



Denbighshire Volunteer Centre
Registered Charity No 1054322
Company Limited by Guarantee No 3132487
Organisation Registration Form

Office Use
Reg. No _____
Date _____

1. Organisation Details

Name of Organisation _____

Address _____

Post Code _____ Telephone _____ Fax _____

Email _____ Web site _____

Contact Person (Mr/Mrs/Ms/Miss/Other) _____

Role / Position _____

What is the status of your organisation? Please tick all that apply.

- Constituted Group
- Community Interest Company
- Registered Charity If yes, please give number: -
- Company Limited by Guarantee If yes, please give number: -
- Unincorporated Association Other (Please state): -

2. Organisation Aims and Objectives

What are the aims and objectives of your organisation?

Has your organisation worked with volunteers before? Yes No

Would you like information / support / training with you volunteering programme?
Yes No

Are you a member of a County Voluntary Council / Volunteer Managers Network
Yes No

Declaration

Thank you for completing this form. The information will be entered onto the All Wales Volunteering database www.volunteering-wales.net. Details of your vacancies will appear on the website and will be publicised by various methods by Denbighshire Volunteer Centre. If a volunteer shows an interest in your opportunity, we will try to contact you by phone to arrange an appointment, or will give your information to the interested volunteer, for them to contact you directly. Alternatively, a letter will be sent to you with the volunteer's details. Please contact the volunteer as soon as possible or let us know if this cannot be done.

Please remember that the Denbighshire Volunteer Centre does not vet volunteers in any way although we do our best to match suitable volunteers with appropriate volunteering opportunities. It is up to individual groups to take up references and access appropriate safeguarding information such as CRB checks and/or ISA registration on volunteers working with vulnerable groups.

Please send us any information you may have on your organisation and/or voluntary opportunity (leaflets, posters etc.) which is suitable for potential volunteers, as this will help us to recruit volunteers for you.

Denbighshire Volunteer Centre operates a no rejection policy which means that we try to find voluntary work for everyone who seeks our help. If you have specific volunteer requirements, please let us know what they are so that we are able to advise volunteers accordingly.

We will not recruit volunteers for any organisation which discriminates against volunteers on the grounds of race, colour, nationality, ethnic or national origin, age, sex, disability (where access is not an issue), gender preference, religion, class, political belief, or unrelated criminal conviction.

Data Protection

Denbighshire Volunteer Centre will store this information electronically in accordance with the Data Protection Act. Information may be made available to relevant third parties. If there is any information on this form that your organisation does not wish to be publicised or distributed, please let us know.

I confirm I have read and accepted the above declaration and Data Protection statement.

Signed

Date

Position

Please return the form to: Denbighshire Volunteer Centre, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1AF
Email: gaynor@dvsc.co.uk