



Organisation Registration Form

Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information and events we may include you in our mailing list or email list.
- We will never sell or give our mailing lists to a third party.

The National Volunteering Database (NVD)

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (www.do-it.org.uk) where they are able to search the database to find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above will be sent to the NVD until you have provided us with details of a volunteering opportunity. When you do this you have the option to request that the opportunity is not uploaded to the NVD.

In a very limited number of cases we may opt to upload not only the name of your organisation but contact details for a volunteering opportunity as well. (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. Again, you have the right to request that we don't upload the contact details and/or the opportunity.

Opportunity details are registered with us on a separate form.

**WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:
Volunteer Centre Lincoln
The Voluntary sector HUB, Beaumont Fee, Lincoln, LN1 1UW**

<p>Office use only</p> <p>Organisation name.....</p> <p>Internal ID.....</p>

Organisation Details

Name of Organisation

Address

Address (Town)

Address (County)

Postcode

Geographical area: (Office use only).....

Main telephone

Fax

Email

Website

Organisation Contact Details

Please provide the contact details for the person at your organisation who will liaise with us on volunteer issues.

Title: Mr. Mrs. Miss Ms. *(circle one)*

First name

Surname

Salutation (Vicky, Mrs Smith etc)

Job Title

(Please provide an address if different from the one given for your organisation)

Address

Address (Town)

Address (County)

Postcode

Telephone

Fax

Email

Website

Directions

Please provide some brief directions on finding your organisation.

(For example: Next to Tesco or On the Allenby Industrial Estate or By no 4 bus to Birchwood and then ask for the Shopping Precinct)

Organisation Purpose or Mission Statement

The purpose of your organisation

(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting!)

Activities of your organisation

Please provide us with details of the main activities of your organisation.
(This statement may appear on the National Volunteering Database on the Internet. Please keep it short and interesting!)

Signed

Name

Position

Date



Volunteer Centre
Lincoln