



## VOLUNTARY ORGANISATION REGISTRATION FORM

NAME OF ORGANISATION	
Name	
Address	
Postcode	
Telephone	
Fax	
Main Email	
Website	

CONTACT PERSON	
Name	
Position	
Address	
Postcode	
Telephone	
Email	
Mobile (optional)	

AIMS AND PRIORITIES
(Approximately 50-60 words)

WHAT TYPE OF ORGANISATION ARE YOU?	
Local voluntary/community group with volunteers only	
Local voluntary/community group with paid staff & volunteers	
National voluntary organisation/part of national voluntary org	
Local authority/part of the local authority	
Other	

<b>DOES YOUR ORGANISATION HAVE THE FOLLOWING POLICIES?</b>	
Equal Opportunities Policy	
Health and Safety Policy	
Volunteer Policy	
Public Liability Insurance	
Child Protection Policy	
Vulnerable Adults Policy	

<b>IS YOUR ORGANISATION REGISTERED FOR MV?</b>

<b>WHICH OF THE FOLLOWING BEST DESCRIBES YOUR ORGANISATION'S MAIN WORK?</b>	
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	
Education/Literacy	Physical disabilities
Older People	Refugees/Asylum seekers
Environment	Religion/Faith
Ethnic Minorities	Sensory Impairment
Families	Sport/Outdoor activities
Gender/Sexuality	Tackling Unemployment
Health/Hospitals/Hospices	Women's Groups
Homeless/Housing	Young people

<b>WHO FUNDS YOUR ORGANISATION?</b>	
Business Sector	Earned income
Central Govt - Scottish Executive	European Money
Central Govt – Westminster	Health Board Trust
Charitable Trust	Local Authority
Communities Scotland	Local Enterprise Company
Donations	Lottery Boards
Other	(Community Fund etc)
<b>WHAT IS YOUR ORGANISATION'S AVERAGE YEARLY INCOME?</b>	
Up to £1,000	£25,001 - £100,000
£1,001 to £25,000	£100,001 and over

<b>PLEASE DESCRIBE WHY YOUR ORGANISATION INVOLVES VOLUNTEERS</b>

**WHAT OTHER METHODS DO YOU USE TO RECRUIT VOLUNTEERS?**

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**HOW DID YOU HEAR ABOUT VOLUNTARY ACTION SHETLAND?**

CAB		Careers	
Careers event		Direct Contact	
Halliday		Housing Support Worker	
Internet		Job Centre Plus	
Local Media		Moving on Employment Project	
New Directions		Shetland College	
Life Skills Centre		Voluntary Voice	
Word of Mouth			

**DOES YOUR ORGANISATION HAVE PUBLICITY MATERIALS?**

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I have read the information above and I confirm the details given are correct.  
I am authorised to sign this on behalf of my organisation.

Name \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS FORM.**

Please keep a copy of this form for your own records and return it to:

Kathleen Williamson  
Volunteer Placement and Support Worker,  
Voluntary Action Shetland, Market House, 14 Market Street, Lerwick, Shetland.  
ZE1 0JP

Phone: 01595 743910  
Email: [kathleen.williamson@shetland.org](mailto:kathleen.williamson@shetland.org)  
Website: [www.va-shetland.org.uk](http://www.va-shetland.org.uk)

Your personal details will not be given to anyone without your express permission unless it is necessary to do so to comply with the law or with police investigations. Information about your postcode, type of organisation, organisation's main type of work, funding and income may be disclosed to, for example our funders or in our annual report but will be in statistical form only and not in any way that identifies you. The information will be held on our database and used in accordance with the Data Protection Act 1998.

Voluntary Action Shetland is a charitable company limited by guarantee registered in Scotland No. 165677  
Registered Office: Market House, 14 Market Street, Lerwick, Shetland, ZE1 0JP Recognised by the Inland Revenue as a Scottish Charity – No. SCO 17286

DATE REGISTERED

VBAY NUMBER