Cookstown and Magherafelt Volunteer Centre would like to invite your organisation to exhibit at our Volunteer Recruitment Fair on Thursday 2 October 2014, Cookstown Leisure Centre from 11am-2pm.

The Fair will be open to the general public and we are liaising with all local schools/colleges/recruitment agencies to encourage them to attend on the day. Admission to the Fair is FREE and will provide local people with the opportunity to discover the array of volunteer opportunities available.

**Aims of the Fair**

* Promotion of your organisation to the local community
* Volunteer recruitment
* Opportunity for networking and partnership working

**How to book**

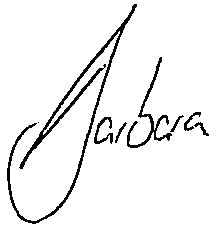
* Please complete the booking form and return as soon as possible as spaces are limited
* Your FREE exhibition space will be confirmed by email

We would like to make the event as exciting and interactive as possible, so please feel free to be creative when considering how you might engage with the public. If you need extra space please indicate on booking form.

Spaces will be assigned on a first come, first served basis so return your booking form ASAP for one of the limited spaces.

**Closing date for booking forms - Friday 5 September 2014**

Kind regards

**Barbara Kennedy Joanne McAuley**

**Recruitment and Placement Officer Recruitment and Placement Officer**

[barbara@cookstownmagherafeltvc.org](mailto:barbara@cookstownmagherafeltvc.org) [joanne@cookstownmagherafeltvc.org](mailto:joanne@cookstownmagherafeltvc.org)

55 Rainey Street 2b Coagh Crescent

Magherafelt Cookstown

BT45 5AF BT80 8NH

028 7930 1862 028 8676 1122

**Booking Form Volunteer Recruitment Fair**

**2 October 2014 – 11am-2pm**

|  |  |
| --- | --- |
| Organisation Name |  |
| Address |  |
| Main Contact |  |
| Telephone |  |
| Email |  |
| Website |  |
| Is your organisation registered with Cookstown and Magherafelt Volunteer Centre? **Yes/No** | |

**Your requirements**

|  |  |
| --- | --- |
| Name and position of attendees |  |
| Power Socket required | **Yes/No** |
| We know some organisations can provide demonstrations of the type of volunteer opportunities available. If you wish to take this opportunity please let us know the space or equipment required.  **Yes/No** *(if yes please give details)* | |
| Do you have any extra requirements?  (e.g. wheelchair access, disabled parking space, allergies etc.) |  |
| **Information to appear in the Programme:**  Please include a short introduction to your organisation and a list of volunteering opportunities available (including minimum age limits and if your organisation can accommodate volunteers with support needs). Please email your organisation’s logo to [barbara@cookstownmagherafeltvc.org](mailto:barbara@cookstownmagherafeltvc.org) | |
|  | |

**Important Information for Exhibitors at Volunteer Recruitment Fair 2014**

* In order to assist us in improving this event we ask all organisations taking part to provide us with feedback on how useful the Fair has been for you. This data will be collected on the day. Thank you for your assistance in this.
* Cookstown and Magherafelt Volunteer Centre reserves the right to allocate stands on receipt of the booking form – we endeavour to do this as fairly as possible by randomly allocating places on a first come first served basis.
* Access to the venue for setting up will be from 10am on Thursday 2 October 2014. We ask that you arrive no later than 10.45am. The event itself will be open to the public from 11 am – 2 pm.
* If you are travelling by car free parking is available.
* We will work hard to publicise the Fair as widely as possible but would ask that all organisations also take responsibility for marketing and publicising this event. For example, through your social networks, newsletters and by any other method available. This will ensure that the event is promoted throughout the Mid-Ulster area and will increase interest from potential volunteers.
* We would like to request that your stand is manned so that the last visitor has as good an experience as the first one.
* Light refreshments will be available throughout the event.

**Information on Venue:**

Cookstown Leisure Centre

78 Fountain Road

Cookstown

BT80 8QF

028 8676 3853

Cookstown Leisure Centre is now one of Mid-Ulster's top leisure and sporting venues. It offers a range of the most up-to-date leisure facilities, coupled with a wide and varied range of activities. Cookstown Leisure Centre has a wide range of top class facilities offering an excellent choice of leisure and sporting activities as well as meeting rooms.

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***This event has been funded by Cookstown District Council***