

# Form C. Organisation Registration Form

## Section 1 – About Your Organisation

Name of Organisation

E-mail Address

Name of Project *(if different from above)*

Website

Address

postcode

Main Contact Person

Job Title

Describe the aims of your organisation (max 50 words)


Telephone number

### Client Group:

Which of the following best describes your organisations main focus? Select as many as appropriate.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Animals                   | <input type="checkbox"/> Families                   | <input type="checkbox"/> Older People                  |
| <input type="checkbox"/> Anti Poverty Work         | <input type="checkbox"/> Gender/Sexuality           | <input type="checkbox"/> Overseas Aid/Developing World |
| <input type="checkbox"/> Arts (music/drama/crafts) | <input type="checkbox"/> Health/Hospital/Hospice    | <input type="checkbox"/> Physical Disabilities         |
| <input type="checkbox"/> Carers                    | <input type="checkbox"/> Homeless/Housing           | <input type="checkbox"/> Refugees/Asylum Seekers       |
| <input type="checkbox"/> Crime/Safety              | <input type="checkbox"/> Human/Civil/Rights/Justice | <input type="checkbox"/> Religion/Faith                |
| <input type="checkbox"/> Disaster/Emergencies      | <input type="checkbox"/> Learning Disabilities      | <input type="checkbox"/> Sensory Impairment            |
| <input type="checkbox"/> Drugs/Alcohol issues      | <input type="checkbox"/> Men’s Groups               | <input type="checkbox"/> Sport/Outdoor Activities      |
| <input type="checkbox"/> Education/Literacy        | <input type="checkbox"/> Mental Health              | <input type="checkbox"/> Tackling Unemployment         |
| <input type="checkbox"/> Environment               | <input type="checkbox"/> Museums/Galleries/Heritage | <input type="checkbox"/> Women’s Groups                |
| <input type="checkbox"/> Ethnic Minorities         | <input type="checkbox"/> Offenders/Ex-Offenders     | <input type="checkbox"/> Young People                  |

Other please provide more information...

*continued overleaf*

**FORM C: ORGANISATION REGISTRATION**

**Section 2a – Policies and Procedures**

<b>Does your organisation have:-</b>	Yes	No		Yes	No
Equal Opportunities Policy	<input type="checkbox"/>	<input type="checkbox"/>	Child Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Policy	<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		Yes	No
Induction Training	<input type="checkbox"/>	<input type="checkbox"/>	Named Supervisor/Line Manager	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing Training	<input type="checkbox"/>	<input type="checkbox"/>	Reimburse Volunteer Expenses	<input type="checkbox"/>	<input type="checkbox"/>
Regular Support Sessions	<input type="checkbox"/>	<input type="checkbox"/>	Reimburse Childcare Costs	<input type="checkbox"/>	<input type="checkbox"/>

Are your premises fully accessible Yes  No

**Section 3 – Young Volunteers**

Does your organisation currently involve young volunteers? Yes  No

If yes how many? <10  10-25  26-50  >50

What is the minimum age at which you accept volunteers?

Does this apply to all volunteer opportunities? (i.e. is the minimum age dependant on 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 C completion notes for the definition)

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Date

*The information gathered in this form will be entered onto the TSI database and used to monitor and improve the quality of our service and to carry out local and national research on the third sector. Any personal information will be held and used in accordance with the Data Protection Act 1998 and will not be disclosed to any unauthorised person or body without your permission.*

# 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.

**Third Sector Interface Guidelines:** A TSI can choose to use this form or use a registration process that is already in place. Where an organisation is already registered with the TSI but is now opting in to Saltire Awards, it does not need to complete a second form but the TSI must obtain missing information and ensure that the organisation meets the good practice standards.

**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

<b>Part A:</b>	All boxes should be completed for Saltire Awards placement organisations. Where <b>No</b> has been ticked TSI will follow up with the organisation.
<b>Child Protection Policy:</b>	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).  <b>Unfortunately we cannot place a volunteer or accept Saltire Awards registrations from an organisation that does not comply.</b>
<b>PVG Scheme:</b>	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.  <b>Do not place a volunteer with, or accept Saltire registrations from, an organisation that does not comply.</b>
<b>Part B:</b>	All boxes should be completed.

## Section 3 – Young Volunteers

<b>Minimum Age:</b>	Please state the general minimum age for volunteering with your organisation.
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