

organisation registration

Please read this information carefully before you fill out and return this form

Services not provided by Lambeth Pilot Volunteer Project

We advise volunteers which opportunities are most suited to their interests on the basis of information provided by the volunteers and the organisations.

The interview process, references and police checks are all the responsibility of the organisation.

For further details of our services please refer to our mission of intent.

Data Protection

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

**When you have completed this form please return it to:
Freepost RLZJ-AREZ-RAYY,
Volunteer Centre Project,
London, SW2 5TU**

About the National Volunteering Database (NVD)

We regularly uploaded details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (www.do-it.org.uk) where they are able to search the database to find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

1. The names of the organisation
2. The purpose (mission statement) of the organisation
3. The activities of the organisation

None of the above will be sent to NVD until you have provided us with details of a volunteering opportunity. When you do this you have the option to request that the opportunity is not uploaded to the NVD.

In a very limited number of cases we may opt to upload not only the name of the organisation but contact details for a volunteering opportunity as well, (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. Again, you have the right to request that we don't upload details of the opportunity.

**Opportunity details are registered
with us on a separate form**

LVAC Volunteer Centre Project

Organisation Details

Name of Organisation:

Address:

Address:

Address:Postcode.....

Geographical area: (office use).....

Main telephone:

Email:

Fax:

Website:

Please provide contact details for the person at your organisation who will liase with us

Title (please circle one): Mr. Mrs. Miss. Ms.

First Name:

Surname:

Job Title:

(Please provide an address if the details are different from the one given for your organisation)

Address:

Address:

Address:Postcode.....

Telephone:

Email:

Fax:

Website:

Organisation Purpose and Mission Statement

Please provide some brief directions on finding your organisation preferably with bus routes and recognisable land marks.

Please use this space to describe the purpose or mission statement of your organisation. This statement may appear on the National Volunteering Database on the internet.

Please provide us with details of the main activities of your organisation. This statement may appear on the National Volunteering Database on the internet.

Signature: Date:

Name:

Position: