



# Organisation Registration Form (including Opportunity Registration)

## GUIDE TO FILLING IN THE FORM

Please fill in the form below **only** if you haven't already registered your organisation with us. If you are already registered with us and wish to register additional volunteering role(s) with us please ask for one of our **Opportunity Registration Forms**.

Section 1 - Organisation Registration	
Organisation details	
Organisation Name	
Address	
Post code	
Phone & Fax	
E mail	
Website	
Main Contact	
Title	
Name	
Job title	
Address (if different from above)	
Directions	
Tube/rail	
Bus routes	
Details	
Mission Statement and activities of organisation (please outline what your organisation does)	



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**Skills/experience/qualifications needed/preferred**

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**Directions –** If directions are as for your organisation as above, leave this section blank.

<b>Tube/rail</b>	
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<b>Bus routes</b>	
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<b>Notes</b>	
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**Recruitment and Selection – Please tick all those which apply**

	Application Form		Informal Discussion		Interview		Just turn up
	References		Trial Period		CRB Check		Register Interest/Waiting List

**Policies, Training and Access (please write Yes or No for each question, giving details if asked)**

Are there any restrictions on who can get involved? (e.g. age restrictions or gender preferences)	
Is there disabled access?	
Do you have an Equal Opportunities policy?	
Do you cover volunteer's expenses? please give details	
Will the volunteer receive training as part of this opportunity? Please give details.	
Will the volunteer receive an induction?	

**All organisations must have appropriate insurance cover for all activities undertaken by volunteers, including those working off-site. Which of the listed levels of insurance cover does your organisation have?**

	Public Liability		Employer Liability		Appropriate motor insurance		Member to member
	Professional Indemnity		Personal Accident		Third Party		

### Marketing by Volunteer Brokerage Havering

The information you have supplied will be added to our database and forwarded to potential volunteers. It will be displayed on the national database [www.do-it.org.uk](http://www.do-it.org.uk). If you do not wish your information to appear on the website tick here

### Minimum Criteria

Please fill in the form above **only** if you haven't already registered your organisation with us. If you are already registered with us and wish to register a new volunteering role with us (in addition to the above) please ask for one of our **Opportunity Registration Forms**.

We do set some very basic requirements for you to have in place before you access our services to promote your opportunities. This is to safeguard both yourselves and the potential volunteers. We also recommend that you have some standards in place around the areas of good practice in working with volunteers. If you need help developing any of these criteria or recommendations, please contact us, as we will be very happy to help. If you are unsure about anything raised here, please do contact us. .

The following are **essential** requirements for you to have in place:

- Insurance: Sufficient insurance to cover your potential volunteers' activities.
- Health & Safety: Follow health & safety regulations in relation to the volunteers' work with the project and to make the volunteer aware of health & safety guidelines as part of their induction. In addition if the activity is volunteering with children, young people or vulnerable adults, you will need to follow legal guidelines on Criminal Record Bureau checks, and (for those organisations primarily working with children) have in place a child protection policy and named child protection officer.
- Equal Opportunities: Your organisation should have a commitment to equal opportunities (e.g. Equal Opportunities policy) and work in a non discriminatory way with volunteers.

We also strongly encourage groups to have the following:

- Named person as a volunteers contact
- Written volunteer role descriptions
- Payment of reasonable expenses (travel/lunch etc)
- Regular form of volunteer supervision (formal or informal)
- A system of volunteer induction and training
- Volunteer Policy with clear guidelines about inductions, training, support and supervision, recognition and responsibility for volunteers and ending a volunteer role.

Please tick this box to show that you have read and understood these minimum criteria

**Declaration**

I confirm that the details on this form are accurate and reflect our current situation.

Signed:.....Name:.....Date:.....

**Please return form to:**

The Volunteer Centre Team  
HAVCO  
Community House  
19/21 Eastern Road  
Romford RM1 3NH

Telephone: 01708 742881