

Completion of the form: The form should be completed by the Organisation contact, preferable the person who will be authorising the young volunteers MV hours.

Purpose of the form: The form is used to register an Organisation for the MV Award scheme. Volunteer Centre Borders are unable to accept any MV Volunteer Registration forms until the Organisation has been registered.

Organisation Guidelines

To register your Organisation for the MV Award scheme this form **must be completed**. The form should then be passed to Volunteer Centre Borders where the details will be added to our database. Please retain a copy of this form.

Name of Organisation	Please insert full Organisation name.
Name of Project	Please insert name of any specific project if different from above.
Address Postcode Tel. Email website	Please insert postal address, telephone number and email address of Organisation. These details may be used to contact the Organisation in regards to checking hours and posting certificates.
Main contact person	Key contact name (Please note that if more than one person is an hours/opportunity validator, then additional person information should be supplied.
Describe the aims of your Organisation	This is a brief description of what your Organisation does and what it aims to do.
Type of Organisation	Please tick one option only

Policies (Section2)	Indicate which policies are in place.
	If you tick "No" please take the opportunity to highlight why there is a need for the other policies to be implemented where applicable & where there are gaps. If you would like to review your policies you will find information at www.vcborders.org.uk or can call the Centre on 0845 602 3921.

MV Award

Registered with CRBS	Please tick the appropriate box.
Training & Support	Indicate which training and support options your Organisation provides.
Premises access	Please indicate if your premises are fully accessible for wheelchair access.

Young Volunteers (section 3)	Indicate if you currently have young volunteers
If yes, how many?	Indicate how many young people volunteer with your Organisation.
Minimum age	Please specify the minimum age your Organisation accepts volunteers
Does this apply to all opportunities	Please specify if all your opportunities for volunteers will have a minimum age limit or if this is dependent on the volunteer role.
Why age restriction	Please detail the reason your Organisation feels they need a minimum age restriction, this could be due to the nature of the volunteer role for example.

