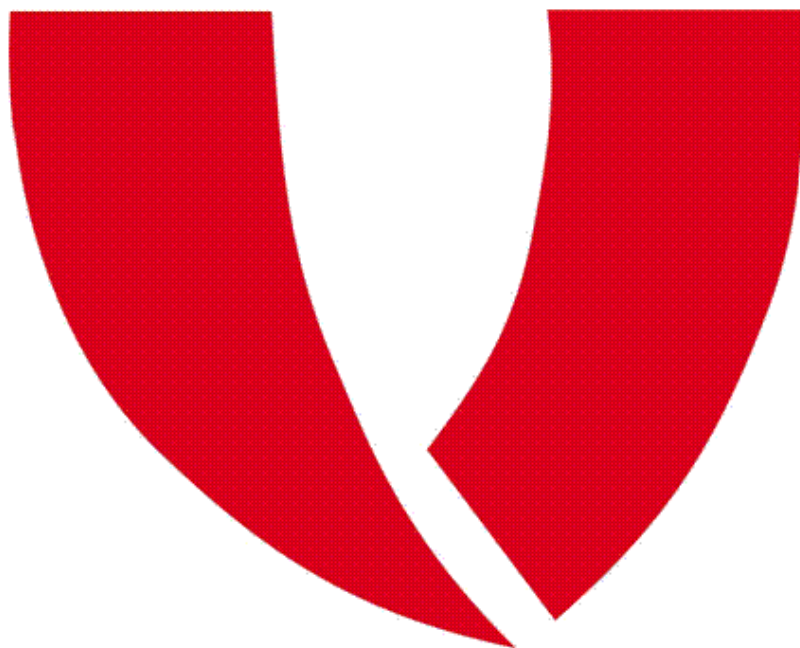


*Recognise... Celebrate ... Participate...*

# **Volunteer Resource Centre Manawatu & Districts**



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

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**Volunteer Resource Centre  
Manawatu & Districts**



## **Volunteer Introduction and Registration Pack**

Welcome to the Volunteer Resource Centre Manawatu & District.

We are a newly established organisation in the region, but have been supported by many of our sister centres all over New Zealand. The processes we have established are similar to these other centre, but you will find we have adapted many things to suit our region.

We look forward to helping you fulfil your volunteering desires, and to creating a difference in our community through the links that these activities will create.

Volunteer Resource Centre Manawatu & Districts advertises around the region to attract people like you to look at the opportunities available to volunteer. We find out what type of volunteer activity you would like to get involved in, match you up with a voluntary position within a community organisation, then arrange an appointment for you with this group. You then present / visit at the organisation where they will explain in more detail about the position on offer.

If the position is not suitable and you require other options you are able to contact the Volunteer Resource Centre Manawatu & Districts by phone or email, as once we have your details in the computer there is no need for you to visit us in person unless you would prefer to. This also applies if you require volunteer work in the future, or encounter any problems in your volunteer work. [We are working on getting this option on-line as well]

On behalf of our member community organisations we ask for at least three to six months' commitment as they can spend a lot of time and energy in training you for your position. There may be some exceptions to this, but we do encourage you to consider this when applying for any positions.

It is a policy at some of our member organisations that a conviction (police) check may be required, in particular if the group is dealing with vulnerable clients e.g. children or the elderly. We do not register people who are undertaking Court Directed Community Service, however we will endeavour to provide anyone in this situation with a list of places they may approach independently.

Voluntary activity takes as little as ONE hour per week. It is not a lot! You can volunteer during the day, in the evenings or on the weekend. The time required, however, for your voluntary activity is dependent on the type of position you are looking for.

We trust that you will enjoy your volunteer experience and help us to help you 'make a difference'!

**Yours sincerely**

**The Trust Board and Volunteers  
Volunteer Resource Centre, Manawatu & Districts.  
July 2010**

To assist us with your referral please fill in this form as completely as possible

Once complete, one of our Interviewers will arrange a suitable time to go over this with you and discuss your interests and needs, before arranging a suitable referral to one of our member organisations.

As we are still in establishment mode we do ask for your patience as we steadily building our Membership, and vacancy listings which enable us to make referrals for you.



**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 the 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 _____        |

**FOR WHAT TYPE OF COMMUNITY ORGANISATION WOULD YOU PREFER TO VOLUNTEER?**

**(Choose no more than 2)**

- |   |   |  |
|---|---|--|
| <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 |

Preferred Location  Central Palmerston North  Palmerston North City  Linton  Feilding  Ashhurst  
 Don't Mind  Other \_\_\_\_\_

**PARTICULAR GOALS THAT YOU WISH TO ACHIEVE THROUGH YOUR VOLUNTARY ACTIVITY?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Community Contribution    | <input type="checkbox"/> Personal Growth           | <input type="checkbox"/> Course/Study Requirement  |
| <input type="checkbox"/> Help Others               | <input type="checkbox"/> Meet People / New Friends | <input type="checkbox"/> Enhance Employability     |
| <input type="checkbox"/> Make a Difference         | <input type="checkbox"/> Its my Duty to Help       | <input type="checkbox"/> Gain new Skills/Knowledge |
| <input type="checkbox"/> Share my Skills/Knowledge | <input type="checkbox"/> Outside Interest          | <input type="checkbox"/> Work Experience           |
| <input type="checkbox"/> Other.....                |  |  |

**Qualifications and/or training courses achieved / currently studying? (please include overseas qualifications)**

.....  
.....

**Do you have any particular skills, hobbies and/or talents that you wish to use in your voluntary activity?**

.....  
.....

**Do you have any health needs that should be given special consideration? [e.g. Back Pain; on Medication; etc]**

.....  
.....

**Do you have any other information you wish to share with us to assist in your referral?**

.....  
.....

**THE PRIVACY ACT 1993**

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 Volunteer Resource Centre Manawatu & Districts in discussing my referral with the community organisation, also for the community organisation to discuss my referral with Volunteer Resource Centre as well as for statistical, funding and administrative purposes within Volunteer Resource Centre Manawatu & Districts. I understand that final acceptance, orientation, training and placement will be the responsibility of the community organisation to which I am referred as a volunteer.