

## MV Organisation Registration Form

<b>Section 1 – Your Organisation</b>			
Name of Organisation			Organisation ID No
Name of Project <small>(if different from above)</small>			
Address			
	Post Code		
Telephone Number		Fax Number	
E-mail		Website	
Main contact person			
Job Title			
Describe the aims of your organisation <small>(max 50 words)</small>			
Type of organisation Tick <b>ONE</b> box only	<input type="checkbox"/> Animals <input type="checkbox"/> Anti poverty work <input type="checkbox"/> Arts (music/drama/crafts) <input type="checkbox"/> Carers <input type="checkbox"/> Children <input type="checkbox"/> Crime/Safety <input type="checkbox"/> Disaster/Emergencies <input type="checkbox"/> Drugs/Alcohol issues <input type="checkbox"/> Education/Literacy <input type="checkbox"/> Environment <input type="checkbox"/> Ethnic Minorities <input type="checkbox"/> Families <input type="checkbox"/> Gender/Sexuality <input type="checkbox"/> Health/Hospital/Hospice <input type="checkbox"/> Homeless/Housing <input type="checkbox"/> Human/Civil/Rights/Justice		<input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Men's Groups <input type="checkbox"/> Mental Health <input type="checkbox"/> Museums/Galleries/Heritage <input type="checkbox"/> Offenders/Ex-Offenders <input type="checkbox"/> Older People <input type="checkbox"/> Overseas Aid/Developing World <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Refugees/Asylum Seekers <input type="checkbox"/> Religion/Faith <input type="checkbox"/> Sensory Impairment <input type="checkbox"/> Sport/Outdoor activities <input type="checkbox"/> Tackling Unemployment <input type="checkbox"/> Women's Groups <input type="checkbox"/> Young People



Section 2 – Policies & Procedures		Yes	No
<b>Part A</b>			
Does your organisation have :-			
	*Equal Opportunities Policy	<input type="checkbox"/>	<input type="checkbox"/>
	*Health and Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>
	*Volunteer Policy	<input type="checkbox"/>	<input type="checkbox"/>
	Child Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
	*Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation registered with the Central Registered Body in Scotland (CRBS)?		<input type="checkbox"/>	<input type="checkbox"/>
CRBS is the clearing-house for disclosures for volunteers working with children and vulnerable adults.			
<b>Part B</b>		Yes	No
What training and support do you provide for volunteers:?			
	*Induction training	<input type="checkbox"/>	<input type="checkbox"/>
	Ongoing training	<input type="checkbox"/>	<input type="checkbox"/>
	*Regular support sessions	<input type="checkbox"/>	<input type="checkbox"/>
	*Named Supervisor/Line Manager	<input type="checkbox"/>	<input type="checkbox"/>
	*Reimburse volunteer expenses	<input type="checkbox"/>	<input type="checkbox"/>
	Reimburse childcare costs	<input type="checkbox"/>	<input type="checkbox"/>
Are your premises fully accessible?		<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Young Volunteers					
Does your organisation currently involve young volunteers?				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many?	<10 <input type="checkbox"/>	10-25 <input type="checkbox"/>	25-50 <input type="checkbox"/>	>50 <input type="checkbox"/>	
What is the minimum age at which you accept volunteers?					
Does this apply to <b>all</b> volunteer opportunities? (i.e. is the minimum age dependant on volunteer role?)				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
Please state why your organisation has set this age restriction					
<b>Signed</b>		<b>Date</b>			