


<b>For Office Use Only: Data-Entry on V-Base ORGANISATION</b>			<b>For Office Use Only: Data-Entry on V-Base OPPORTUNITY</b>	
Org. ID			Opp. ID	
On (date)			On (date)	
By (name)			By (name)	
			2012 Prep Opp? If Yes, please tag opp	
Org. title on V-Base				
Opp. title on V-Base				
Date sent for checking			Date agreed	

**We cannot refer volunteers to your organisation before you  
have completed this form and we have agreed your entry.**

## **Organisation Registration Form & Opportunity Registration Form**

When you register with Ealing Volunteer Centre, the details of your volunteering opportunities are entered on to a national database using V-Base software. These opportunities are then uploaded on to the do-it web site ([www.do-it.org.uk](http://www.do-it.org.uk)) so that members of the public may use the internet to search for opportunities that match their interests and availability.

**If you do not want your opportunity to appear on the website, please ensure that you tick the relevant box (in Step 17: Opportunity Details).**

The Opportunity will be displayed with the following details of your Organisation:

- Its name
- Its purpose (Step 7: What does your Organisation do?)
- Its activities (Step 8: How does your Organisation fulfil its purpose?)

You may choose to only register as an organisation and are not yet ready to provided with an Opportunity for volunteers your organisation will not appear on the do-it web site – but you will be informed of training courses and meetings.

We use the information you provide, on this form, to match our volunteers skills, motivations and availability to your opportunity. This information **must** be accurate and relevant, so make it sound interesting and appealing.

We reserve the right to edit (for clarity or length) the information, which you have provided, when we enter it into the database. Incomplete, or poorly completed, forms will be returned to you. We can advise you on best practice.

Is this the first time your Organisation has been registered on V-Base? YES
If <b>Yes</b> , please fill in <b>both</b> sections of this form.
If <b>No</b> , please disregard ' <b>Section 1: Organisation</b> ', and go to ' <b>Section 2: Opportunity</b> '.
<b>Please photocopy this form if you want to register more than one opportunity.</b>

## SECTION 1: ORGANISATION

<b>Step 1: Name of Organisation</b>	EALING LETS
-------------------------------------	-------------

<b>Step 2: Organisation Address Details</b>		
Line 1	eg: number/street	25 Kirchen Road
Line 2		
Line 3	eg: Ealing/Greenford	Ealing
Line 4	eg: London/Middlesex	London
Line 5	Postcode	W13 0TY

<b>Step 3: Geographical Area: Where does your Organisation operate?</b>	
District, Ealing-wide, or out-of-Ealing	Ealing-wide

<b>Step 4: Organisation Contact Details</b>	
Telephone	020 7607 7852
Fax	
Email	ealing@letslink.org
Website	www.ealing.letslink.org

<b>Step 5: Named Contact</b>		
Title	Ms	
First Name	Mary	
Family Name	Fee	
Salutation (if different from first name)		
Job Title	<b>Secretary</b>	
<b>Named Contact Address, if different from main Organisation Address Details:</b>		
Line 1	eg: number/street	12 Southcote Road
Line 2		Tufnell Park
Line 3	eg: Ealing/Greenford	Islington
Line 4	eg: London/Middlesex	London
Line 5	Postcode	N19 5

**Step 6: Directions to Organisation**

Please include nearest Tube / BR stations (including Line) or bus routes (including where to get off), with brief directions. For example: ask for the Town Hall, and then continue towards West Ealing, past red-brick Perceval House and blue-rendered Longfield House, to 22-24 Uxbridge Road; and EVB is on the first floor.

*Phone contact only - but we would be happy to meet up at the Volunteer Centre.*

**Step 7: Purpose or Mission: What does your Organisation do?**

For example: "We are a retail shop raising funds for an international disaster relief charity"; or "We are a housing association providing low-cost accommodation for one-parent families"; or "We are a charity and self-help group for people with arthritis".

We are a Local Exchange Trading Scheme affiliated to LETSlink London.

**Step 8: Activities: How does your Organisation fulfil its purpose / mission?**

For example: "We run befriending schemes for carers, support groups for bereaved carers, and a helpline to support isolated or housebound carers"; or "We provide advice and support for people with drug addictions, and run drop-in sessions for medication-services, needle-exchange and detox-support. We also run training sessions for NHS personnel and other professionals working in the field of drug-addiction".

*This statement may appear on the do-it.org.uk website, on the Internet.*

We run social events for members to meet up. Our administration is supported by a web-based system where members maintain a profile, register their offers and wants and record their trading, for which we use a complementary currency called Eals.

