



## **Brunel Volunteers – Volunteering Opportunity Form**

### **A) Organisation Details**

Name of organisation	
Web Address of Charity	
Is your organisation based in the London Borough of Hillingdon?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation Address	
Organisation contact name	
Organisation contact e-mail	
Organisation telephone number	
Are you a registered with the charities commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes – please confirm your charity no.	Charity number : _____
Do you have Public Liability Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of Organisation (100 – 250 words)	



## B) Details of Voluntary Opportunity

Job Title of Volunteer Role	
Details of Volunteering opportunity Including tasks and responsibilities, hours per week, where the volunteer will be based etc. (100 – 250 words)  <i>If you have a full job description, please send this as a separate attachment.</i>	
Is a DBS Check Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an application form? If your answer is yes, please attach to completed form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skills you require from applicant	
Are travel expenses reimbursed It is generally good practice in the sector to pay for volunteers travel expenses.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Benefits to the volunteer i.e. Free training, discount on coaching courses, etc.	.
Who would you like us to advertise this opportunity to?	<input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Both

**Note :**

If your advert is approved, it will be placed on [www.brunel.ac.uk/volunteers](http://www.brunel.ac.uk/volunteers) free of charge.

Please attach a copy of your **logo** when returning your form.

A member of the Brunel Volunteers team will be in touch in the next three days to discuss your advert.