

Organisation Registration Form

Section 1 – About Your Organisation

Name of Organisation

Name of Project *(if different from above)*

Address

postcode

Telephone number

Email Address

Website

Main contact person

Job Title

Describe the aims of your organisation (*max 50 words*)

Section 2a – Policies and Procedures

Does your organisation have:-

	Yes	No
Equal Opportunities Policy	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Policy	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Child Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>

Is your organisation registered with Disclosure Scotland? This is the clearing house for disclosures and PVG record updates for volunteers working with children and vulnerable adults. Yes No

Section 2b – Training and Support

What training and support do you provide for volunteers?

	Yes	No
Induction Training	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing Training	<input type="checkbox"/>	<input type="checkbox"/>
Regular Support Sessions	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Named Supervisor / Line Manager	<input type="checkbox"/>	<input type="checkbox"/>
Reimburse Volunteer Expense	<input type="checkbox"/>	<input type="checkbox"/>
Reimburse Childcare Costs	<input type="checkbox"/>	<input type="checkbox"/>

ORGANISATION REGISTRATION

Are your premises fully accessible? Yes No

Section 3 –Young Volunteers

Does your organisation currently involve young volunteers? Yes No

If yes, how many?
Under 10 10 - 25 26 – 50 over 50

What is the minimum age at which you accept volunteers?

Does this apply to all volunteer opportunities? (ie. Is the minimum age dependant in volunteer role) Yes No

Please state why your organisation has set this age restriction

4. Signature – Please tick box below before signing

Volunteering that young people do with us fits the ‘ethos of volunteering’ definition (Please see form completion notes for the definition)

Here at Voluntary Action Shetland we take your privacy seriously and will only use your personal information to administer your account. From time to time we would like to contact you to monitor and improve our service, and also to provide you with information on our services. The information on this form will be held on our database and shared with potential volunteers who are interested in volunteering with you. We will use the information on this form to administer the Saltire Awards.

I HAVE READ THE INFORMATION ABOVE AND I CAN CONFIRM THE DETAILS ARE CORRECT.
I HAVE READ AND UNDERSTOOD AND AGREE TO THE DATA-SHARING NOTIFICATION.

Please tick how you would like us to contact you (tick all that apply)
Post Email Telephone

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

NAME _____

SIGNATURE _____

POSITION IN ORGANISATION _____ DATE _____

Thank you for completing this form.

Please keep a copy for your own records and return it to the details at the bottom of this form.

Organisation Registration – Notes for Completion

Completion of the form:

- This form is completed by the placement organisation
- It must be signed by a representative of the organisation with the ‘ethos of volunteering’ box ticked. An organisation should not be registered until this complete.

Purpose of the form: This form is used to register the organisation with the TSI and to ensure

- they meet the good practice standards required by the Saltire Awards Scheme
- they agree that volunteering that young people do with them is done so under the **ethos of volunteering** as defined below:

Volunteering has three clear characteristics which must be present and respected in all cases: Volunteering is a free will activity. It must not be undertaken through coercion and under no circumstances can it be mandatory; It is not undertaken for financial gain. Outwith reasonable expenses there must be no financial transaction to encourage someone to volunteer; It is a public and civil good undertaken for the benefit of the community, society at large or an individual other than the volunteer.

Voluntary Action Scotland, Volunteering Principles for Scotland, 2014

Section 1 - Your Organisation

Complete all fields and at least one of the boxes describing the organisations main focus

Section 2 – Policies and Procedures/Training and Support

Part A:	All boxes should be completed for Saltire Awards placement organisations. Where No has been ticked TSI will follow up with the organisation.
Child Protection Policy:	All organisations working with children and young people under 18 must have a policy in place. This includes volunteers who are under 18. Check the organisation’s minimum age (Section 3). Unfortunately we cannot place a volunteer or accept Saltire Awards registrations from an organisation that does not comply.
PVG Scheme:	All organisations working with children and vulnerable adults must be registered for PVG membership scheme. They must also obtain disclosures for any worker or volunteer responsible for supervising volunteers under the age of 18. Do not place a volunteer with, or accept Saltire registrations from, an organisation that does not comply.
Part B:	All boxes should be completed.