

ORGANISATION REGISTRATION

Volunteer Centres in Hertfordshire are working in partnership to deliver high quality, cohesive volunteering services to volunteer-involving organisations.

How we can help you

- We work with public, voluntary and community sector organisations
- We can help you to recruit and manage volunteers
- We can develop and promote your volunteering opportunities
- We offer advice, support and training in the development of good practice

How it works

- Email or send us your completed organisation form and opportunity details
- Where requested, these will be shared with the other county Volunteer Centres to promote your opportunities locally and across the county
- Your opportunities will also be advertised free of charge on the national volunteering website www.do-it.org.uk, which provides details of local volunteering opportunities
- This form is used to register your organisation details. You will need to complete a separate opportunity registration form for each of your voluntary vacancies. If a new voluntary opportunity arises at a later date, we will only need the opportunity form completed.

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 we may include you in our mailing list.
- We will never sell or give our mailing lists to a third party.

If you need help filling in this form please contact your nearest Volunteer Centre. Please tick the boxes to indicate which Centres you wish to register with.

Broxbourne & East Herts	01992 638633	<input type="checkbox"/>	St Albans	01727 852657	<input type="checkbox"/>
Dacorum	01442 247209	<input type="checkbox"/>	Stevenage	01438 725400	<input type="checkbox"/>
Hertsmere	0208 2074504	<input type="checkbox"/>	Three Rivers/Watford	01923 711174	<input type="checkbox"/>
North Herts	01462 450022	<input type="checkbox"/>	Welwyn Hatfield	01707 274861	<input type="checkbox"/>
Royston	01763 243020	<input type="checkbox"/>			<input type="checkbox"/>

Further details about Hertfordshire Volunteer Centres can be found on our website:-

www.volunteeringherts.org

IMPORTANT:

Please include email and web details if you have them and keep us up to date with any changes in this information.

Name of Organisation:				
Charity number:				
Address:				
			Postcode:	
Main telephone:				

Fax:	
Email:	
Website:	

Please provide details of the person who will liaise with us (i.e. Volunteer Co-ordinator)

Title:	Mr.		Mrs.		Miss		Ms.	
First name:								
Surname:								
Job Title:								
<i>(Please provide an address for the contact if different from the organisation)</i>								
Address:								
					Postcode:			
Main telephone:								
Fax:								
Email:								

Directions: <i>(e.g. bus route / general location)</i>
--

Organisation Purpose or Mission Statement

Please provide us with some details of the purpose of your organisation or alternatively provide a copy of your Mission Statement. *Please keep it short and interesting!*

--

Activities of your organisation

Please summarise in 3 lines the main activities of your organisation to inform potential volunteers about your work.

--

DISCLAIMER - PLEASE SIGN

My organisation understands that the Volunteer Centre does not screen or vet any volunteer who comes through them, and that it is the responsibility of individual organisations to operate appropriate selection and supervision procedures, in line with recommended good practices in the management of volunteers.

Signed:		Date:	
On behalf of:			(Organisation name)