

**ORGANISATION REGISTRATION FORM**

In order to advertise your volunteering opportunities through Volunteer Centre Redbridge, we need organisations complete this registration form. This provides us with your contact details, as well as brief information about your mission and activities.

**Data Protection:**

* At no time will we provide any of your details to a third party without your permission.
* In order to keep you up to date with information and events we may include you in our mailing list or email list.
* We will never sell or give our mailing lists to a third party.

1. **Your contact details: Please provide the contact details for the person at your organisation who will liaise with us.**

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Contact’s name** |  |
| **Contact’s job title** |  |
| **Organisation’s Address** |  |
| **Organisation’s postcode** |  |
| **Phone number** |  |
| **Email address** |  |
| **Website address** |  |
| **What is the status of this organisation?**  *Please indicate all that apply* | * Registered charity – *insert registration number* * Company limited by guarantee – *insert registration number* * Community interest company– *insert registration number* * Charitable Incorporated Organisation (CIO) *– insert registration number* * Unincorporated organisation * Other (please describe) |

**Please provide some brief directions to help potential volunteers find your organisation.**

(For example: Next to Tesco at Charlie Brown’s Roundabout on bus route 179/123)

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1. **Please use this space to tell us the purpose/mission statement of your organisation and to tell us about your activities.** *This statement will appear on our website/in other media to encourage volunteers to support your work, so please keep this statement short and interesting!*
2. **Good practice commitment**

As a Volunteer Centre we are here to support organisations to involve volunteers successfully. Volunteering is a two-way process, which benefits both the volunteer and the organisation. This can best be achieved when working in accordance with good practice guidelines.   
  
**What is good practice in volunteer involvement?**  
Good practice involves having robust structures and processes in place, which should be easy to follow for both your staff and volunteers. Some basic good practice principles include:   
  
•  Providing your volunteers with a written and clear role description   
•  Providing a good induction to volunteers   
•  Having a named person responsible for your volunteers   
•  Treating your volunteers in line with Equal Opportunities and Health and Safety guidelines   
•  Paying out of pocket expenses such as travel and lunch where possible and committing to budget for these volunteer costs in future  
  
**London’s Volunteer Management Charter**  
As part of its commitment to promoting, developing and supporting good practice in volunteer management, Volunteer Centre Redbridge has been involved in developing a pan-London Volunteer Charter for organisations and groups that involve volunteers. The Volunteer Charter includes the basic principles of good practice in volunteer management and sets out the minimum standards that organisations should have in place when involving volunteers.

In order to register with us, organisations need to show that that they apply the good practice standards covered by the Volunteer Charter, or be willing to work with us to put these measures in place.

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|  | We have a policy and procedure that we use | We need help to develop a policy or procedure |
| **Safe Volunteering Environment.** The physical and emotional risks of volunteering are identified, minimised, and covered by adequate insurance. |  |  |
| **Equality and Diversity.** Volunteering is open to all; volunteers are treated with fairness. |  |  |
| **Expenses.** Travel, and any other agreed, out of pocket expenses are reimbursed. |  |  |
| **Recruitment process.** Recruitment procedures are fair, efficient and consistent. |  |  |
| **Induction.** Volunteers are introduced to the work and ethos of the organisation. |  |  |
| **Organisational Involvement.** Volunteers have influence and an informed voice on organisational issues. |  |  |
| **Personal Development.** Identified needs are met by relevant training and development opportunities. |  |  |
| **Resolving difficulties.** Volunteers are aware of how to raise a concern, and how it will be handled. |  |  |
| **Reward and Recognition**. The organisation expresses its appreciation of the volunteers’ contribution. |  |  |
| **Support.** A named supervisor ensures ongoing support appropriate to need. |  |  |

We recognise you may not meet all the standards at this point in time and this will not prevent you from registering with us. Volunteer Centre Redbridge is able to provide a variety of information, advice and support to organisations to enable them to develop their volunteer programmes, and improve their management and support of volunteers.

**Declaration**

* Please confirm that you agree with and will work within / towards these standards when involving volunteers. You will also be offered the opportunity to complete a free health check with Volunteer Centre Redbridge, which will enable you to identify areas of excellence as well as areas for improvement.
* By agreeing to this you are also agreeing that the information you have provided on this form is accurate to the best of your knowledge.
* Please that the information you have provided on this form is accurate to the best of your knowledge.

1. **Please sign and date the form.**

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**When you have completed this form please return it AS A MICROSOFT WORD DOCUMENT by email to:**

**Volunteer Centre Redbridge**

**RedbridgeCVS**

**103 Cranbrook Road**

**Ilford**

**IG1 4PU**

**Tel. 0208 514 9624** [**volunteering@redbridgecvs.net**](mailto:volunteering@redbridgecvs.net)

RedbridgeCVS is a registered company limited by guarantee in England, number 2569614. Our registered address is 103 Cranbrook Road, Ilford IG1 4PU. We are a registered charity, number 1005075.