## SECTION 2: OPPORTUNITY

### Step 1: Name of Organisation

Ealing Local Exchange Trading Scheme

### Step 2: Opportunity Title: Job Title – or Description of Role

For example: "Befriender" or "Shop Assistant" or "Admin Assistant" or "Helpline Worker" or "Children's Play Assistant" or "Driver" or "Trustee"

Member Support Worker

### Step 3: Opportunity Address Details

If different from Organisation Address: otherwise, please leave blank.

Line 1 eg: number/street

Line 2

Line 3 eg: Ealing/Greenford

Line 4 eg: London/Middlesex

Line 5 Postcode

### Step 4: Geographical Area: Where will the volunteering take place?

Please list area(s) where the volunteering will take place (e.g. Hanwell, Acton, Southall); or throughout the borough of Ealing; or outside the borough of Ealing

In borough of Ealing at the Opportunity Address by appointment, or working from home

### Step 5: Opportunity Contact Details

If different from Organisation Contact: otherwise, please leave blank.

Contact Name Mary Fee

Telephone 020 7607 7852

Fax

Email ealing@letslink.org

### Step 6: When Required: Volunteer Commitment

Please specify below the commitment needed from the volunteer. Tick all that apply.

Short term – YES (phase one) The initial phase must be undertaken within maximum period of 3 months.

Part time Up to maximum 30 hours a week – possibly later.

Full time 30 hours or more a week.

### Step 7: When Required: Opportunity Start / End Dates

Start date (or ASAP) ASAP

End date (or leave blank if ongoing)

### Step 8: When Required: Times of the Day

For example: tick "ALL", if the hours are flexible; or tick Mon/Fri, am/pm, if 'office hours'.

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Day am	X	X	X	X	X	X	X
Day pm	X	X	X	X	X	X	X
Evening	X	X	X	X	X	X	X

<b>Step 9: When Required: Web Advertising Dates</b>	
Start date (or ASAP)	ASAP
End date (or leave blank if ongoing)	

<p><b>Step 10: Description of Opportunity</b>  <b>This is the 'job description' so make it interesting, appealing and short!</b></p> <p>For example: "Befriending our users (adults with special needs) and taking part in their entertainments and activities"; or "Driving our service-users (seniors with a range of disabilities) to our Saturday Socials, which are held every week"; or "Providing administrative support to our employees, and undertaking 'reception duties' such as answering the telephone, responding to emails, and greeting visitors".  <i>This statement may appear on the do-it.org.uk website, on the Internet.</i></p> <p>Training and Support in accessing a web-based system for communications and trading. Ealing LETS has recently re-launched with a web-based system and has 110 members. However, we do not have email addresses for about a third of them. Another third have not yet accessed their accounts. In the first phase we want to contact them individually, beginning with those who have not registered an email with us yet, to find out if they have one, and introduce them to the system, and/or find out what degree of ongoing support they need. We will need a record to be kept of progress so the work can be picked up by others. Once we have made initial contact with all members, support will then be ongoing, and targeted to members individual needs.</p>
---

<p><b>Step 11: Short Description of Opportunity (up to maximum 250 characters)</b>  This is a shorter version for use on platforms such as mobile phones or iDTV.</p> <p>Contact members by phone to find out their email address, and offer support if needed.</p>
---

<p><b>Step 12: Skills &amp; Qualifications Required</b></p> <p>For example: "Admin experience and good IT skills"; "No formal qualifications are required, but bereavement-befrienders need to be compassionate, have a non-judgemental attitude and good listening skills, and not suffered a bereavement within the last 2 years"; or "Clean driving licence, good map-reading, navigation and 'escorting' skills. Must be available every Saturday evening".  <i>This statement may appear on the do-it.org.uk website, on the Internet.</i></p> <p>Moderate IT skills and flexibility – specific training will be provided. Firstly the person needs to be able to "take on board" the system that they are introducing members to. After this it's mostly "people skills" - including the ability to speak to strangers on the phone and interest them in the scheme, arranging to meet up as appropriate. Then they will need to have the ability to convey technical information to people who may have fewer IT skills in a straightforward way, aiming to give them the confidence to use the information on the website independently, in order to identify and update their own Offers &amp; Wants and respond to requests - giving initial assistance as required. They will need to be able to identify those genuinely requiring ongoing computer access and/or technical support, and where possible to match them to others members of ithe scheme who can supply this.</p>
---

**Step 13: Directions to Opportunity (leave blank if same as for Organisation)**

Please include nearest Tube / BR stations (including Line) or bus routes (including where to get off), with brief directions. For example: ask for the Town Hall, and then continue towards West Ealing, past red-brick Perceval House and blue-rendered Longfield House, to 22-24 Uxbridge Road; and Ealing Volunteer Centre is on the first floor.

