

Organisation Registration Form

Use this form to register your organisation with us. In return, we will display your volunteering opportunities on our website and on Volunteering Development Scotland's website and in our opportunity books

All information held on our database is used in compliance with the Data Protection Act, 1998.

PART A - ORGANISATION DETAILS

Name of Organisation: _____

Name of Department or Project (if applicable): _____

Address: _____

Town or City: _____

County: _____

Postcode: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Main Contact Person:

Position: _____

Telephone _____

Mobile: _____

Email: _____

Use this space to supply contact information for anyone else you feel it would be helpful for us to know.

PART B – AIMS & FUNDING

Please use this space to describe the aims of your organisation:

Select **one** only from the following that best describes your organisation.

- | | |
|---|--------------------------|
| Local authority/part of the local authority | <input type="checkbox"/> |
| Local voluntary/community group with paid staff and volunteers | <input type="checkbox"/> |
| Local voluntary/community group with volunteers only | <input type="checkbox"/> |
| National voluntary organisation/part of national voluntary organisation | <input type="checkbox"/> |
| NHS/part of the NHS | <input type="checkbox"/> |
| None of the above | <input type="checkbox"/> |

Select as many of the following as are helpful in describing your organisation's main work?
This will help us in signposting opportunities for your organisation.

- | | | | |
|---------------------------|--------------------------|-------------------------------|--------------------------|
| Animals | <input type="checkbox"/> | Human/civil rights/justice | <input type="checkbox"/> |
| Anti poverty work | <input type="checkbox"/> | Learning disabilities | <input type="checkbox"/> |
| Arts (music/drama/crafts) | <input type="checkbox"/> | Men's groups | <input type="checkbox"/> |
| Carers | <input type="checkbox"/> | Mental health | <input type="checkbox"/> |
| Children | <input type="checkbox"/> | Museums/galleries/heritage | <input type="checkbox"/> |
| Crime/safety | <input type="checkbox"/> | Offenders/ex-offenders | <input type="checkbox"/> |
| Disaster/emergencies | <input type="checkbox"/> | Overseas aid/developing world | <input type="checkbox"/> |
| Drugs/alcohol issues | <input type="checkbox"/> | Physical disabilities | <input type="checkbox"/> |
| Education/literacy | <input type="checkbox"/> | Refugees/asylum seekers | <input type="checkbox"/> |
| Elderly | <input type="checkbox"/> | Religion/faith | <input type="checkbox"/> |
| Environment | <input type="checkbox"/> | Sensory impairment | <input type="checkbox"/> |
| Ethnic minorities | <input type="checkbox"/> | Sport/outdoor activities | <input type="checkbox"/> |
| Families | <input type="checkbox"/> | Tackling unemployment | <input type="checkbox"/> |
| Gender/sexuality | <input type="checkbox"/> | Women's groups | <input type="checkbox"/> |
| Health/hospitals/hospices | <input type="checkbox"/> | Young people | <input type="checkbox"/> |

Homeless/housing

Who funds your organisation? (**select as many as appropriate**)

- | | | | |
|----------------------------------|--------------------------|------------------------------|--------------------------|
| Business Sector | <input type="checkbox"/> | European Money | <input type="checkbox"/> |
| Central Government – Scot. Exec. | <input type="checkbox"/> | Health (Boards/Trusts etc) | <input type="checkbox"/> |
| Central Government – Westminster | <input type="checkbox"/> | Local Authority | <input type="checkbox"/> |
| Charitable Trusts | <input type="checkbox"/> | Local Enterprise Company | <input type="checkbox"/> |
| Communities Scotland | <input type="checkbox"/> | Lottery (Community Fund etc) | <input type="checkbox"/> |
| Donations | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Earned Income | <input type="checkbox"/> | | |

What is your organisation's average yearly income? (**select one only**)

- | | | | |
|-------------------|--------------------------|-------------------|--------------------------|
| Up to £5,000 | <input type="checkbox"/> | £25,001- £100,000 | <input type="checkbox"/> |
| £5,001 to £25,000 | <input type="checkbox"/> | £100,001 and over | <input type="checkbox"/> |

In which areas of Highland does your organisation operate?

- | | | | |
|-----------------------|--------------------------|-----------------|--------------------------|
| Inverness-shire | <input type="checkbox"/> | Ross-shire | <input type="checkbox"/> |
| Caithness | <input type="checkbox"/> | Sutherland | <input type="checkbox"/> |
| Badenoch & Strathspey | <input type="checkbox"/> | Nairn | <input type="checkbox"/> |
| Lochaber | <input type="checkbox"/> | Skye & Lochalsh | <input type="checkbox"/> |

PART C – OTHER INFORMATION

Please use this space to say why your organisation involves volunteers in its work. (e.g. because of the values of your organisation, because it believes involving volunteers, connects it to the community it serves, etc.)

Please describe any other methods your organisation uses to recruit volunteers, e.g. advertising, talks, promotional events.

Please indicate if volunteers in your organisation are covered by any of the following?

- Equal Opportunities Policy
- Health & Safety Policy
- Volunteer Policy
- Public Liability Insurance

How did you hear about the Volunteer Centre?

- Internet
- Local media
- National Media
- Referred
- Word of Mouth

Does your organisation insure its volunteers? Yes No

Do you wish your volunteer opportunities to appear online? Yes No

Does your organisation have volunteering publicity materials? Yes No

Can this material be made available in Braille/ audio/ large print? Yes No

Does your organisation wish to become a member of Signpost?

Yes No

If you are already a member, please give your membership number

PART D – BRANCH INFORMATION

16. Please use this space to provide contact details of any other offices/branches your organisation may have in Highland

DECLARATION

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

Name _____ Position _____

Signature _____ Date _____

Please also include any leaflets about your organisation as it provides prospective volunteers with a better understanding and insight into your organisation.

Thank you for completing this form. Please return it to:

Signpost

5/7 Tomnahurich Street

Inverness

IV3 5DA

Tel: 01463 711393

E-mail: gail.duff@signpost-inc.org

Also don't forget to check out our website with lots of useful information

www.signpost-inc.org