



Organisation Registration Form



Organisation Details			
1	Name of organisation/group		
2	Type of Organisation (<i>please circle</i>)	Voluntary/ Statutory/ Private/ Government	
3	Website address		
4	General / main organisation email address		
5	Postal address (including postcode)		
6	Primary telephone number		
7	Does your organisation engage volunteers in service delivery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Number of volunteers		
Basic Profiling			
9	Legal Status:		
	Registered Charity	<input type="checkbox"/>	Number:
	Unincorporated Association	<input type="checkbox"/>	
	Community Interest Company (state number)	<input type="checkbox"/>	Number:
	Company (state number)	<input type="checkbox"/>	Number:
	SCIO (Scottish Charitable Incorporated Organisation) (state number))	<input type="checkbox"/>	Number:
	Trust	<input type="checkbox"/>	
	Industrial and Provident Society	<input type="checkbox"/>	
	Other (please specify)		
10	Which year was your group/organisation established?		

11	How many staff are employed by your organisation?				
	Full time				
	Part time				
12	Number of board/committee members				
13	a	Are you part of another organisation eg local branch of national organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	b	If yes, please specify which organisation and your relationship with them			
14	Which geographical area do you operate in? (please tick one)				
	Local Authority Wide (Dundee City)			<input type="checkbox"/>	
	More than one Local Authority area			<input type="checkbox"/>	
	Scotland Wide			<input type="checkbox"/>	
	UK Wide			<input type="checkbox"/>	
	International			<input type="checkbox"/>	
	Neighbourhoods(s) (Please say where)			<input type="checkbox"/>	
	1	Strathmartine	<input type="checkbox"/>	2	Lochee
3	West End	<input type="checkbox"/>	4	Coldside	<input type="checkbox"/>
5	Maryfield	<input type="checkbox"/>	6	North East	<input type="checkbox"/>
7	East End	<input type="checkbox"/>	8	The Ferry	<input type="checkbox"/>
15	What do you do and who do you work with? Please describe the purpose/aims of organisation (what does it say on your constitution or founding document)? 50-60 words <i>Please note this information may appear on our website and volunteering browsers if applicable.</i>				

	<i>(cont.)</i>		
16	What is/are your main area/s of work? (Please tick all that apply)		
	Addictions	<input type="checkbox"/>	Advice/Information <input type="checkbox"/>
	Advocacy	<input type="checkbox"/>	Animal Welfare <input type="checkbox"/>
	Arts & Culture	<input type="checkbox"/>	Befriending/Mentoring <input type="checkbox"/>
	Black/Minority Ethnic	<input type="checkbox"/>	Campaigning/ Lobbying <input type="checkbox"/>
	Carers	<input type="checkbox"/>	Charity Shop <input type="checkbox"/>
	Children Services	<input type="checkbox"/>	Community Council <input type="checkbox"/>
	Community Development	<input type="checkbox"/>	Community Facilities <input type="checkbox"/>
	Community Forum	<input type="checkbox"/>	Community Safety <input type="checkbox"/>
	Community Transport	<input type="checkbox"/>	Counselling <input type="checkbox"/>
	Credit Unions/Community Banking	<input type="checkbox"/>	Drug/Alcohol Issues <input type="checkbox"/>
	Education/learning/training	<input type="checkbox"/>	Emergency/Disaster Relief <input type="checkbox"/>
	Employment	<input type="checkbox"/>	Environment/Recycling <input type="checkbox"/>
	Equality	<input type="checkbox"/>	Faith/Religion/Belief <input type="checkbox"/>
	Family Support	<input type="checkbox"/>	Fundraising/Funding <input type="checkbox"/>
	Health	<input type="checkbox"/>	Helplines <input type="checkbox"/>
	Housing/Homeless	<input type="checkbox"/>	Housing Association <input type="checkbox"/>
	Law & Justice	<input type="checkbox"/>	Learning Disability <input type="checkbox"/>
	Men	<input type="checkbox"/>	Mental Health <input type="checkbox"/>
	Offenders/Ex-offenders	<input type="checkbox"/>	Older People <input type="checkbox"/>
	Overseas Aid/Developing World	<input type="checkbox"/>	Physical Disability <input type="checkbox"/>
	Poverty	<input type="checkbox"/>	Refugees/Asylum Seekers <input type="checkbox"/>
	Self Help/Support	<input type="checkbox"/>	Sensory Impairment <input type="checkbox"/>
	Sexuality	<input type="checkbox"/>	Single parent <input type="checkbox"/>
	Social Care	<input type="checkbox"/>	Social Economy/ Social Enterprise <input type="checkbox"/>
	Sport/Leisure/Recreation	<input type="checkbox"/>	Volunteering <input type="checkbox"/>
	Women	<input type="checkbox"/>	Young People <input type="checkbox"/>
	Other – please state		

17	Finance		
	Total income for last financial year:	£	
	Total expenditure for last financial year:	£	
	When does your financial year end?		
	It would be helpful if you could indicate if your income last year included:		
		Grants	Contract / SLA
	Public sector:	£	£
Non Public sector:	£	£	
Self-generated income:	£		

