

## Organisation Registration Form

Whilst Volunteer Centre Merton accepts responsibility to act reasonably and carefully in referring a volunteer, we act as a signposting agency. As the potential user of a volunteer's services a volunteer-using organisation will uniquely know about the nature of its activities, services and clients in a way Volunteer Centre Merton cannot. The primary responsibility for the recruitment and selection rests with the volunteer-using organisations. It is reasonable to expect this responsibility to include decisions on determining the personal information required from potential volunteers. This information should come from a detailed reference request from a volunteer-using organisation made about a specific volunteer against a specific opportunity. This Volunteer Centre does not take up references on potential volunteers and does not accept liability for any volunteer that the volunteer-using organisation recruits.

Data Protection:

At no time will we provide any of your details to a third party without your permission other than in signposting a potential volunteer to you. In order to keep you up to date with information and events we may include you on 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** (<http://www.do-it.org.uk/>) web site 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 generally 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.

Once your organisation is registered with us you will then be able to register your opportunities on our Opportunities Registration Form.

Please omit us from your mailing list

Name of Organisation		
Address		
	Post Code	
Telephone No.		
Fax No		
Email		
Website		

Name of Person Volunteers should contact	
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**Directions:** (Please provide some brief directions to help volunteers find you):

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**Organisation purpose or missions statement:**

Please provide us with some details of the purpose of your organisation or alternatively email or post a copy of your Mission Statement. These statements may appear on the National Volunteering Database on the Internet. Please keep them short and interesting!

**Mission statement:**

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**The purpose of your organisation:**

**Activities of your organisation:**

Tick if you don't want your opportunities to  
appear on the do-it online database:

Please return this form by email to [info@volunteercentremerton.org.uk](mailto:info@volunteercentremerton.org.uk)

Or by post to:  
Volunteer Centre Merton  
The Vestry Hall  
London Road  
Mitcham CR4 3UD