



Imperial House, 22 Rosemary Road, Clacton-on-Sea, Essex CO15 1NZ Tel 01255 427888

A Member of: **Essex Association of Volunteer Centres**

ORGANISATION REGISTRATION

This form is used to register your organisation details. You will need to complete a separate **volunteering opportunity registration form** for each of your volunteering opportunities. If a new volunteering opportunity arises at a later date, we will only need the opportunity registration form completed.

Organisation name:

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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 provide us with details of the main activities of your organisation. *Ideally, we want a few lines summarising what you do, aimed at someone who may know nothing about your organisation. Please include any additional information on a separate sheet, if necessary*

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Organisation Contact Details

Organisation Address:
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..... Postcode:
Main telephone:
Fax:
Email:
Website:

Please provide details of the person who will liaise with us

Title: Mr. Mrs. Miss Ms. *(delete as appropriate)*
First name: Surname:
Position:

(Please provide an address for the contact if different from the organisation)

Address:
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..... Postcode:
Telephone:
Fax:
Email:

Policies & Procedures

- Do you have an Equal Opportunities Policy? Yes / No
- Do you have insurance cover for volunteers? Yes / No
- Do you have a written volunteer policy? Yes / No
- Do you give volunteers written descriptions of their tasks? Yes / No
- Do you have a current Health & Safety Policy? Yes / No

Contact your local Volunteer Centre or CVS for assistance in developing policies and procedures.