



## REGISTRATION GUIDANCE NOTES

# Volunteer Centre East Lothian's DATABASE

### *Registration Information*

Our database has three main functions:

1. To provide a local and national database of community groups, voluntary organisations and volunteering opportunities. The database also feeds our Community directory of Third Sector organisations and Community Groups providing services in East Lothian and the online directory of volunteering opportunities. Data will not be included in either directory or shared with other parties if requested.
2. To gather statistics and information about volunteering on a local and national basis. This will help us to ensure that the contribution that volunteering makes to the social economy of Scotland is recognised within the policy development of local and national government.
3. To provide VCEL with information that will help us to continue to develop our service to meet your needs.

### Why register with Volunteer Centre East Lothian?

Your volunteering opportunities will be made available on our and Volunteer Scotland's website, and to callers and telephone enquirers.

You will be able to benefit from our organisational support services, including our annual training and events programme, finding funding, guidance on setting up and running your organisation, along with support to help you to deliver the right kind and quality of services.

You will receive regular information from us relating to good practice in involving volunteers. This will include newsletters, information briefing sheets and event information. If you have an e-mail address you will also receive regular e-bulletins.

**It's free** - There is no charge for promoting your volunteering opportunities, most VCEL services are free or at minimal cost.

## Who can register?

Not-for-profit organisations, Social Enterprises and community groups in East Lothian. We do not promote volunteering opportunities for political parties.

VCEL reserves the right not to register, amend or to remove your information from the database.

## Data protection

The information contained in our registration forms will be entered on to our database. It will also be used to help signpost prospective volunteers to your organisation, and to monitor/improve the quality of our service. It will be used in accordance with the principles of the Data Protection Act 1998. If you wish to see the information held by us about your organisation, please write to Volunteer Centre East Lothian.

# The Forms

## The Organisation Registration Form

This form gives us all the information we need to be able to provide you with a quality service. We also use it to contribute anonymous information about the Third Sector in East Lothian to the Scottish Government, for example how many charities we have registered with us. You will only need to complete it once. Please note information about your funding or staff numbers will not appear on the website and is only used to provide us with a 'snapshot' of the value of the Third Sector to the county.

(If you would like to receive services from the VCEL but do not wish to advertise any volunteering opportunities at present you should complete this form only.)

## The Opportunity Registration Form

This form contains the information about specific volunteer opportunities to help potential volunteers decide if your organisation matches their needs. You will need to complete a separate form for each of the different opportunities you wish to promote. Please copy as necessary. Please read the detailed guidance on how to complete this form.



## When you are contacted by a potential volunteer

Volunteers do not come with any recommendations from VCEL. Please put in place any selection procedures you feel are appropriate such as interviews and references. Before a volunteer starts, make sure that both you and the volunteer are clear about what the task is and what the boundaries are. It is important that the volunteer knows to whom they are responsible.

## Keeping us informed

You can add or remove opportunities from the database at any time. Please let us know if your opportunity is no longer available. There is nothing more frustrating than for a potential volunteer to offer their services to an agency that no longer has a need.

We will check all the information we hold on both your organisation and your volunteering opportunities with you annually.

## Need help?

If you have any queries about the forms, or the database in general, please do not hesitate to ask for assistance. Contact Volunteer Centre East Lothian on 01875 615 423.

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