

Registration Form for Organisations



*Please complete this form AND a separate volunteer opportunity details form for each type of opportunity you would like us to advertise.

1. **Name of Organisation:** _____

Name of Department (if applicable): _____

Address: _____

Town: _____ **Postcode:** _____

Telephone _____ **Fax:** _____

E-mail: _____ **Web-site:** _____

Main Contact Person: _____

Position: _____ **E-mail:** _____

Tel No: _____ **Mobile:** _____

2. **Other Contacts (if appropriate)**

Name	
Position	
E-mail	
Telephone No	

3. **Please describe the aims of your organisation.**

4. **What type of organisation are you? Select one only.**

local voluntary/community group with volunteers only	
local voluntary/community group with paid staff and volunteers	
national voluntary organisation/part of national voluntary organisation	
local authority/part of the local authority	
NHS/part of the NHS	
other (please describe)	

5. **Who funds your organisation? Select as many as appropriate.**

Business Sector	
Central Government – Scottish Executive	
Central Government – Westminster	
Charitable Trusts	
Communities Scotland	
Donations	
Other	

Earned Income	
European Money	
Health (Boards/Trusts etc)	
Local Authority	
Local Enterprise Company	
Lottery Boards (Community Fund etc)	

6. **Which of the following best describes your organisations main work?**

Select as many as appropriate.

Animals	
Anti Poverty Work	
Arts – Music, Drama, Crafts	
Carers	
Children	
Crime / Safety	
Disaster / Emergencies	
Drugs / Alcohol issues	
Education / Literacy	
Elderly	
Environment	
Ethnic minorities	
Families	
Gender / Sexuality	
Health / Hospitals / Hospices	
Homeless / Housing	

Human or Civil Rights / Justice	
Learning Disabilities	
Men’s Groups	
Mental Health	
Museums / Galleries / Heritage	
Offenders / Ex-offenders	
Overseas aid / Developing world	
Physical Disability	
Refugees / Asylum seekers	
Religion / Faith	
Sensory Impairment	
Sport / Outdoor activities	
Tackling Unemployment	
Women’s Groups	
Young People	

7. What is your organisation’s average yearly income? Select one.

up to £1,000	
£1,001 to £25,000	

£25,001- £100,000	
£100,001 and over	

8. Which geographical area does your organisation cover?

9. Please describe why your organisation involves volunteers in its work? eg because of the values of your organisation, because it believes involving volunteers connects it to the community it serves etc

10. Please describe any other methods your organisation uses to recruit volunteers? eg advertising, talks, promotional events.

11. How did you hear about the Volunteer Centre? _____

Tick if yes

12. The Volunteer Centre has developed a website which will contain details of volunteer opportunities. www.volunteerglasgow.org
 Does your organisation want to be able to update its volunteer opportunities and add any new ones on-line via our website?
 (if you tick the box, we'll get in touch with further details)

		Tick if Yes	No – but I would like further details
13	Is your organisation registered under Data Protection Act?		
14	Does your organisation have volunteering publicity materials? If yes, please send copies.		
15	Can this material be made available in Braille/audio/large print?		
16	Can this material be made available in other languages?		
17	Does your organisation want to be added to our mailing list?		
18	Is your organisation a member of the Volunteer Centre?		

19. If your organisation has any sub-offices and/or branches in this area, please give address and contact details.

20. How many volunteers does your organisation have just now? (estimate acceptable): _____

21. Is your organisation registered with the Central Registered Body In Scotland? (The clearing house for free disclosures [police checks] to volunteers working with children and vulnerable adults).

Yes No

22. Are volunteers in your organisation covered by the following:-

	Yes	No – but I would like further information
*Equal Opportunities Policy		
*Health & Safety Policy		
*Volunteer Policy		
*Child Protection Policy		
*Public Liability Insurance		

If you wish to certificate/ recognise your youth volunteers complete questions 23-28

23	Does your organisation currently involve young volunteers? (i.e. people aged 16-24 years of age)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
24	If yes how many?	<10 <input type="checkbox"/>	10-25 <input type="checkbox"/>	25-50 <input type="checkbox"/>	>50 <input type="checkbox"/>
25	What is the minimum age at which you accept volunteers?				
26	Does this apply to all your volunteer opportunities?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
27	Please state why your organisation has set this age restriction?				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					



Millennium Volunteers

28. Would your organisation wish to register its young volunteers for the MV awards?

(Millennium Volunteers (MV) is aimed at young people aged 16-24; volunteers receive awards at 50 hours, 100 hour and 200 hours) for more information contact us

Yes

Please refer to the attached Volunteer Registration form (P1). Volunteer work from April 2002 onwards can be recorded and certificated retrospectively. Please feel free to photocopy this form.

Please make use of the attached MV Certificate Request form (P2). Please feel free to photocopy this form.

No

can you suggest ways in which we can help encourage youth volunteers into your organisation

29. What training and support do you provide for volunteers?

		Yes	No
30.	*Induction training		
31.	*Ongoing Training		
32.	*Regular support sessions		
33.	*Named Supervisor /Line Manager		
34.	*Reimburse volunteer expenses		

*** For the purposes of good practice policy**

35. Are your premises fully accessible?

Yes No

The information you have given us will be stored on to our database and used to help signpost and/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 at the address below.

I have taken a copy of this form for my records.

Please enclose a copy of your organisation's:-

- Equal Opportunities Policy
- Health and Safety Policy
- Volunteer Policy
- Volunteer Publicity material (10-15 copies of leaflets please if you have them)

If you don't have one or more of these but would like further information or assistance, please do contact us.

The Volunteer Centre signposts and refers prospective volunteers to your organisation and other organisations. It is for your organisation to decide whether a person signposted or referred by us becomes a volunteer for your organisation or not.

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.

I have read the information above and I confirm the details given are correct. I am authorised to sign this on behalf of my organisation.

Name: *(please print)*: _____

Position in Organisation: _____

Signature: _____

Date: _____

Thank you for completing this form

Please return it to:-

The Volunteer Centre, Glasgow
84 Miller Street (4th floor)
Glasgow
G1 1DT

Tel: 0141 – 226 3431

Fax: 0141 – 221 0716

Web: www.volunteerglasgow.org

Email: info@volunteerglasgow.org