

# Organisation Registration Form



(Note: if you are already registered with the Volunteer Centre go straight to page 2 to register your opportunity)

## DETAILS OF THE ORGANISATION

Name: \_\_\_\_\_ *If registered, Charity No.:* \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Geographical Area: *(i.e. where you are based)*

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Directions:** *(Please provide brief directions on finding your organisation eg. Next to Tesco or By no 53 bus to Bootle, ask for Town Hall)*

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Salutation: *(Vicky, Mrs Smith etc.)* Job Title: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Mission Statement:** The purpose of your organisation or objectives. *(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!*

**Activities of the Organisation:** Please provide details of the main activities of your organisation. *(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting)!*

Tel.: 0151 920 0726 or email: [info@volunteeringsefton.org.uk](mailto:info@volunteeringsefton.org.uk) for help with this form

# Register Opportunity (please copy and complete pages 2 – 4 separately for every individual opportunity)

**Organisation Name:** \_\_\_\_\_

Opportunity Title: \_\_\_\_\_

Address of the Opportunity: *(if same as head office, leave blank)* \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Geographical Area of Opportunity:** *(if same as head office, leave blank)*

**Contact for this Opportunity:** *(if same as head office, leave blank)* Title: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Salutation: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**When Required:** *(These are the dates between which the opportunity will be advertised)*  
Ongoing Yes / No: \_\_\_\_\_ *(If –No- please indicate)* Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Availability:**  
*(When will volunteer/s be required to fill the opportunity?)*

	Sat	Sun	Mon	Tue	Wed	Thurs	Fri
AM							
PM							
EVE							

*(Please tick appropriate boxes)*

**Description of the Opportunity:** *(Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. This statement is what we will principally use to encourage volunteers to become involved in this opportunity)*

*(This statement may appear on the National Volunteering Database on the Internet)*

**Skills and Qualifications Required:** *(Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity)*

*(This statement may appear on the National Volunteering Database on the Internet)*

**Directions:** *(Please provide brief directions on finding the opportunity eg. Next to Tesco or By no 53 bus to Bootle, ask for Town Hall)*

*(This statement may appear on the National Volunteering Database on the Internet)*

Tel.: **0151 920 0726** or email: **info@volunteeringsefton.org.uk** for help with this form

**Please categorise your opportunity:**

<b>Area of Benefit/Interest:</b> <i>(Please tick appropriate boxes)</i>		<b>Type of Activity:</b> <i>(Please tick appropriate boxes)</i>	
<input type="checkbox"/>	Animals	<input type="checkbox"/>	Administration
<input type="checkbox"/>	Art and Culture	<input type="checkbox"/>	Advice, Information and Support
<input type="checkbox"/>	Children	<input type="checkbox"/>	Architecture and Building Work
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Art
<input type="checkbox"/>	Disaster Relief	<input type="checkbox"/>	Befriending and Buddying
<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>	Business, Management and Research
<input type="checkbox"/>	Drugs and Addictions	<input type="checkbox"/>	Campaigning and Lobbying
<input type="checkbox"/>	Education and Literacy	<input type="checkbox"/>	Caring
<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Catering
<input type="checkbox"/>	Emergency Services	<input type="checkbox"/>	Community Work
<input type="checkbox"/>	Employment	<input type="checkbox"/>	Computers, Technology & Website Design
<input type="checkbox"/>	Environment	<input type="checkbox"/>	Counselling
<input type="checkbox"/>	Families	<input type="checkbox"/>	Driving
<input type="checkbox"/>	Gay, Lesbian, Bi and Transsexual	<input type="checkbox"/>	Employee and Group Volunteering
<input type="checkbox"/>	Health and Hospital and Hospices	<input type="checkbox"/>	Entertainment
<input type="checkbox"/>	Heritage	<input type="checkbox"/>	Finance Work
<input type="checkbox"/>	Homeless and Housing	<input type="checkbox"/>	First Aid
<input type="checkbox"/>	Human and Civil Rights	<input type="checkbox"/>	Fundraising
<input type="checkbox"/>	International Aid	<input type="checkbox"/>	Gardening
<input type="checkbox"/>	Legal Aid and Justice	<input type="checkbox"/>	General and Helping
<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Hostel Work
<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	Languages
<input type="checkbox"/>	Millennium Volunteers	<input type="checkbox"/>	Legal Work
<input type="checkbox"/>	Museums	<input type="checkbox"/>	Local Events
<input type="checkbox"/>	Music	<input type="checkbox"/>	Marketing, PR and Media
<input type="checkbox"/>	Politics	<input type="checkbox"/>	Mentoring
<input type="checkbox"/>	Prisoners and Ex-Offenders	<input type="checkbox"/>	Music
<input type="checkbox"/>	Race and Ethnicity and Refugees	<input type="checkbox"/>	National and International Events
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Officials
<input type="checkbox"/>	Sport and Outdoor Activities	<input type="checkbox"/>	Practical Work and DIY
<input type="checkbox"/>	Women's Groups	<input type="checkbox"/>	Retail and Charity Shops
<input type="checkbox"/>	Youth	<input type="checkbox"/>	Sports Development
<input type="checkbox"/>		<input type="checkbox"/>	Teaching, Training and Coaching
<input type="checkbox"/>		<input type="checkbox"/>	Trusteeship and Committee Work
<input type="checkbox"/>		<input type="checkbox"/>	Under 16 Volunteering
<input type="checkbox"/>		<input type="checkbox"/>	Youth Work

