

Registering as a Volunteering Engaging Organisation With Us



We use a database system to store information about voluntary organisations and volunteer opportunities. This database powers our website and feeds into the national Volunteer Scotland database and website too.

Why do we use a database?

It has three main functions:

1. To provide a national database of volunteering opportunities for public access.
2. To gather statistics and information about volunteering on a national basis. This will help us to ensure that the contribution that volunteering makes to the social economy of Scotland is recognised within the policy development of local and national government
3. To provide us with information that will help us to continue to develop our service to meet your needs.

Why register with Fife Voluntary Action?

More people are turning to the internet to access information about volunteering opportunities. Our website will provide an up-to-the-minute platform for your organisation.

You will receive regular information from us relating to good practice in working with volunteers. This will include e-bulletins, information briefing sheets and training course information. We also e-mail information about volunteers offering specific skills or services which we think may be of interest to your organisation.

It's free - there is no charge for promoting your volunteering opportunities and most of our services are free or provided at minimal cost to local organisations.

Who can register?

Not for profit organisations that involve volunteers in their work in Fife and are in sympathy with our values (see last page). We reserve the right not to register your organisation or your opportunities, or to remove your information from the database, if we believe it does not fit with our values or will result in a detrimental experience for a volunteer.

The Organisation Registration Form

This form gives us all the information we need for us to be able to provide you with a good service. You will only need to complete it once. Please note information about your funding will not appear on the website.

If you would like to receive services from Fife Voluntary Action but do not wish to advertise any volunteering opportunities at present you should complete this form only.

Dunfermline:

29A Canmore Street,
Dunfermline KY12 7NU
01383 732 136

Kirkcaldy:

10 St. Brycedale Avenue,
Kirkcaldy KY1 1ET
01592 645 540

Buckhaven:

23-27 Randolph Street,
Buckhaven KY8 1AT
01592 567 001

Cupar:

Volunteer House, 69 Crossgate,
Cupar KY15 5AS
01334 654 080

The Opportunity Registration Form

This form gives us information about specific volunteer opportunities to help potential volunteers decide if your organisation and your opportunity is what they are looking for. You will need to complete a separate form for each of the different opportunities you wish to promote. Please read the guidance notes on how to complete this form to get the best results.

When you are contacted by a potential volunteer

Volunteers do not come with any recommendations from Fife Voluntary Action. Please put in place any selection procedures you feel are appropriate such as interviews and taking up references. Before a volunteer starts, make sure that both you and the volunteer are clear about what the task is and what the boundaries are. It is important that the volunteer knows to whom they are responsible for example. We can help you to ensure your volunteers have a rewarding and safe experience.

Keeping us informed

You can add or remove opportunities from the database at any time. Please let us know if your opportunity is no longer available. There is nothing more frustrating than for a potential volunteer to offer their services to an organisation that no longer has that need. We will check the information we have about your organisation and your opportunities on a regular basis.

Data protection

The information contained in the registration forms will be entered on to our database and used to help signpost prospective volunteers to your organisation, to monitor and to improve the quality of our service. It will be used in accordance with the principles of the Data Protection Act 1998. If you wish to see the information held by us about your organisation, please write to us.

Need help?

If have any queries about the forms, or the database in general, please do not hesitate to contact us.

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Our Volunteering Vision

Our vision of Fife is of a Kingdom which believes every one of it's people can contribute towards and benefit from making Fife a better place to live; where volunteering is valued and recognised across all sectors as an expression of an empowered people and a force for change; and where anyone who wants to volunteer can do so readily.

Fife Voluntary Action support volunteering that builds healthy, sustainable communities that respect the dignity of all people; helps tackle social, cultural, economic and environmental issues, and builds a more humane and just society.

We support the Universal Declaration on Volunteering adopted by the International Association for Volunteer Effort in January 2001. This identifies volunteering as a fundamental building block of civil society and challenges volunteers and leaders of all sectors throughout the world to unite as partners to promote and support effective volunteering, accessible to all, as a symbol of solidarity among all peoples and nations.

Our Values

- We value **Inclusiveness**. Everyone has the right to volunteer and should be free to do so.
- We value **Diversity**. Everyone in society, regardless of race, sex, gender, religion, disability, sexual orientation, social background, formal qualifications or perceived success, has some passion, skill or talent that can make a difference to someone else's life as well as his or her own.
- We value **Freewill and Choice**. Volunteering is an act of free choice. People choose to act in response to their own personal value and belief systems and there must be no form of compulsion or coercion. It follows that just as a person may decide to give time, he must also be able to refuse to do so.
- We value **Mutual Benefit**. Volunteering to help others is a two-way process. It is a shared experience in which helpers and those helped all benefit. People get more out than they put in. They offer their time, energy, skills and services without remuneration, but should benefit in other ways, such as the satisfaction of responding to needs, the acquisition of new skills and experience, making social contacts and personal enjoyment and fun.
- We value **Empowerment**. Volunteering empowers people to fulfil their potential and acquire new skills and knowledge, building their capacity and creativity to contribute to the health and vibrancy of their own communities.
- We value **Impact**. We believe that volunteering is a powerful driver of change – social, economic, cultural and environmental.
- We value **Enabling**. We are committed to motivating, inspiring and then enabling diverse groups of people to access volunteering opportunities.
- We value **Partnership**. We are committed to working in partnership with others in motivating people to volunteer.

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