

# REQUEST FORM: SKILL-BASED VOLUNTEERING

To help Volunteering WA help determine your organisation's needs and find the right team to help, please fill out the information below.



## 1. Project summary

Project title	
Brief description	<p><i>Provide a brief summary of the project and a description of the reason for this project. The project description should:</i></p> <ul style="list-style-type: none"> <li>• Describe the current situation</li> <li>• Describe what this project will do or achieve</li> <li>• Outline any relevant information which might impact on the activities in the project</li> </ul>
Key outputs	<p><i>List the main things you expect this project to deliver.</i></p>
Outcomes	<p><i>What impact will this project have on your organisation? eg: What will you be able to do or achieve because of this project?</i></p>
Contact / manager	<p><i>Who will supervise or manage this project? This person will be the contact point for Volunteering WA and for the volunteer.</i></p> <p>Name: _____ Position: _____</p> <p>Phone: _____ Email: _____</p>
Skills	<p><i>List or describe the skills you think will be needed to complete this project.</i></p>
Time frame	<p><i>When should the project be completed? OR How long will the project take?</i></p>

## 2. Tasks and activities for the project

*Describe the activities you think will be needed for this project. Use the headings below as a guide, adding or removing any headings to suit your project.*

Getting started	<p><i>What is needed for this project to commence? Consider:</i></p> <ul style="list-style-type: none"> <li>• Information that would help the volunteer understand your requirements. <i>Identify any relevant documents or information, and make sure they can be available to the volunteer.</i></li> <li>• Other teams or colleagues who may need to have input to this project, or who need to be aware that it is happening.</li> </ul>	
Doing the work	<p><i>This is the work to be done by your skilled volunteer. Outline the activities you think are needed and the timeframes or progress milestones. These will be discussed with the volunteer when they commence. A skilled volunteer may have valuable ideas about how to do the work; you can adjust the activities if needed.</i></p>	
	Activity or Deliverable	Milestone or Completion date

## 2.Tasks and activities for the project (continued)

When it's Finished	<p><i>What will happen when the main work activities are completed? eg:</i></p> <ul style="list-style-type: none"> <li>• <i>Is there a report needed? Is there a new process that needs to be implemented?</i></li> <li>• <i>Will someone in your organisation need training?</i></li> <li>• <i>Who will the work be handed over to?</i></li> <li>• <i>Do you need to specify where the documentation will be stored?</i></li> </ul>
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## 3.About Your Organisation

Organisation name	
Address & post code	<i>If you do not have a physical office please put N/A for address, and ensure you include a mailing address.</i>
Mailing address	
Telephone	<i>Please indicate if you are providing a private phone number.</i>
	Office:                                      Mobile:                                      Private:
Email	
Your staff	<i>How many people work in the organisation?</i>
	Full time staff                                      Paid staff:                                      Volunteers:
What does your organisation do?	<i>Briefly describe the main goals, aims and/or activities of your organisation.</i>
Members/customers etc	<i>How many members, clients or customers does your organisation have? If there is other information about your service or geographic range that is relevant, please include it here.</i>

To submit your completed form, email it to [corporate@volunteeringwa.org.au](mailto:corporate@volunteeringwa.org.au)