



Questionnaire for organizers of voluntary work

Please fill in this questionnaire if you have ever heard about voluntary work and if you ever considered diversifying weekday of your organization/establishment/institution with contribution of volunteers, offering contribution to the common good of society. Voluntary work is donation of time and skills to publicly useful aims (albeit simultaneously volunteer gains substantial benefit). Voluntary work is a possibility to introduce new activities in addition to day to day formal work of every organization/establishment/institution. Though voluntary work cannot be performed for profit-making purposes. But, if merchant, for example, wants to be engaged in charity, volunteers can successfully be involved, forming socially responsible approach to business. Performing the tasks volunteer should not invest his/her own means. Employer should provide optimal conditions for the performance of the given task. For example, if volunteer is attached to register people during some undertaking, employer should provide volunteer with a necessary office supplies to perform this task. We want to promote development of civil society, favoring membership and involvement of every member of society in promotion of civil society in all the regions of Latvia. This is why we invite you to be open for involvement of society. Further information about voluntary work can be found at www.brivpratigais.lv/datubaze, as well as getting in contact with organization „brivpratigais.lv” – we will help you to plan voluntary work in line with the aims of your organization.

1. Contact details of the organization/establishment/institution:

Contact person (name, surname, position)	
address	
telephone	
e-mail	
home page	

2. Description of the organization:

Aim	
Activities	

Target group	
Number of employees	
Other information	

3. Sort of organization (mark with „X” the right answer!)

<input type="checkbox"/>	NGO
<input type="checkbox"/>	State institution
<input type="checkbox"/>	Municipality
<input type="checkbox"/>	Business entity

4. Level of action (mark with „X” the right answer!)

<input type="checkbox"/>	Local
<input type="checkbox"/>	Regional
<input type="checkbox"/>	National
<input type="checkbox"/>	International

5. Your sphere of action (mark with „X” your version/-s!)

<input type="checkbox"/>	Social (work with socially excluded groups, different social problems)
<input type="checkbox"/>	Art/ Culture
<input type="checkbox"/>	Media and communication
<input type="checkbox"/>	Minorities
<input type="checkbox"/>	Music
<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Animals
<input type="checkbox"/>	Environment
<input type="checkbox"/>	Health care
<input type="checkbox"/>	Politics
<input type="checkbox"/>	Public administration
<input type="checkbox"/>	Religion
<input type="checkbox"/>	Sports
<input type="checkbox"/>	Education
Other:	

6. Would you be ready to involve volunteers in your organization? (mark with „X” your version/-s!)

<input type="checkbox"/>	Individual volunteers
<input type="checkbox"/>	Groups of volunteers (family or group of friends)
<input type="checkbox"/>	Collectives (work, school collectives)

7. What kind of support you would be able to provide for volunteer? (mark with „X” your possibilities)

	Support person
	Training
	Work place
	Working tools and materials
	Insurance
	Covering of expenses originated from work activities (phone calls, transport expenses)
	Covering of additional expenses (lunch and suchlike)
	Other:

8. Why would you like to involve volunteers in your work?

9. Do you have previous experience in volunteer involvement? (mark with „X” your version/-s!)

	Yes, short time/ separate activities
	Yes, long time activities
	No

10. Planned duration of the voluntary work (mark with „X” your version!)

	Short term / single activities
	Short time reiterative activities
	Up to 4 weeks
	Up to 3 months
	Up to 6 months
	Up to 12 months and more

11. What would be the role of the volunteer in your organization? (kind of work and tasks)?

12. Activities in that volunteers could be involved or activities that could be organized by volunteers in your organization?

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13. Profile of volunteer (please, ground the criteria that limit equal opportunities of persons – according to specific of your organization!)

Preferable age/ sex	
education	
skills	
experience	
Other conditions	

Thank you for the answers!