

Volunteer Action Dumfries & Galloway

the hub, 24-26 Friars Vennel, Dumfries, DG1 2RL

Tel: 01387 267311



E-mail: info@volunteeraction.co.uk

Website: www.volunteeraction.co.uk

Organisation Registration Form

MV Organisation

A

Name of Organisation:

Address:

Town: Postcode:

Telephone: Fax:

- Please let us know if this is a private or home number

E mail: Website:

Main Contact Person: Position:

Can we provide prospective volunteers with these contact details? Yes No

1. Please describe the aims of your organisation (**maximum 50-60 words**). This information will be used to provide details about your organisation to prospective volunteers so please be as clear and concise as possible.

2. What type of organisation are you? This information is for our monitoring purposes and will help us to provide you with support that is relevant to your organisation. Select one only.

- Local authority/part of the local authority
- Local voluntary/community group with paid staff and volunteers
- Local voluntary/community group with volunteers only
- National voluntary organisation/part of national voluntary organisation
- NHS/part of the NHS

Other (please describe):

For office use only:

Reg Date:

Areas covered: N A&E S W D&G

3. Which of the following best describes your organisation's main work? This will allow us to accurately categorise your organisation. **Select as many as appropriate.**

- | | | |
|--|---|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Ethnic minorities | <input type="checkbox"/> Offenders/Ex-offenders |
| <input type="checkbox"/> Anti poverty work | <input type="checkbox"/> Families | <input type="checkbox"/> Overseas aid/Developing world |
| <input type="checkbox"/> Arts (music/drama/crafts) | <input type="checkbox"/> Gender/Sexuality | <input type="checkbox"/> Physical disabilities |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Health/Hospitals/Hospices | <input type="checkbox"/> Refugees/Asylum seekers |
| <input type="checkbox"/> Children | <input type="checkbox"/> Homeless/Housing | <input type="checkbox"/> Religion/Faith |
| <input type="checkbox"/> Crime/Safety | <input type="checkbox"/> Human/Civil rights/Justice | <input type="checkbox"/> Sensory impairment |
| <input type="checkbox"/> Disaster/Emergencies | <input type="checkbox"/> Learning disabilities | <input type="checkbox"/> Sport/Outdoor activities |
| <input type="checkbox"/> Drugs/Alcohol issues | <input type="checkbox"/> Men's Groups | <input type="checkbox"/> Tackling Unemployment |
| <input type="checkbox"/> Education/Literacy | <input type="checkbox"/> Mental health | <input type="checkbox"/> Women's Groups |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Museums/Galleries/Heritage | <input type="checkbox"/> Young people |
| <input type="checkbox"/> Environment | | |

4. Who funds your organisation? This information helps us monitor our service for funding/campaigning purposes and does not appear on the website. **Select as many as appropriate.**

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

Other:

5. What is your organisation's average yearly income? This information helps us monitor our service for funding/campaigning purposes and does not appear on the website. **Select one only.**

- | | |
|--|--|
| <input type="checkbox"/> Up to £1,000 | <input type="checkbox"/> £25,001- £100,000 |
| <input type="checkbox"/> £1,001 to £25,000 | <input type="checkbox"/> £100,001 and over |

6. Which area of Dumfries & Galloway does your organisation cover? **Select one only.**

- | | |
|--|--|
| <input type="checkbox"/> Annandale & Eskdale | <input type="checkbox"/> Wigtownshire |
| <input type="checkbox"/> Nithsdale | <input type="checkbox"/> Region wide (All 4 regions) |
| <input type="checkbox"/> Stewartry | |

Please list any specific neighbourhood or locality served by your organisation,
e.g. *The Machars, N W Dumfries*

7. Please describe why your organisation involves volunteers in its work.

For example, because of the values of your organisation; the organisation believes in involving volunteers; it connects the organisation to the community it serves, etc.

8. Please describe how your organisation currently recruits volunteers.

For example, advertising, talks, promotional events.

9. Does your organisation currently work with volunteers? Yes No

If **yes** roughly how many?

10. Are volunteers in your organisation covered by the following?

	Yes	No	If you're not sure or if you would like more information tick here.
Equal Opportunities Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to review any of your current policies please contact Volunteer Action on 01387 267311.

11. Does your organisation produce publicity material, e.g. leaflets/posters?

Yes No **If yes**, please send copies that we can display for you.

12. How did you hear about Volunteer Action Dumfries & Galloway?

	Tick if YES	If you're not sure or you would like more information tick here.
Is your organisation registered under the Data Protection Act?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation registered with the Central Registered Body in Scotland? <i>The clearing-house for disclosures [police checks] for volunteers working with children or vulnerable people.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Would you be interested in supporting young people, under the age of 26, in achieving an MV Award? <i>The MV Award gives national recognition from the Scottish Government for every 50, 100 and 200 hours of voluntary work that young people do.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

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

Name <i>(please print)</i>	Position in Organisation	
-----------------------------------	---------------------------------	--

Signed <i>(please sign)</i>	Date	
------------------------------------	-------------	--

Volunteer Action Dumfries & Galloway

the hub, 24-26 Friars Vennel, Dumfries, DG1 2RL

Tel: 01387 267311

E-mail: info@volunteeraction.co.uk website: www.volunteeraction.co.uk



INVESTOR IN PEOPLE

VOLUNTEER ACTION INFORMATION AND SUPPORT PROGRAMME

Part of Organisation Registration Form

A

If you are interested, either now or in the future, in training sessions or any of our publications, please tick the relevant boxes below.

Please tick box if you would like more information

LEARNING AND PRACTICE

Training workshops for Volunteer Managers are designed to promote best practice in working with volunteers and will help you develop your professional volunteer management skills and share experience with other managers.

The courses are subsidised by Volunteer Action to keep them accessible and affordable and are designed to be free standing or to be part of a learning package.

We also provide training courses on a commissioned basis for individual organisations. We can deliver tailored workshops on subjects as diverse as Boundaries, Confidentiality; Equal Opportunities; Food & Health; Food Hygiene or any other volunteer management or training issues that you have.

VOLUNTEER ACTION PUBLICATIONS

For Volunteer-Involving Organisations

Best Practice Toolkit for Volunteer Involving Organisations

Guide to Starting your own Self Support Group

MV Award Registration Pack

Information to Volunteer Involving Organisations - leaflet

Training Workshops for Volunteer Managers - leaflet

For Volunteers

Preparing to Volunteer (Pack)

Volunteer's Personal Development Portfolio (Pack)

MV Award Pack

Getting Started - leaflet

Volunteering for Young People – leaflet

Training Workshops for Volunteers - leaflet

PARTNERSHIP PUBLICATIONS

Benefits and Volunteering leaflet – Volunteer Action and D&G Citizen's Advice Service

If you have ticked any of the above boxes then your local contact from Volunteer Action will get in touch

***Thank you for completing this form. Please return it to:
Volunteer Action Dumfries & Galloway (address on page 1)***