

## **ORGANISATION REGISTRATION**

*Volunteer Centre Dacorum aims to deliver high quality, cohesive volunteering services to volunteer-involving organisations. We work in partnership with other Volunteer Centres in Hertfordshire. [www.volunteeringherts.org](http://www.volunteeringherts.org).*

### **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
- To show your good practice in Volunteer Management we ask all organisations to sign up to the Valuing Volunteer Management 6 Point Promise. To initiate your commitment you can complete the 6 Point Promise checklist.
- Where requested and on commencement of the 6 Point Promise your organisation information will be shared with the other county Volunteer Centres to promote your opportunities locally and across the county
- 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.

### **Valuing Volunteer Management 6 Point Promise:**

Checklist completed

Volunteering policy forward to Volunteer Centre Dacorum

**Further details about Volunteer Centre Dacorum can be found on our website:-**

**[www.volunteerdacorum.org](http://www.volunteerdacorum.org)**

**IMPORTANT:**

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

<b>Name of Organisation:</b>			
Charity number and/or Company 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>
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**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!*

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**Activities of your organisation**

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

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**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)