



## ORGANISATION REGISTRATION FORM

The Town Hall, 35 High Street, Thornbury, South Gloucestershire. BS35 2AR  
Tel: 01454 413392

Email: [mail@volunteer-thornbury.co.uk](mailto:mail@volunteer-thornbury.co.uk) Website: <https://www.volunteer-thornbury.co.uk>  
Twitter: @thornburyvc Facebook: thornburyvolunteers

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. In particular, you may wish to focus on the opportunities and facilities provided for volunteers, as this will help to attract them to you.

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. However, 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 database. Incomplete or poorly completed forms may be returned to you for editing.*

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

When completing this form, if the email address you give identifies a person (eg "[JohnSmith@nameofcharity.org](mailto:JohnSmith@nameofcharity.org)") please give your specific consent to our processing "John Smith's" personal details. This is needed to ensure we comply with the General Data Protection Regulation. To give consent, please tick this box.

Otherwise, please provide a generic email address (eg "[volunteers@nameofcharity.org](mailto:volunteers@nameofcharity.org)") which does not identify a specific person.

## 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: .....

County: ..... Postcode: .....

Website: *http(s)://* .....

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

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

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

Telephone: *In full national format with initial '0'* ! .....

Email: .....

Would you like to be added to our mailing list at this address?    Yes    No

## Organisation Status

Are you a registered charity? *Please circle*            Yes            No

If so, please give your Charity Commission registration number .....

## Contact Details

Contact name .....

Position .....

*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: .....

County: ..... Postcode: .....

Telephone: *In full national format with initial '0'* .....

Email: .....

Would you like to be added to our mailing list at this address?    Yes    No

### **About your organisation**

Describe your organisation's purpose and activities.

This text will appear on the Do-it National Volunteering Database, attached to every one of your volunteering opportunities. Please keep it short and interesting!

Give a brief background to your organisation.

*We will use this to interest and inform potential volunteers. It will not appear online.*

### **Support Information**

Can your organisation involve volunteers with these needs?

*Please tick all that apply.*

- Restricted mobility
- Learning difficulties
- Hearing impairment
- Restricted confidence

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

Does your organisation have or carry out the following?

*Please tick all that apply.*

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

Provision for volunteers.

*Please 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?

*Please give details.*

## **Referrals**

We normally post volunteering opportunities to the National Volunteering Database. We also post details to our Twitter and Facebook accounts. These referrals will make this opportunity available to large numbers of potential volunteers. Do you want this?

*Please circle*      Yes      No

## **Additional information**

Is there anything else you would like to tell us?

*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 own privacy policy. This is available on request and is also on our website.*

Signature: ..... Date: .....