The information you provide on this form will be used by us at HVC alongside your opportunity form(s) to help advertise your volunteering opportunities on the Do-It website.

**Please send your completed Organisation form to** volunteers@vcaec.org.uk  **for Ely Volunteer Centre to process. Please note opportunity details are completed on a separate form. For help filling in this form please email, or call us on 01353 666166.**

It is important that the information you provide is accurate. We reserve the right to make changes to the information when it is entered. Incomplete or poorly completed forms may be returned to you.

Please answer the questions below to register your organisation with us. All required fields have an asterisk after the question.

|  |  |
| --- | --- |
| **Questions** | **Your Answers** |
| **1a) Name of your organisation\*** |  |
| **1b) Your registered charity number** **(if you have one)** |  |
| **2) Description of your organisation\*** |  |
| **3) Address of your organisation (Head office you are based at, rather than opportunity location)\*** |
| **Postcode** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Town** |  |
| **County** |  |

|  |
| --- |
| **4) Organisation details**Please note your telephone number, email address and contact name will not be made publicly available. |
| **Main Phone number\*** |   |
| **Main Email address\*** |  |
| **Main Website URL** |  |
| **Facebook URL** |  |
| **Twitter ID** |  |
| **Instagram ID**  |  |
| **Contact name** |  |
| **5) Pictures*** **Organisation Logo**
* **Organisation Header-** An inspirational image relating to your organisation. This picture will be at the top of your organisation page on the Do-it website.

**Image requirements:** |
|  | **Logo Image** | **Header Image** |
| **Size (px)** | 500x500 | 1107 x 391 or 2340 x 782 |
| **Format** | JPEG (.jpg)GIF (.gif)PNG (.png) | JPEG (.jpg)GIF (.gif)PNG (.png) |
| **File size** | No larger than 1MB | No larger than 2MB |
| *Insert pictures here.**Alternatively send your pictures to us via email.**Please note, you will also be asked if you wish to provide a landscape picture for each opportunity you register with us too. Please see question 7 of the Opportunity Registration Form for details.* |

**When you have completed this Opportunity Form please return it to us either**

**by email** **volunteers@vcaec.org.uk** **or by posting to us, at Ely Volunteer Centre, 41E Forehill, Ely, Cambs, CB7 4AA**