



To register for services from Volunteer Centre Glasgow please complete and sign this form. If you have any queries, please call 0141 226 341 or email info@volunteerglasgow.org

Name of Your Organisation/Group/Club:

Project/branch name (if appropriate):

Declaration:

"I have read, understood and agree with:

- The registration information (appendix 1 below),
- The Volunteer Centre Network Scotland vision and values statement (appendix 2 below), and
- If/when I register opportunities to find the volunteers I need, I can confirm that we meet the minimum requirements listed in appendix 3 below.

"I am authorised to sign this on behalf of my organisation/group/club."

Your Name (in BLOCK CAPITALS):

Position in Organisation:

Email address:

Telephone:

Signature:

Date:

Please post or fax this form to:

Volunteer Centre Glasgow, 84 Miller Street (Fourth Floor), Glasgow, G1 1DT
Fax: 0141 221 0716

Appendix 1 – Registration information

Volunteer Centre Network Database

The Volunteer Centre Network database has been designed by Volunteer Development Scotland for use in all Volunteer Centres in Scotland.

It has three main functions:

1. To provide a national database of volunteering opportunities for public access.
2. To gather statistics and information about volunteering on a national and local basis. This will help us to ensure that the contribution that volunteering makes to the social economy of both Scotland and Glasgow is recognised by local and national government.
3. To provide Volunteer Centre Glasgow with information that will help us to continue to develop our services to meet your needs.

The information you give us will help us to signpost and/or refer prospective volunteers to your organisation, and/or provide information, advice and training services, and to monitor and improve the quality of our services.

We reserve the right not to promote any of your volunteering opportunities should we have any reservations about compliance with legal requirements or good practice.

The information will be entered on to our database and certain parts of it will appear on our website. Opportunities are advertised on www.volunteerscotland.org.uk and will be highlighted if appropriate on www.volunteerglasgow.org/4u/search and may be found on further websites under strict web service license agreements – for example, the SCVO 'Be a Trustee' site if a 'committee work' opportunity or the Careers Scotland "research a career" web pages. We are currently discussing the possibility of 3 web service arrangements in 2010 with partner agencies.

When you are contacted by a potential volunteer:

- It is for ***your organisation*** to decide whether a person becomes a volunteer with your organisation or not regardless of whether the Volunteer Centre has signposted or referred the prospective volunteer to you.
- If the Volunteer Centre refers a prospective volunteer to your organisation, ***we expect you to respect the confidentiality of any information we give you*** and to have secure procedures in place for storing and retrieving that information.

Keeping us informed

You can add or remove opportunities from the database at any time. Please let us know if your opportunity is no longer available. There is nothing more frustrating than for a potential volunteer to offer their services to an agency that no longer has a need. We will check the information we hold with you periodically.

Data protection

The information contained in the registration forms will be entered on to our database and used to help signpost or refer prospective volunteers to your organisation, and to monitor/improve the quality of our service. It will be used in accordance with the principles of the Data Protection Act 1998. If you wish to see the information held by us about your organisation, please write to The Senior Officer of the Volunteer Centre.

Need help?

If have any queries about the forms, or the database in general, please do not hesitate to ask. Contact the Volunteer Centre on 0141 226 3431, or email info@volunteerglasgow.org

Appendix 2 – Statement of Volunteer Centre Network Scotland vision and values

Volunteer Centres in Scotland exist to involve more people more effectively in volunteering to help make Scotland a better place to live

Our Vision

Our vision is of a Scotland where anyone who wants to volunteer can do so readily, a Scotland where volunteering is universally valued and recognised and where the overwhelming majority of people do volunteer.

We support the Universal Declaration on Volunteering adopted by the International Association for Volunteer Effort in January 2001. This identifies volunteering as a fundamental building block of civil society and challenges volunteers and leaders of all sectors throughout the world to unite as partners to promote and support effective volunteering, accessible to all, as a symbol of solidarity among all peoples and nations.

Volunteer Centres support volunteering that builds healthy, sustainable communities that respect the dignity of all people; helps tackle social, cultural, economic and environmental issues, and builds a more humane and just society.

