

ORGANISATION REGISTRATION

Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information we may include you in our mailing list.
- We will never sell or give our mailing lists to a third party.

If you need help filling in this form please contact your nearest Volunteer Centre.

Broxbourne	01992 638633	St Albans	01727 852657
Dacorum	01442 247209	Stevenage	01438 725400
Hertsmere	0208 2074504	Three Rivers	01923 711174
North Herts	01462 450022	Watford	01923 248304
Royston	01763 243020		

This form is used to register your organisation details. You will need to complete a **separate vacancy registration form** for each of your voluntary vacancies. If a new voluntary opportunity arises at a later date, we will only need the vacancy form completed.

IMPORTANT:

**Please include email and web details if you have them.
We would like to develop our web site to include links to yours.
Please keep us up to date with any changes in this information.**

Name of Organisation:

Address:.....
.....
.....

Postcode:

Geographical area:

Main telephone:

Fax:

Email:

Website:

Please provide details of the person who will liaise with us (Volunteer Co-ordinator)

Title: Mr. Mrs. Miss Ms.

First name.....**Surname:**

(Please provide an address for the contact if different from the organisation)

Address:

Postcode:

Telephone:

Fax:

Email:

Directions: (e.g. bus route / general location)

Organisation Purpose or Mission Statement

Please provide us with some details of the purpose of your organisation or alternatively provide a copy of your Mission Statement. *Please keep it short and interesting!*

Activities of your organisation

Please provide us with details of the main activities of your organisation. Best if you can give us 3 lines summarising what you do for someone who may know nothing about your organisation.

DISCLAIMER - PLEASE SIGN

My organisation understands that the Volunteer Centre does not screen or vet any volunteer who comes through them, and that it is the responsibility of individual organisations to operate appropriate selection and supervision procedures, in line with recommended good practices in the management of volunteers.

Signed.....**date**.....

On behalf of.....**(Organisation name)**