

## Welcome to the Cookstown and Magherafelt Volunteer Centre

### Organisation Guidelines

The Volunteer Centre aims to connect volunteers with local voluntary and community-based organisations who need volunteers.

The following outlines the role we play;

#### What the Volunteer Centre does:

- Your opportunity will be sent to the [Volunteernow](#) website;
- A paper version of volunteering opportunities is also available to potential volunteers;
- Publicity material relating to your opportunity and organisation may be displayed in the Volunteer Centre window display;
- Members of the public who drop-in to the centre are supported in their search for volunteering roles and broad queries relating to volunteering are answered. This helps steer volunteers towards roles most suitable to them and increases the chances of a successful placement. When resources and capacity allow, we offer one-to-one support for volunteers;
- We contact you periodically to monitor and evaluate our service. This will enable us to develop and improve upon the service to organisations and volunteers;
- We can help you access information to Good Practice resources relating to the management of volunteering.

#### What we don't do:

- The Volunteer Centre promotes volunteering opportunities for people in a not-for-profit organisation. We may decline to register or de-register organisations where 'Good Practice' is called into question.

#### What we would ask of you;

- **Please help us to keep your information as up-to-date as possible**  
People accessing the Centre have cited out-of-date information as being both frustrating and off-putting. As we have over 180 organisations registered with us this is a constant challenge. We would therefore ask that you help us to keep your information as up-to-date as possible.

#### It is vital that you call us;

- as soon as you have filled an opportunity
- if you decide to withdraw an opportunity
- if you are not recruiting for a period of time (we can remove the advert from the website)
- if any of your organisation and/or volunteer co-ordinator contact details have changed

- **Monitoring and Evaluation**

We would like to know if our service is working, what areas need improvement, etc. We are therefore interested to know how many volunteers have come to you via the Volunteer Centre, whether the placement was or is a successful match, or if there have been any difficulties. Meanwhile, please feel free to contact us at any time with feedback – positive and negative.

### **Completing the attached Organisation Registration and Opportunity Registration Form**

Points to note;

- 1) Filling in the Opportunity Registration Form – please provide full and complete information. The more accurate the information that people are viewing the more likely you are to attract volunteers suitable to that role. We will get back to you where forms are incomplete.
- 2) Please type or print clearly. For convenience, electronic copies can be obtained via our website [www.cookstownmagherafeltvc.org](http://www.cookstownmagherafeltvc.org) and email or post back to us.
- 3) Complete a separate 'Opportunity Registration' form for each role you have.
- 4) Some of the details that you provide on both the Organisation and Opportunity registration forms will appear on the [Volunteernow](http://Volunteernow) website, viewed by the public. However, direct contact details of your organisation are NOT displayed on the website – enquiries are re-directed back via the Volunteer Centre unless approved.
- 5) The Volunteer Centre promotes volunteering opportunities within organisations which demonstrate good practice in working with Volunteers. Where we feel this may not be the case we may not be able to promote the opportunity.
- 6) At no time will we provide any of your details to a third party without your permission. In order to keep you up-to-date with information we may include you on our mailing/email list. We do not sell or give our mailing lists to third parties.

**Thank you for taking the time to read the above. If you have any queries at all, please do not hesitate to contact us 028 7930 1862 (Magherafelt)/ 028 8676 1122 (Cookstown) or [info@cookstownmagherafeltvc.org](mailto:info@cookstownmagherafeltvc.org)**

Completed forms should be returned to:

**Cookstown and Magherafelt Volunteer Centre**  
55 Rainey Street  
Magherafelt  
BT45 5AF

**Cookstown and Magherafelt Volunteer Centre**  
6 Loy Street  
Cookstown  
BT80 8PE

Or emailed to: [info@cookstownmagherafeltvc.org](mailto:info@cookstownmagherafeltvc.org)

