



Poole Advice Centre, 54 Lagland Street, Poole BH15 1QG  
Tel & Fax: 01202 675100 Email: [gill.harris@poolecvs.org.uk](mailto:gill.harris@poolecvs.org.uk)  
[www.poolevolunteercentre.org.uk](http://www.poolevolunteercentre.org.uk)

## Organisation Registration

### Organisation Details

Name of Organisation .....

Address .....

..... Postcode .....

Tel No: ..... Fax No: .....

Email: ..... Website .....

Charity Reg. No: .....

For organisations located within Poole only. In which area of Poole are you located? (e.g. Penn Hill, Parkstone, Hamworthy etc).....

### Contact Details

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

Mr. Mrs. Miss Ms. (circle one) Other .....

First Name ..... Surname .....

How would this person like to be addressed? .....

Job Title .....

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

Address .....

..... Postcode .....

Tel No: ..... Fax No: .....

Mobile: ..... Email: .....

Can the above contact details be made public? .....

When is the best time to contact this person? .....

### Directions

Please provide some brief directions on finding your organisation (e.g. 'next to Dry Cleaners in High Street' or 'above Candle Shop in Green Lane' etc).

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**Organisation Purpose or Mission Statement**

Please provide us with some details of the purpose of your organisation or alternatively provide a copy of your Mission Statement

**I have enclosed a copy of our Mission Statement**

(If your Mission Statement is long we may have to summarise it to fit into the available space).  
or

**The Purpose of your Organisation**

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

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**Activities of your organisation**

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

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Signed ..... Name .....

Position ..... Date .....

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**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.

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**Please note: opportunity details are registered with us on a separate from.**

<b>For Office use only:</b>	Date received:	Date acknowledged:
ID No.	Entered into Database:	
Comments:		