<b>What Recruitment Process will you use for this opportunity?:</b> <i>(Please tick appropriately)</i>	
<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Informal Discussion
<input type="checkbox"/>	Interviews
<input type="checkbox"/>	Not Known
<input type="checkbox"/>	Other
<input type="checkbox"/>	Police Check
<input type="checkbox"/>	References
<input type="checkbox"/>	Trial Period

Tel.: **0151 920 0726** or email: **info@volunteeringsefton.org.uk** for help with this form

<b>Arrangements:</b> <i>(Specific to the opportunity)</i>	<b>YES / NO</b>	<b>Details:</b> <i>(Please provide details of the arrangements made under each heading)</i>
Age/Gender Restrictions		
Disabled Access		
Equal Opportunities Policy		
Expenses		
Induction		
Insurance Cover		
Support on offer		
Training		
Any other arrangements		

Do you want your opportunity/opportunities to be promoted on the National Volunteer Database ([www.do-it.org.uk](http://www.do-it.org.uk))? YES / NO

Do you want your opportunity/opportunities to be publicised via our database, printed 'Help' directory, press releases etc.? YES / NO

Do you want to be sent information about forthcoming Volunteer Centre activities e.g. Volunteer Co-ordinator forums, training events & workshops etc.? YES / NO

<b>How did you hear about Volunteer Centre Sefton?</b>			
word-of-mouth	Internet	Media Coverage	Telephone Directory
Passing by	Other Voluntary Organisation		Event

Are you a registered member of Sefton CVS? YES / NO / NOT SURE

I confirm that the details are correct, and that I am happy for Volunteer Centre Sefton to promote this opportunity on behalf of my organisation.

\_\_\_\_\_  
Name of Authorised Signatory

\_\_\_\_\_  
Authorised Signature

Date: \_\_\_\_\_

Please return this form to:  
**Volunteer Centre Sefton**  
**3<sup>rd</sup> Floor, Merseyside 3TC**  
**16 Crosby Road North**  
**Waterloo L22 0NY**  
 Tel.: **0151 920 0726** Fax.: **0151 920 1036**  
 Email: **info@volunteeringsefton.org.uk**  
 Website: **www.volunteeringsefton.org.uk**

**For office use only**

Date form returned: ...../...../.....  
 Date of Registration: ...../...../.....  
 Org. Reg no.: .....  
 Follow up action:

Registered Charity No 1024546 Company Limited by Guarantee Reg. No. 2832920

Tel.: **0151 920 0726** or email: **info@volunteeringsefton.org.uk** for help with this form