

ORGANISATION REGISTRATION FORM



The Town Hall, 35 High Street, Thornbury, South Gloucestershire. BS35 2AR Tel: 01454 413392
Email: mail@volunteer-thornbury.co.uk Website: http://www.volunteer-thornbury.co.uk

The information you provide on this form will be used by us to inform potential volunteers about your organisation. It is important that the information should be as accurate as possible. You may wish to focus in particular on the opportunities and facilities provided for volunteers, as this will help to attract them.

Individual opportunities are registered with us on a separate form.

We normally upload organisations to the National Volunteering Database (Do-It). This is necessary in order to be able to post the volunteering opportunities your organisation may make available, though you can opt out of posting any individual opportunities that you feel are unsuitable for posting nationally. Please confirm you want us to add your organisation to the Database by ticking the box:

We reserve the right to make changes to the information you provide when it is entered into our records and the Database. Incomplete or poorly completed forms may be returned to you for revision.

If you wish to give more information for any item than space allows, please supply it on a separate sheet.

Organisation details

Name of organisation:

If your organisation has no fixed business address, provide your own address below and leave the contact details in the next section blank.

Address 1:

Address 2:

Town: Postcode:

Telephone: Email:

Website: *http://*.....

Facebook: *https://www.facebook.com/*

Twitter: *https://twitter.com/*

Instagram: *http://instagram.com/*

Registered charity? YES / NO If yes, give your charity number

Contact person

Name:

Position in organisation:

Complete your personal contact details below if they are not the same as those you have given for your organisation.

Address 1:

Address 2:

Town: Postcode:

Telephone: Email:

About your organisation

Describe your organisation’s purpose and activities.

This text will be attached to every one of your volunteering opportunities we publicise. Keep it short and interesting! If you wish to give more information than space allows, supply it on a separate sheet.

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Give a brief background to your organisation:

We will use this to interest and inform potential volunteers. It will not appear online. If you wish to give more information than space allows, supply it on a separate sheet.

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Supporting volunteers

Can your organisation involve volunteers with these needs? *Tick all that apply.*

- Restricted mobility Learning difficulties
 Hearing impairment Restricted confidence

Please give details of any short-term projects available for volunteers:

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Does your organisation have or carry out the following? *Tick all that apply.*

- Risk assessments for volunteers Volunteering policy
 Confidentiality policy Health and safety policy
 Equality and diversity policy

Do you have the following provision for volunteers? *Tick all that apply.*

- Pay volunteers' expenses Have insurance cover for volunteers
 Have social events for volunteers

Are there any people who you feel would be unable or inappropriate to volunteer in your organisation due to the nature of the work:

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Referrals

This Volunteer Centre is in partnership with other quality-accredited Volunteer Centres in the area. If you wish us to register this opportunity with other local volunteer centres, please tick the relevant boxes:

- Yate Patchway, Filton & The Stokes Kingswood Bristol

By signing and submitting this form, you confirm that the information you have provided is true to the best of your knowledge. You also confirm that you understand that the information you give will be processed by us in accordance with the principles of the Data Protection Act 1998 and our privacy policy. This is available on request and is also on our [website](#).

Signature: Date: