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**Brunel Volunteering – Volunteering Information Form**

Thank you for confirming your interest in working with the Volunteering Team at Brunel University. To promote your volunteering role(s), we would like to gather some information on the organisation and volunteering opportunities/projects the organisation has to offer.

* If you have a volunteering policy, insurance certificate, and risk assessments please email it over with this form.

Once completed, please email the form to marsha.thompson@brunel.ac.uk and brunelvolunteers@brunel.ac.uk

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| 1. **General Company Information**
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| **Organisation Name:** |  |
| **Point of Contact:** |  |
| Address: | Tel No: |  |
|  | E-mail: |  |
| Company/Charity Registration No: |  |
| Post Code: |  |  |

\*Please specify if you are a registered charity, a volunteer organisation, fundraising body or statutory body

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| 1. **Company/organisation Insurance Information**
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| Employer Liability Insurer Name: |  |
| Policy Number: |  | Expiry Date: |  | Indemnity Limit |  |

\*Please send us the copy of your Insurance information

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| 1. **About the Organisation**
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| 1. *Describe the nature of the organisation (e.g. the types of services provided, departments, the approximate number of employees or any relevant information)*
2. *What is your organisation’s Vision and Mission?*
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| 1. **Geographical Coverage**

***Please indicate below ALL regions where the you have potential*** ***Volunteering Opportunities (if any).***  |
| Region 1. |
| Region | Regional Office Address: | Number of Employees |
| Region 2. |
| Region | Regional Office Address: | Number of Employees |

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| 1. **About the Volunteering opportunity/project**
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| **Available role 1.** |
| **Volunteer title:**  |  |
| **About the Role:** | 1. *Outline the support needed – what will the student be doing?*
2. *Any course preferences?*
3. *Are there any other essential requirements (e.g.* ***DBS*** *check or CV)?*
4. *Volunteering role type – Face to Face to Online?*
5. *Number of Volunteers Required?*
6. *Skills & experience you are looking for in a volunteer*
7. *Commitment level e.g. one day per week? One off event?*
8. *Additional Benefits to the volunteer - example: Free training, discount on coaching courses, etc*
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| **Available role 2.** |
| **Volunteer title:** |  |
| **About the Role:** | 1. *Outline the support needed – what will the student be doing?*
2. *Any course preferences?*
3. *Are there any other essential requirements (e.g. DBS check or CV)?*
4. *Volunteering role type – Face to Face to Online?*
5. *Number of Volunteers Required?*
6. *Skills & experience you are looking for in a volunteer*
7. *Commitment level e.g. one day per week? One off event?*
8. *Additional Benefits to the volunteer - example: Free training, discount on coaching courses, etc*
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| **Available role 3.** |
| **Volunteer title:** |  |
| **About the Role:**  | 1. *Outline the support needed – what will the student be doing?*
2. *Any course preferences?*
3. *Are there any other essential requirements (e.g. DBS check or CV)?*
4. *Volunteering role type – Face to Face to Online?*
5. *Number of Volunteers Required?*
6. *Skills & experience you are looking for in a volunteer*
7. *Commitment level e.g. one day per week? One off event?*
8. *Additional Benefits to the volunteer - example: Free training, discount on coaching courses, etc*
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| Travel expenses reimbursed? | Would you like to cover expenses for the Student?Yes ☐ No ☐ |  |
| If yes, what will the expenses cover? |  |
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