

## Placement Organisation Registration Form

**1.**

Name of Organisation:	
Address:	
	Postcode:
Telephone:	Website:
Email:	

**2.**

<b>Main Contact Person: Details of the person who would be your preferred first point of contact for Volunteer Centre.</b>	
Main Contact:	Position:
Tel No:	Mobile:
E-mail:	
Can we provide prospective volunteers with your contact details?    Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Other Contacts - please give details of any other people you feel it would be appropriate for us to record. Tick Receive Bulletin if this contact would like to receive regular email information bulletins from us.	
Name:	Position:
Telephone No:	E-mail:

**3.** Please describe the aims of your organisation (approx 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:


**4.** Please describe why your organisation involves volunteers in its work. E.g. because of the values of your organisation, because it believes involving volunteers connects it to the community it serves etc


5. 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.**

Administration/Office Work	Homeless/Housing
Advice/Information	Human/Civil Rights/Justice
Animals	Journalism
Anti Poverty Work	Languages/Translating
Arts (Music/Drama/Crafts)	Learning Disabilities
Befriending	Library/Information Management
Brain Injury	Management/Business Skills
Campaign/Lobbying	Marketing/PR/Media
Care/Support	Men’s Groups
Catering	Mental Health
Children	Mentoring
Committee/Trustee Member	Museums/Galleries/Heritage
Community Development	Older people
Computing	Online Volunteering
Conservation/Gardening	Overseas Volunteering
Counselling/Listening	Prisoners/Offenders/Ex-Offenders
Crime/Safety	Race/Ethnicity/Refugees
Disability, Physical	Religion/Faith
Disaster/Emergencies	Research/Policy Work
DIY/Practical	Residential Volunteering
Driving/Escorting	Sensory Impairment
Drugs/Alcohol issues	Shops/Retail
Environment	Short Term/Seasonal Volunteering
Families	Specialist/Technical
Finance/Accountancy	Sports/Outdoor Activities
Gender/Sexuality	Teaching/Tutoring/Supporting Learners
Fundraising/Flag Days	Unemployment
Health/Hospitals/Hospices	Women’s Groups
Home-based Volunteering	Young People

6. Please describe any other methods your organisation uses to recruit volunteers. E.g. advertising, talks, promotional events.


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

	Yes	No
Equal Opportunities Policy		
Health & Safety Policy		
Volunteer Policy		
Public Liability Insurance		
Child Protection Policy		

If No, please let us know if you would like further information
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8. How did you hear about the Volunteer Centre?


9. Is your organisation registered under Data Protection Act?       Yes     No, but would like further details
10. Does your organisation have volunteering publicity materials?     Yes     No, but would like further details
11. Can this material be made available in Braille/ audio/ large print?  Yes     No, but would like further details
12. Can this material be made available in other languages?         Yes     No, but would like further details
13. Does your organisation want to be added to our mailing list?     Yes     No

oOo

*I confirm the information provided is, to the best of my knowledge, correct.*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Thank you for completing the form. Please keep a copy for your own records. The information you have provided will be used for the purpose of volunteer recruitment (via our promotional materials) and management and to produce statistical reports.**

***Please return to the appropriate office:***

**Cookstown Volunteer Centre**

2b Coagh Crescent

Cookstown

BT80 8NH

Tel: 028 8676 1122

Email: [joanne@midulstervolunteercentre.org](mailto:joanne@midulstervolunteercentre.org)

**Magherafelt Volunteer Centre**

20 Queen Street

Magherafelt

BT45 6AB

Tel: 028 7930 1862

Email: [barbara@midulstervolunteercentre.org](mailto:barbara@midulstervolunteercentre.org)

**Web: [www.midulstervolunteercentre.org](http://www.midulstervolunteercentre.org)**