

### Organisation Registration Form

This form is designed to give the Volunteer Centre the information it needs about your organisation and its activities.

Please note, opportunities for volunteers need to be registered separately on the (blue) Opportunity Registration Form

**Organisation name** .....  
(your Office/HQ)

Address ..... (your Office/HQ)  
Address ..... (leave blank if you operate  
from a private house)

Address (town) .....

Address (county) .....

Postcode .....

Main telephone no ..... Fax .....

Email .....

Website .....

### Directions

Please provide some brief directions on finding your organisation.  
(for example, next to Tesco or by no 53 bus to Didchester and ask for the Town Hall)

*(This statement will be copied to any new opportunities.)*

## Organisation Contact Details

Please provide the contact details for the person at your organisation who will liaise with us.

Title:            Mr     Mrs     Miss     Ms     (*circle one*)

First name .....

Surname ..... Salutation .....

Job Title .....

(Please provide an address if different from the one given for your organisation)

Address .....

Address .....

Address (Town) .....

Address (County) ..... Postcode .....

Can this address be made public?    YES    NO

Telephone .....Can this number be made public?    YES    NO

Fax .....Can this number be made public?    YES    NO

Email.....Can this address be made public?    YES    NO

## Organisation Purpose or Mission Statement

Please provide us with some details of the purpose of your organisation or a copy of your Mission Statement.

**I have enclosed a copy of our Mission Statement**

*(If your Mission Statement is long, we reserve the right to provide a summary)*

or write a short statement of purpose in the box below

**The purpose of your organisation**

*(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting!)*

**1 John Street, Swindon SN1 1RT**  
**Tel 01793 420557    Fax 01793 420529**

**E mail: [info@swindonvolunteers.org.uk](mailto:info@swindonvolunteers.org.uk)**  
**Internet: [www.swindonvolunteers.org.uk](http://www.swindonvolunteers.org.uk)**

## Activities of your organisation

(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)

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## Essential Practice Checklist

Are volunteers insured whilst volunteering with your organisation?	yes	no
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All volunteer-involving organisations should have an insurance policy that explicitly mentions volunteers.

## Good Practice Checklist

	Yes	No		Yes	No
Do you have a written Volunteer Policy?			Do you have a Volunteer Handbook (including induction and support available)		
Do you give volunteers written descriptions of their tasks?			Does the Handbook give details of First Aid cover and Fire Marshals		
Do you have an Equal Opportunities policy?			Do you have a Diversity Policy?		
Do you have a current Health & Safety policy?			Do you have a Complaints Policy & Procedure?		
Do you pay travel expenses?			Do you have a Child Protection and Vulnerable Adults policies and procedures?		
Do you CRB check staff and volunteers?					

Are there any benefits in kind? <i>If so please describe</i>
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I declare that this information accurately reflects the activities of the organisation and agree to the above details continuing on the Volunteer Centre database and which may be given to people who require information on the services and volunteer opportunities provided by this organisation. I have read the accompanying notes on Data Protection.

Signed .....

Name .....

Position .....

Date .....

Please include a sample of any publicity material that your group produces.

**Opportunity details should be registered with us on a separate (blue) Opportunity Registration form.**

Data Protection:

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Internet: [www.swindonvolunteers.org.uk](http://www.swindonvolunteers.org.uk)

In order to keep you up to date with information and events we may include you in our mailing lists or email lists.

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u/ team resource/general forms/new organisation registration form 31 October 07