

Register as a Volunteering Engaging Organisation



1 Name of Organisation: _____

Name of Department or Project (if applicable): _____

Address: _____

Town: _____ Postcode: _____ Telephone: _____

Fax: _____ Main/Generic e-mail: _____

Website: _____

2 Main Contact Person: Details of the person who would be your preferred first point of contact for Fife Voluntary Action. Please indicate if you do **not** wish us to pass these details on to prospective volunteers – e.g. if this is a home address.

Main Contact Person: _____ Position: _____

E-mail: _____ Tel No: _____

Mobile: _____

Can we provide prospective volunteers with your contact details? Yes ☐ No ☐

3 Other Contacts - please give details of any other people you feel it would be appropriate for us to record. Tick Receive Bulletin if this contact would like to receive regular email information bulletins from us.

Name: _____ Position: _____

E-mail: _____ Telephone No: _____

Name: _____ Position: _____

E-mail: _____ Telephone No: _____

Name: _____ Position: _____

E-mail: _____ Telephone No: _____

4 Please describe the aims of your organisation (approx. 50-60 words). This information will be used to provide details about your organisation to prospective volunteers so please be as clear and concise as possible:

5 What **type** of organisation are you? This information is for our monitoring purposes and will help us to provide you with information and support that is relevant to your organisation. **Select one only.**

- ☐ Local voluntary/community group with volunteers only
- ☐ Local voluntary/community group with paid staff and volunteers
- ☐ National voluntary organisation/part of national voluntary organisation
- ☐ Local authority/part of the local authority
- ☐ NHS/part of the NHS
- ☐ Other

6 Which of the following best describes your organisation's main work? This will allow us to accurately categorise your organisation. **Select as many as appropriate.**

- | | |
|--|--|
| ☐ Animals | ☐ Human/Civil rights/Justice |
| ☐ Anti poverty work | ☐ Learning disabilities |
| ☐ Arts (music/drama/crafts) | ☐ Men's Groups |
| ☐ Carers | ☐ Mental health |
| ☐ Children | ☐ Museums/Galleries/Heritage |
| ☐ Crime/Safety | ☐ Offenders/Ex-offenders |
| ☐ Disaster/Emergencies | ☐ Overseas aid/Developing world |
| ☐ Drugs/Alcohol issues | ☐ Physical disabilities |
| ☐ Education/Literacy | ☐ Refugees/Asylum seekers |
| ☐ Older People | ☐ Religion/Faith |
| ☐ Environment | ☐ Sensory impairment |
| ☐ Ethnic minorities | ☐ Sport/Outdoor activities |
| ☐ Families | ☐ Tackling Unemployment |
| ☐ Gender/Sexuality | ☐ Women's Groups |
| ☐ Health/Hospitals/Hospices | ☐ Young people |
| ☐ Homeless/Housing | |

7 Who funds your organisation? This information helps us monitor our service for funding/campaigning purposes. **Select as many as appropriate.**

- | | |
|---|---|
| ☐ Business Sector | ☐ Earned Income |
| ☐ Central Government – Scottish Government | ☐ European Money |
| ☐ Central Government – Westminster | ☐ Health (Boards/Trusts etc.) |
| ☐ Charitable Trusts | ☐ Local Authority |
| ☐ Communities Scotland | ☐ Local Enterprise Company |
| ☐ Donations | ☐ Lottery Boards (Community Fund etc.) |
| ☐ Other | |

8 What is your organisation's average yearly income? This information helps us monitor our service for funding/campaigning purposes. **Select one only.**

☐ Up to £1,000

☐ £25,001- £100,000

☐ £1,001 to £25,000

☐ £100,001 and over

9 (a) Which area of Fife does your organisation cover? **Select one only.**

☐ East Fife

☐ Fife Wide

☐ West Fife

☐ Scotland Wide

☐ Central Fife

☐ UK Wide

(b) Please list any specific neighbourhoods served by your organisation. E.g. Abbeyview, Templehall, East Neuk Villages, West Fife Villages etc...

10 Please describe why your organisation involves volunteers in its work. E.g. because of the values of your organisation, because it believes involving volunteers connects it to the community it serves etc.

11 Please describe any other methods your organisation uses to recruit volunteers, e.g. advertising, talks, promotional events.

12 Are volunteers in your organisation covered by the following?

Yes

No, but would like further information

Equal Opportunities Policy

☐☐

Health and Safety Policy

☐☐

Volunteer Policy

☐☐

Public Liability Insurance

☐☐

If you would like to review any of your current policies then please contact us.

13 How did you hear about the Fife Voluntary Action? _____

14 Is your organisation registered under the Data Protection Act?

☐ Yes

☐ No, but would like further details

15 Does your organisation have volunteering publicity materials?

☐ Yes

☐ No

16 Can this material be made available in Braille/ audio/ large print?

☐ Yes

☐ No, but would like further details

17 Can this material be made available in other languages?

☐ Yes

☐ No, but would like further details

18 If your organisation has any other offices/ branches in Fife or Scotland please give address & contact details:

19 Is your organisation registered with the Central Registered Body In Scotland?

☐ Yes

☐ No, but would like some more information

Declaration

I have read the information above and I confirm the details given are correct. I have read and understood the Registration Information which provides details of how this data is used. I have also read and agree with the views expressed in the Fife Voluntary Action statement of vision and values.

I am authorised to sign this on behalf of my organisation.

Name (please print): _____ Position in Organisation: _____

Signature: _____ Date: _____

Thank you for completing this form. Please now send it in to us.

Dunfermline:
29A Canmore Street,
Dunfermline KY12 7NU
01383 732 136

Kirkcaldy:
10 St. Brycedale Avenue,
Kirkcaldy KY1 1ET
01592 645 540

Buckhaven:
23-27 Randolph Street,
Buckhaven KY8 1AT
01592 567 001

Cupar:
Volunteer House, 69 Crossgate,
Cupar KY15 5AS
01334 654 080