

ORGANISATION DETAILS

Please read the guidelines 'Registering with the Volunteer Centre' before completing this form

Organisation name	
Main address	
Town County	
Postcode	
Geographical area	<i>The area that your service/organisation covers</i>
Main phone number	
Main e-mail address	
Website	
Organisation Status: <i>(delete as appropriate)</i>	Registered Charity / Company Limited by Guarantee / Statutory Sector / Volunteer led group or project

CONTACT PERSON

This should be the person who is the main contact for the Volunteer Centre, to receive mailings, invitations to events, requests for information.

Title	<i>(Mr, Ms, Mrs, Miss, Dr, etc)</i>
First name(s)	
Second name	
Salutation <i>How you prefer us to address you</i>	<i>(e.g. Jane or Mrs Smith)</i>
Job title/position	
Address <i>If different to the main organisation address</i>	
Postcode	
Phone number	

E-mail address	
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Directions:

Where are you based, and how would a volunteer find you?

ABOUT YOUR ORGANISATION

<p>Mission/Purpose <i>What the organisation exists to achieve and who it benefits</i></p>	
<p>Activities <i>What the organisation does in practice and what services it provides</i></p>	

Name of Authorised Signatory

Authorised Signature

Date

Position

Please return this form to:

Volunteer Centre Blaby District
Parker House
254 Braunstone Lane
Leicester
LE3 3AS

Tel: 0116 223 8338

Email info@volunteerblabydistrict.org.uk

If you have leaflet information about your organisation or project it is helpful to send copies with this registration form for the information of the Volunteer Centre staff.

REGISTERING WITH THE VOLUNTEER CENTRE

What we do with the information you provide

All the information about your organisation/volunteer opportunities that you register with us is entered onto our volunteer opportunity database. We may edit the information for clarity/space, or contact you for more details if anything is not clear. Please make the information you give us as clear and detailed as you can – this will help us to give potential volunteers clear information about what you need, and to avoid wasting your time and theirs with inappropriate referrals.

We do not sell or give our mailing list to third parties for commercial purposes. The information you give us will only be used to:

- Provide people enquiring about volunteering with more information about the volunteer opportunities you have registered with us, and to refer them to you, or to give them your contact details if they wish to contact you directly.
- Contact you about events, activities and services we are organising or which are relevant to our service;
- From time to time, we may give information about your organisation to people who want to know more about your organisation's activities or services.

We will share this information with our relevant partner Volunteer Centres in the LeicesterShire Volunteer Centres Network to ensure that your organisation/volunteering opportunity is given maximum support throughout the County of Leicestershire.

All the volunteer opportunities registered with us are advertised on the do-it.org.uk national volunteering database. However the information displayed on the website does not include your contact details, and all volunteer applications and enquiries are directed to the Volunteer Centre which posted them.

Please note that some Volunteer Centres do not take references or CRB checks for volunteers referred to other organisations. Every volunteer role needs its own assessment of what checks need to be made to decide whether a volunteer is suitable. While a Volunteer Centre would not deliberately refer someone who was unsuitable for a role, a referral from us is not a recommendation of their suitability. Please be aware that in the case of volunteers making e-mail, telephone or internet enquiries we may pass the information on regarding individuals we have not even met.

If any of the addresses, phone numbers or e-mail addresses that you give us should not be made available to potential volunteer or people wanting to know more about your activities/ services, please discuss this with us before completing the form.