



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	

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

IS YOUR ORGANISATION REGISTERED FOR MV?	
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WHICH OF THE FOLLOWING BEST DESCRIBES YOUR ORGANISATION'S MAIN WORK?			
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	

WHO FUNDS YOUR ORGANISATION?			
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)	
WHAT IS YOUR ORGANISATION'S AVERAGE YEARLY INCOME?			
Up to £1,000		£25,001 - £100,000	
£1,001 to £25,000		£100,001 and over	

PLEASE DESCRIBE WHY YOUR ORGANISATION INVOLVES VOLUNTEERS

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?

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

Website: 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

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VBAY NUMBER

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