



Organisation Registration Form

Please answer all questions on this form. Incomplete forms may be rejected and returned to you. Please use a continuation sheet if necessary.

<p>Organisation Name:</p> <p>Address:</p> <p>Postcode</p>

Contact name.....

Job Title

Only enter the contact's address of different to the organisation's

Address

.....**Postcode**.....

Main telephone.....

Fax.....

Email.....

Website.....

Directions:

*Please provide some brief directions on finding your organisation.
(For example: Next to John Lewis or On the High St or by no 6 bus to Touchwood and then ask for the CAB office)*

Purpose or Mission Statement

Activities of Organisation *(Please keep this short and word it like an advert)*

Data Protection Act 1998 – I agree the above information to be held by SUSTAiN and other relevant organisations to gather and review information about volunteering. The information will be used to inform you of potential volunteers wishing to join your organisation and organisational development opportunities.

I confirm that the information on this form is correct to the best of my knowledge and I will keep SUSTAiN informed in writing of any changes.

Important Information

Whilst we accept our responsibility to act reasonably and carefully in referring volunteers, it should be highlighted that we act as a brokering agency. As the potential user of a volunteers services your organisation will uniquely know about the nature of your activities, services and clients in a way we cannot. The primary responsibility for the recruitment and selection rests with your organisation.

We normally post volunteering opportunities to the SUSTAiN Database which appears on the Internet. If you do **NOT** want this opportunity included on the SUSTAiN database please tick the box:

Signed.....

Date.....