



# Organisation Registration Form

**Please note:** This form provides Volunteer Centre Lambeth with the information needed to tell volunteers about your organisation. To begin recruiting volunteers for your organisation you will also need to complete an opportunity registration form for each opportunity you would like us to advertise.



## **Purpose of your organisation**

Please provide a short description of the purpose and/or mission statement of the organisation. This may appear on the internet so please keep it interesting.

## **Main activities of your organisation**

Please provide a short description of what your organisation does. This may appear on the internet so please keep it interesting for potential volunteers.

## **Data Protection**

In order to keep you up to date with developments in the Volunteer Centre, we will include you on our email mailing list. If you haven't provided an email we will post the information. If you do not want to receive this information please tick here

We may pass your details on to other voluntary sector organisations. Please let us know if you do not want us to do this by ticking here

**Please complete the back page**

## Minimum Criteria

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 things in place around the areas of good practice in working with volunteers.

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

- Insurance that sufficiently covers your volunteers' activities.
- A Health & Safety policy that follows regulations in relation to the volunteers' work with the project, ensuring that the volunteer is made aware of health & safety guidelines as part of their induction. In addition if the activity is volunteering with children or vulnerable adults you need to follow legal guidelines on Criminal Record Bureau checks.
- An Equal Opportunities policy

**We also strongly encourage groups to have the following:**

- One specific person as the contact for the volunteer
- A written volunteer role description
- A volunteer expenses policy
- Regular form of volunteer supervision (formal or informal).
- A system of volunteer induction and training.
- Volunteer Policy with clear guidelines about induction, training, support and supervision, recognition, responsibility for volunteers and ending a volunteer role.

**If you would like help or advice with any of the above please tick here and our Good Practice Development Manager will contact you.**

## Declaration

Please sign below to confirm that you meet the minimum criteria for registration and that the information you have provided on this form is accurate to the best of your knowledge.

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed form to:**

Volunteer Centre Lambeth, 95 Acre Lane, Brixton, SW2 5TU

Email: [volunteering@lambethvac.org.uk](mailto:volunteering@lambethvac.org.uk)

Fax: 020 7737 4328