

**Organisation Registration Form**

Register your details with us so we can promote your voluntary opportunities on our on-line volunteering matching service. You will also be welcome to join the North Somerset Volunteer Coordinators Network which entails occasional newsletters, quarterly meetings at Weston Court, opportunities to network with peers and sharing of training, resources and best practice.

**ORGANISATION DETAILS**

|  |  |
| --- | --- |
| Organisation name |  |
| Registered Charity no. |  |
| Telephone number |  |
| Website |  |
| Description of Organisation |  |
| Opening Hours |  |
| Organisation type **(Please select one)** |  |
| How did you hear about us? |  |

|  |  |
| --- | --- |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town |  |
| County |  |
| Postcode |  |
| Directions*(Optional)* |  |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Email |  |
| Position |  |
| Department |  |
| Contact Number  |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town |  |
| County |  |
| Postcode |  |
| Communication  | *(Please cross through any not required*) |

**POLICIES AND PROCEDURES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Policy Type | Achieved | Expired | N/A | Not Checked | Not Pursued | Working Towards |
| Child Protection |  |  |  |  |  |  |
| Confidentiality |  |  |  |  |  |  |
| Diversity |  |  |  |  |  |  |
| Equal Opportunities |  |  |  |  |  |  |
| Ex-Offenders |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |
| Health & Safety |  |  |  |  |  |  |
| Insurance Cover |  |  |  |  |  |  |
| Volunteer |  |  |  |  |  |  |
| Vulnerable Adults |  |  |  |  |  |  |
| The Volunteer Centre may ask you for copies of these policies in order to ensure that good practice is being adhered to. If asked, would you be prepared to give us copies of these documents? (Please tick if YES) |  |

|  |
| --- |
| **NOTES** *(please include any additional information)* |

**VANS DATA BROKERAGE COMMITMENT**

VANS seeks to provide a reliable and effective service for both volunteers and partner organisations. In order to do this, we have developed a set of commitments for parties involved in the brokerage service.

* VANS commits to maintaining opportunities up-to-date, by contacting organisations twice per year to check that the roles they are advertising are current.
* VANS commits to supporting partner organisations through updates and role promotion.
* Registering organisations commit to contacting volunteers who have expressed interest in a role through the VANS website within a two-week time frame.
* Registering organisations commit to contacting VANS when a volunteer role advertised on the VANS website has been filled or is no longer needed.

**Please cross this box if you agree with the commitments outlined above:**

**DATA PROTECTION ACT**

VANS is committed to upholding the Data Protection principles of good information handling practice. By completing and returning this form by email/post I agree to VANS holding information about my organisation on its database.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signed: |  |

**Please return your completed form to us via email or post:**

**Please email us an electronic version of your organisation / project logo**

Address: VANS, Weston Court, Oldmixon Crescent. Weston super Mare

North Somerset, BS24 9AU

Telephone: 01934 416 486

Email: info@vansmail.org.uk

Website: [www.vansweb.org.ork](http://www.vansweb.org.ork)