

Completion of the form: The form should be completed by the Opportunity contact, preferable the person who will be authorising the young volunteers MV hours.

Purpose of the form: The form is used to register a volunteering opportunity for the MV Award scheme. Volunteer Centre Borders are unable to accept any MV Volunteer Registration forms until the Organisation and opportunity has been registered.

Organisation Guidelines

To register an opportunity for the MV Award scheme this form **must be completed**. The form should then be passed to Volunteer Centre Borders where the details will be added to our database. Please retain a copy of this form.

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| Name of Organisation | Please insert full Organisation name. If your organisation has not been formally registered you should refer to the organisation registration process before proceeding. |
| Title of opportunity | Please insert the opportunity title i.e. Helper, Youth Club Assistant etc. |
| Main contact person | Key contact name (Please note that if more than one person is an hours/opportunity validator, then additional person information should be supplied. |
| Position/Job Title Tel. No E-mail | main contact persons details |
| Summary of opportunity | This is a brief description of what your Organisation expects the volunteer to do |
| Which activity best matches the volunteer opportunity | Please tick one option only |
| Which subjects/issues best matches the volunteer opportunity? | Please tick one option only |



MV Award

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| Volunteer criteria (Section 2) | Detail minimum and maximum age and give details of any age restrictions. |
| No of young volunteers required | How many volunteers do you require (this is relevant only if you require active recruitment of volunteers via Volunteer Centre Borders) |
| Geographical area(s) covered | What are does the opportunity take place in i.e. Borders wide, Central area or a specific town |
| when the opportunity happens | Please tick as many options as necessary for this particular opportunity |
| Are young volunteers covered by appropriate insurance | Please tick as appropriate |

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| Training & Support (Section 3) | Indicate what training & support options are available for this opportunity. |
| Expenses reimbursement | If expenses are reimbursed please specify the frequency |
| Please confirm your Organisations reason for registering this opportunity | <p>MV award scheme (for information only) This option should be ticked only if you have an existing volunteer who would like to participate in the MV Award scheme and your Organisation does not need Volunteer Centre Borders to help recruit new volunteers.</p> <p>Active recruitment of young volunteers via Volunteer Centre Borders This option should be ticked if you want to register this opportunity for a young volunteer as part of the MV Award scheme and your Organisation would like Volunteer Centre Borders to help recruit new young volunteers.</p> |