18 Contacts

Details of organisation main contact:	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
Additional Contacts	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	
First name:	
Surname:	
Telephone number	
Email Address	
Job Role:	

19	Policies & Quality Standards – does your organisation have the following?																																		
	<table border="1"> <thead> <tr> <th data-bbox="280 331 777 422"></th> <th data-bbox="781 331 997 422">Yes</th> <th data-bbox="997 331 1466 422">No, but would like further information (see Q. 21)</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 422 777 474">Equal Opportunities policy</td> <td data-bbox="781 422 997 474"><input type="checkbox"/></td> <td data-bbox="997 422 1466 474"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 474 777 527">Health & Safety policy</td> <td data-bbox="781 474 997 527"><input type="checkbox"/></td> <td data-bbox="997 474 1466 527"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 527 777 579">Volunteer policy</td> <td data-bbox="781 527 997 579"><input type="checkbox"/></td> <td data-bbox="997 527 1466 579"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 579 777 632">Child protection policy</td> <td data-bbox="781 579 997 632"><input type="checkbox"/></td> <td data-bbox="997 579 1466 632"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 632 777 684">Vulnerable Adults Policy</td> <td data-bbox="781 632 997 684"><input type="checkbox"/></td> <td data-bbox="997 632 1466 684"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 684 777 737">Equality & Diversity Policy</td> <td data-bbox="781 684 997 737"><input type="checkbox"/></td> <td data-bbox="997 684 1466 737"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 737 777 789">CRBS registered</td> <td data-bbox="781 737 997 789"><input type="checkbox"/></td> <td data-bbox="997 737 1466 789"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 789 777 842">Saltire Award registration</td> <td data-bbox="781 789 997 842"><input type="checkbox"/></td> <td data-bbox="997 789 1466 842"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 842 777 894">Volunteer Friendly Award</td> <td data-bbox="781 842 997 894"><input type="checkbox"/></td> <td data-bbox="997 842 1466 894"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="280 894 777 947">Investing in Volunteers Award</td> <td data-bbox="781 894 997 947"><input type="checkbox"/></td> <td data-bbox="997 894 1466 947"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No, but would like further information (see Q. 21)	Equal Opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>	Health & Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer policy	<input type="checkbox"/>	<input type="checkbox"/>	Child protection policy	<input type="checkbox"/>	<input type="checkbox"/>	Vulnerable Adults Policy	<input type="checkbox"/>	<input type="checkbox"/>	Equality & Diversity Policy	<input type="checkbox"/>	<input type="checkbox"/>	CRBS registered	<input type="checkbox"/>	<input type="checkbox"/>	Saltire Award registration	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer Friendly Award	<input type="checkbox"/>	<input type="checkbox"/>	Investing in Volunteers Award	<input type="checkbox"/>	<input type="checkbox"/>	
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20	How did you hear about Volunteer Dundee? <i>(Additional profiling - Organisation promotion)</i>																																		
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21	What help do you need?	
	<p>Office use only: Action:</p>	<p>Episode category:</p> <p>Volunteering <input type="checkbox"/></p> <p>Vol. Management <input type="checkbox"/></p> <p>Social Enterprise <input type="checkbox"/></p> <p>Governance <input type="checkbox"/></p> <p>Organisational Development <input type="checkbox"/></p> <p>Funding <input type="checkbox"/></p> <p>HR/Legal <input type="checkbox"/></p> <p>Capacity Building <input type="checkbox"/></p> <p>Finance <input type="checkbox"/></p> <p>Networks/Forums <input type="checkbox"/></p> <p>Core TSI Episodes <input type="checkbox"/></p> <p>Community Planning <input type="checkbox"/></p>
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	Assigned to:	

Use of the information provided

All information will be kept in accordance with the Data Protection Act 1998 principles and other relevant laws as appropriate. Volunteer Dundee will use this information in a national third sector database called MILO.

We will add your organisation email to our main mailing list for Volunteer Dundee newsletters and e-bulletins, information on events, funding and training.	
Yes – please opt us in <input type="checkbox"/>	No – please don't send us any <input type="checkbox"/>

I have read the information above and confirm the details are correct. I am authorised to sign on behalf of my organisation:	
Signed	Date
Name in Block Capitals	

We would like to make sure that we have reached as many groups and organisations in Dundee as possible. Are there any other organisations you think we should contact which we might not be aware of?	
Action:	Assigned to:

Return to

Volunteer Dundee
Gateway West, 7 Luna Place
Dundee DD2 1XF
Email: volunteer@volunteerdundee.org.uk
Tel: 01382 305705

Dundee Third Sector Interface (TSI) is a partnership between Dundee Social Enterprise Network, Dundee Voluntary Action and Volunteer Dundee.

Volunteer Centre Dundee, operating as Volunteer Dundee, is registered in Scotland as a charitable company limited by guarantee. Scottish Company No: SC257436, Scottish Charity No: SC027529 Registered address: Gateway West, 7 Luna Place, Dundee DD2 1XF