We suggest meeting up at the Volunteer Centre initially, or at the address of a member, if one becomes available - details to follow.

<b>Step 14: Interests &amp; Activities</b>			
Please tick any of the below that apply to the opportunity.			
<b>Areas of Interest (for this opportunity)</b>		<b>Activities (done by this opportunity)</b>	
Animals			
Art and Culture		Advice Work, Info and Support	X
Children		Architecture and Building Work	
Disability	X	Art	
Disaster Relief		Befriending and Buddying	X
Domestic Violence		Business, Management, Research	X
Drugs and Addictions		Campaigning and Lobbying	
Education and Literacy		Caring	
Emergency Services		Catering	
Elderly	X	Community Work	X
Employment	X	Computers, Technology and Web	X
Environment	X	Counselling	X
Families		Driving	
Gay, Lesbian, Bi and Transsexual		Employee and Group Volunteering	
Health and Hospital and Hospices		Entertainment	
Heritage		Finance Work	
Homeless and Housing		First Aid	
Human and Civil Rights		Fundraising	
International Aid		Gardening	
Legal Aid and Justice		General and Helping	
Mental Health	X	Hostel Work	
Mentoring	X	Languages	
Millennium Volunteers		Legal Work	
Museums		Local Events	X
Music		Mentoring	X
Politics		Marketing and PR and Media	
Prisoners and Ex-Offenders		Music	
Race and Ethnicity and Refugees		National and International Events	
Religion		Officials	
Sport and Outdoor Activities		Practical Work and DIY	
Women's Groups	X	Retail and Charity Shops	
Youth	X	Sports Development	
		Teaching, Training and Coaching	
		Trusteeship and Committee Work	
		Under 16 Volunteering	
		Youth Work	

<b>Step 15: Specials and Recruitment Method</b>			
Please tick to show whether the opportunity is suitable for special categories of volunteers, and the methods involved in your organisation's recruitment procedure. Please tick all that apply.			
<b>Volunteers with Special Needs</b>		<b>Recruitment Method</b>	
• With physical disabilities		Application Form	X
• With learning disabilities		Informal Discussion	X
• With mental health problems		Interviews	X
<b>Additional/Specific Suitabilities</b>		Not Known	
• 16-17 year olds		Other	
• 18-25 year olds	X	Criminal Records Bureau Check	
<b>Employee Volunteering</b>		References	X
• Groups – Small (2-10)	X	Trial Period	X
• Groups – Medium (10-25)			
• Groups – Large (25-40)			
• Groups – Very Large (40+)			

<b>Step 16: Arrangements</b>		
Please write 'Yes' or 'No' to show the arrangements that your organisation has for volunteers. There's space for you to provide further information, where relevant, such as stating '18 years, and over, only' as an Age/Gender Restriction.		
Age or gender restrictions?	No	Could even suit mature sixth-former
Disabled access?	No	Unless this possibilities emerges
An equal opportunities policy?	Yes	
Out-of-pocket expenses reimbursed?	No	No funds available - need access to phone
Induction?	Yes	
Insurance cover?	Yes	Covered by LETSlink London
Support on offer?	Yes	
Training?	Yes	
Special clothing provided?	No	

<b>Step 17: Opportunity Details</b>	
Please write 'Yes' or 'No' to show the details relevant to this Opportunity.	
Is the Opportunity active, now?	Yes
Shall we include this Opportunity on the Do-It Website?	Yes
Is the Opportunity a one-off (otherwise, we assume it is on-going) ?	Yes
Ealing Volunteer Centre will be the initial contact point?	Yes
Is this an Opportunity for 'Virtual Volunteering'? ie is not tied to a specific location and part/whole of the volunteering is undertaken online or on the telephone e.g. online research, telephone helplines, admin and treasurer roles done from home	Yes
Is this a residential Opportunity?	No

<b>Step 18: Authorisation</b>	
Signature	
Name (in block capitals)	MARY FEE
Job Title	Secretary, Ealing LETS & LETSlink London
Date	Monday 29 <sup>th</sup> December 2010

*We will send you this description for agreement before uploading it to the Do-It website.*