Our definition of volunteering is the commitment of time and energy for the benefit of the community, undertaken by choice and without financial gain

Our Values

- We value **Inclusiveness**. Everyone has the right to volunteer and should be free to do.
- We value **Diversity**. Everyone in society, regardless of race, sex, gender, religion, disability, sexual orientation, social background, formal qualifications or perceived success, has some passion, skill or talent that can make a difference to someone else's life as well as his or her own.
- We value **Freewill and Choice**. Volunteering is an act of free choice. People choose to act in response to their own personal value and belief systems and there must be no form of compulsion or coercion. It follows that just as a person may decide to give time, he must also be able to refuse to do so.
- We value **Reciprocity**. Volunteering to help others is a two-way process. It is a shared experience in which helpers and those helped all benefit. People get more out than they put in. They offer their time, energy, skills and services without remuneration, but should benefit in other ways, such as the satisfaction of responding to needs, the acquisition of new skills and experience, making social contacts and personal enjoyment and fun.
- We value **Empowerment**. Volunteering empowers people to fulfil their potential and acquire new skills and knowledge, building their capacity and creativity to contribute to the health and vibrancy of their own communities.
- We value **Impact**. We believe that volunteering is a powerful driver of change – social, economic, cultural and environmental.
- We value **Enabling**. We are committed to motivating, inspiring and then enabling diverse groups of people to access volunteering opportunities.
- We value **Partnership**. We are committed to working in partnership with others in motivating people to volunteer.

Appendix 3 – Minimum Requirements for opportunity registration

Before you can advertise a volunteering opportunity we need you to confirm the following:

1. Your group/organisation will not gain any commercial advantage from volunteers undertaking this opportunity

Most volunteering opportunities are managed by not for profit (or 'voluntary') organisations or by public sector organisations. On occasion, it can also be appropriate for private sector organisations to engage volunteers where there is no direct commercial gain from doing so (i.e. volunteers are not being engaged for the primary aim of **making money**).

Not for profit organisations have many structures including those who are Registered Companies but also those who are simply a voluntary association. If you need any help or guidance on establishing the correct structure for your organisation you should contact www.gcvts.org.uk

2. You have a named contact for volunteers.

It is important that anyone who volunteers with your organisation knows who is responsible for them. A named contact who understands the processes surrounding your involvement of volunteers is essential to ensure a good relationship with volunteers.

3. You have the appropriate insurance to cover volunteers.

To protect your organisation and your volunteers you must have the appropriate insurance in place. Failure to do so could have serious implications for your organisation and the volunteers. For this reason we cannot register volunteering opportunities where insurance is not in place. Organisations, regardless of size or income can be held legally liable if it is proven that it was negligent or failed to take 'reasonable care' to prevent injury or damage to property. This liability extends to the actions of all employees and volunteers while they are working for the organisation. There are several types of insurance that you may well want to put in place and you should take professional advice to make sure that you are adequately covered but as a basic minimum (with the exception of some home-based volunteering) you should have Public Liability Insurance which specifically covers your volunteers. Further information is available [linkto: <http://www.scvo.org.uk/scvo/Information/ViewInformation.aspx?al=t&page=&all=False&from=SR&Info=57>]here on the SCVO website.

4. You meet the appropriate legal requirements

Depending on the nature of your group/organisation and its volunteering opportunities, it may be necessary to meet certain legal requirements - for example in relation to health and safety or child/vulnerable adult protection. If you are unsure about this, we can help you.

The four points above are the basic criteria that you must meet before you can advertise a volunteering opportunity with us. However, good volunteer management is about more than just meeting these basic requirements. Once you have registered your volunteering opportunities with us, regardless of the type of organisation you are, we will expect you to

have met or be working towards meeting a number of core volunteer management principles. Volunteer Centres have a range of support that can help you achieve this.

The kinds of issues and principles you will need to consider are:

- Recruitment and selection procedures which are clear, consistent and fair to all
- Information on how you use Volunteer Agreements and Task Descriptions
- Details of your policy on paying expenses for volunteers
- What induction and training your volunteers will get
- What support you will give volunteers
- What insurance is in place for volunteers
- How volunteers are affected by Health And Safety
- Information on your organisations equality procedures
- How confidentiality affects volunteers
- How problems are dealt with.

You do not necessarily need to introduce all these at once - some of them may be a higher priority than others during the early stages - but you need to be aware of them as your work with volunteers develops.

If you feel you need any help regarding any of these issues please ask!

As you meet these principles they can be recorded and documented to produce a Volunteering Policy for your organisation. Your Volunteer Policy is a document which lays down all the key ways that you work with and manage your volunteers. It should be a working document that captures the details and practicalities of managing your volunteers. An example of a Volunteer Policy is available.

You may be in a position to gain national recognition for good practice in the form of a [Volunteer Friendly Award](#) or an [Investing in Volunteers Award](#) and again we can provide further info on this.