



Volunteer Opportunity Form

To help us to monitor and support VE volunteers, it is really important that we have information about every volunteer placement. To help us to do this, please complete this form and submit it to VE @ Keele as soon as a placement provider accepts you onto a volunteer placement within their organisation.

Volunteer name: _____ Keele student number: _____

Keele email: _____

Volunteer placement start date: _____

Placement organisation name: _____

Placement address: _____

Placement contact telephone: _____

Placement email: _____

Placement supervisor name: _____

Volunteer position: _____

Give a brief description of your volunteer duties: _____

Placement organisation aims & objectives: _____

Times that you will be volunteering (please circle as appropriate)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M	A.M	A.M	A.M	A.M	A.M	A.M
P.M	P.M	P.M	P.M	P.M	P.M	P.M

VE @ Keele aims to support you in your volunteer role. Occasionally we would like to visit you during your volunteer placement. This can be helpful to volunteers and also demonstrates our commitment to working with placement providers.

Can the VE Project Leader visit you at your volunteer placement? Y / N

(Placement visits will usually be arranged in advance with you or your placement provider)

If N, please explain why: