

Organisation Registration Form

Please complete this form to register your organisation with Volunteer Midlothian. You will then be able to promote your volunteering opportunities with us on our website.

**Main Contact**

Provide details of the person who would be your preferred first point of contact.

Title:       Email:

First name:       Tel no:

Last name:       Mobile no:

Job title/Position:       Preferred contact method: Phone [ ]  Email [ ]  [ ]

**Data Protection**

Can this person’s details be shared with prospective volunteers or other organisations? Yes / No[ ] [ ]

Can this person’s details be published on the web as the main contact for this organisation? Yes / [ ] No [ ]

Would you like to receive e-bulletin updates from Volunteer Midlothian? Yes / [ ] No [ ]

Please give details of anyone else you feel it would be appropriate for us have on our contact database.

|  |
| --- |
|  Name:       Position:       E-mail:       Receive e-mail bulletins? [ ]   |
|  Name:       Position:       E-mail:       Receive e-mail bulletins? [ ]   |

**Membership**

Volunteer Midlothian is a membership organisation. You do not need to join to promote opportunities with us, but members do receive additional benefits including extra promotion of opportunities and access to our quarterly Volunteer Managers Forum, which is great for networking and information sharing. [More information about VM membership](https://www.thirdsectormidlothian.org.uk/vm/organisations/membership/) can be found on our website.

Would you like us to contact you separately about becoming a member? Yes/No

**Organisation Details**

**1.** What is the name of your organisation? ­­­­­­­­­­­­­­      FORMCHECKBOX FORMCHECKBOX FORMCHECKBOX FORMCHECKBOX

**2.** Please provide full address details of organisation:

Address Line 1:       Email:

Address Line 2:       Website:

Town/City:       Phone number:

Postcode:

**3.** Is your organisation a registered charity? Yes/[ ] No [ ]  If yes, what is the charity number?

**4.** Please tell us about your organisation’s main aims and objectives (e.g. a mission statement). This should be no longer than **150 words**.

**5.** Are you part of a larger organisation? Yes/[ ] No [ ]

a.) If yes, which larger organisation?

b.) In which geographical areas do you operate?

[ ]  Specific local neighbourhoods in Midlothian

[ ]  Local Authority wide (whole of Midlothian)

[ ]  More than one local authority

[ ]  Scotland wide

[ ]  UK wide

[ ]  International

**6.** What year was your organisation (or branch/project) established?

**7.** What is the legal status of your organisation? Please select only one which best describes your organisation.

[ ]  Unincorporated association

[ ]  Company Limited by Guarantee. Please give number (if applicable):

[ ]  Scottish Charitable Incorporated Organisation (SCIO)

[ ]  Community Interest Company (CIC)

[ ]  Industrial & Provident Society

[ ]  Trust

[ ] Other

**8.** What are your organisation’s main areas of activity?

|  |  |  |
| --- | --- | --- |
| AddictionsAdvice/InfoAdvocacyAnimal WelfareArts/CultureBefriending/MentoringBAME CommunitiesCampaigning/LobbyingCarersCharity ShopChildren/FamiliesCommunity Learning and Development | Community TransportConservation/EnvironmentCounsellingDisabilityEmergency ResponseEmployabilityFaith/ReligionFoodbanksHealthHeritageHorticulture/Gardening | Housing/HomelessnessHousing AssociationMental HealthMoney/welfare benefitsOffenders/justiceOlder peopleOverseas aid and developmentPovertyRefugees/MigrantsSport/OutdoorsYoung people |

**Volunteering**

**9.** Do you have the following policies and procedures in place within your organisation?

Public liability insurance [ ]  [ ]   [ ]  [ ]

Volunteer policy

Covid-19 policy

Covid-19 risk assessments (for individual roles/and or projects) [ ]  [ ]

Health and Safety at Work policy [ ]

 [ ]  [ ] [ ]

Vulnerable Adults policy [ ]  [ ]

Equality and Diversity policy[ ]

**Saltire Awards Scheme** [ ]

**How We Use Your Information**

Volunteer Midlothian does not screen or provide insurance for any volunteers it refers to your organisation. This is the responsibility of the individual organisation. The information provided by you in this form will be entered on to ‘Milo’, an ICT platform for Third Sector Interfaces (TSIs) across Scotland. It will be used to help signpost prospective volunteers to your organisation.

Any personal information you give us will be held and used in accordance with the Data Protection Act 1998. Personal information on Milo will not be disclosed to any unauthorised person or body without your permission. Only authorised Milo users will have access to the information you supply.

General organisational information will be made available to other organisations and the public through approved local and national websites (such as [Volunteer Scotland](https://www.volunteerscotland.net/)). We will not display personal contact names or information unless you give us permission to do so. Anonymised statistical data gathered from our database may be used to report to our various funders.

**Declaration**

I can confirm that the details I have given are correct and[ ]  I represent a not-for-profit organisation. [ ] I am authorised to complete this form on behalf of my organisation. [ ]

Name (please print):       Position in Organisation:

Signature:       Date:

**Thank you for completing this form. Please email it to** **info@volunteermidlothian.org.uk****.**