



Organisation Name:

# Contact Registration Form

The information you provide on this form will be used by Doncaster CVS (DCVS) to:

- **provide you with information and publications that will be useful to your organisation and its work**
- **promote your organisation and what you do to people who may benefit from your services**
- **contribute to knowledge about the shape and size of the local voluntary and community sector in order to promote its role and significance**
- **keep you to up to date with information about what is happening locally and let you know about the services and support Doncaster CVS and other organisations can provide**
- **help us to monitor whether we are being effective in the work that we do.**

**This form is for voluntary organisations, community groups, faith based organisations, social enterprises and other non profit organisations.**

**It should take about 10 – 15 minutes to complete.**

**If you need any help with it, please phone Tina Henry on 01302 343300 (Ext: 220)**

## Section 1 ORGANISATION / GROUP CONTACT DETAILS

### 1.1 Organisation

Organisation / group name

Other name/s your organisation/group is known by  
(former names, abbreviations etc)

Postal address  
(to be used for all general correspondence)

Postcode

Phone

Fax

E-mail (for general correspondence)

Website

### 1.2 Main Contact

Name of Main Contact

Position in organisation

Postal Address (if different from above)

Phone (if different from above)

E-mail (if different from above)

## Section 2 YOUR ORGANISATION'S / GROUPS ACTIVITIES

**2.1** Please provide a short description (up to 100 words) of your organisation / group, its work and the type of people who use your services.

### 2.2 Does your organisation work or provide services to....

- |                                    |  |
|------------------------------------|--|
| Only in certain areas of Doncaster | <input type="checkbox"/> Yes (please go to Question 2.3) |
| All of Doncaster                   | <input type="checkbox"/> Yes (please go to Question 2.4) |
| Across South Yorkshire             | <input type="checkbox"/> Yes (please go to Question 2.4) |
| Across Yorkshire & Humber          | <input type="checkbox"/> Yes (please go to Question 2.4) |
| Across England / UK                | <input type="checkbox"/> Yes (please go to Question 2.4) |

✓ **TICK ONE**  
– Please tick one option only.

Other, please state which:

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### 2.3 Which areas of Doncaster does your organisation work in?

✓ **TICK MANY** Please tick all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Adwick Le Street            | <input type="checkbox"/> Denaby Main           | <input type="checkbox"/> Moss                 |
| <input type="checkbox"/> Adwick upon Dearne          | <input type="checkbox"/> Dunscroft             | <input type="checkbox"/> New Rossington       |
| <input type="checkbox"/> Arksey                      | <input type="checkbox"/> Dunsville             | <input type="checkbox"/> Norton               |
| <input type="checkbox"/> Armthorpe                   | <input type="checkbox"/> Edenthorpe            | <input type="checkbox"/> Old Cantley          |
| <input type="checkbox"/> Askern                      | <input type="checkbox"/> Edlington             | <input type="checkbox"/> Old Denaby           |
| <input type="checkbox"/> Auckley                     | <input type="checkbox"/> Fenwick               | <input type="checkbox"/> Old Edlington        |
| <input type="checkbox"/> Austerfield                 | <input type="checkbox"/> Finningley            | <input type="checkbox"/> Old Rossington       |
| <input type="checkbox"/> Balby                       | <input type="checkbox"/> Fishlake/Fosterhouses | <input type="checkbox"/> Owston               |
| <input type="checkbox"/> Barnburgh                   | <input type="checkbox"/> Hampole/Skelbrooke    | <input type="checkbox"/> Scawsby              |
| <input type="checkbox"/> Barnby Dun                  | <input type="checkbox"/> Harlington            | <input type="checkbox"/> Scawthorpe           |
| <input type="checkbox"/> Bawtry                      | <input type="checkbox"/> Hatfield              | <input type="checkbox"/> Skellow              |
| <input type="checkbox"/> Belle Vue                   | <input type="checkbox"/> Hatfield Prison       | <input type="checkbox"/> Sprotbrough          |
| <input type="checkbox"/> Bennethorpe                 | <input type="checkbox"/> Hatfield Woodhouse    | <input type="checkbox"/> Stainforth           |
| <input type="checkbox"/> Bentley                     | <input type="checkbox"/> Hayfield Green        | <input type="checkbox"/> Stainton             |
| <input type="checkbox"/> Bessacarr                   | <input type="checkbox"/> Hexthorpe             | <input type="checkbox"/> Sutton               |
| <input type="checkbox"/> Blaxton                     | <input type="checkbox"/> Hickleton             | <input type="checkbox"/> Sykehouse            |
| <input type="checkbox"/> Braithwaite & Kirk Bramwith | <input type="checkbox"/> High Melton           | <input type="checkbox"/> Thorne               |
| <input type="checkbox"/> Braithwell                  | <input type="checkbox"/> Highfields            | <input type="checkbox"/> Thorpe in Balne      |
| <input type="checkbox"/> Branton                     | <input type="checkbox"/> Hooton Pagnell        | <input type="checkbox"/> Tickhill             |
| <input type="checkbox"/> Brodsworth/Pickburn         | <input type="checkbox"/> Hyde Park             | <input type="checkbox"/> Toll Bar/Almholme    |
| <input type="checkbox"/> Burghwallis                 | <input type="checkbox"/> Intake                | <input type="checkbox"/> Town Centre          |
| <input type="checkbox"/> Cadeby                      | <input type="checkbox"/> Kirk Sandall          | <input type="checkbox"/> Town Moor            |
| <input type="checkbox"/> Campsall                    | <input type="checkbox"/> Lakeside              | <input type="checkbox"/> Wadworth             |
| <input type="checkbox"/> Cantley                     | <input type="checkbox"/> Loversall             | <input type="checkbox"/> Warmsworth           |
| <input type="checkbox"/> Carcroft                    | <input type="checkbox"/> Lower Wheatley        | <input type="checkbox"/> Wheatley Hills       |
| <input type="checkbox"/> Clay Lane                   | <input type="checkbox"/> Marr                  | <input type="checkbox"/> Wheatley Park        |
| <input type="checkbox"/> Clayton                     | <input type="checkbox"/> Mexborough            | <input type="checkbox"/> Woodfield Plantation |
| <input type="checkbox"/> Clifton                     | <input type="checkbox"/> Micklebring           | <input type="checkbox"/> Woodlands            |
| <input type="checkbox"/> Conisbrough                 | <input type="checkbox"/> Moorends              | <input type="checkbox"/> York Road            |
| <input type="checkbox"/> Cusworth                    |  |   |

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### 2.4 What is your MAIN service / area of work?

✓ **TICK ONE** Please tick one option only.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Advice/information services      | <input type="checkbox"/> Employment                          | <input type="checkbox"/> Poverty/low income                   |
| <input type="checkbox"/> Advocacy                         | <input type="checkbox"/> Environment/conservation            | <input type="checkbox"/> Regeneration                         |
| <input type="checkbox"/> Animal welfare                   | <input type="checkbox"/> Faith/religion                      | <input type="checkbox"/> Sexual health                        |
| <input type="checkbox"/> Arts and media                   | <input type="checkbox"/> Family services                     | <input type="checkbox"/> Social activities                    |
| <input type="checkbox"/> Befriending                      | <input type="checkbox"/> Financial services                  | <input type="checkbox"/> Social and community care services   |
| <input type="checkbox"/> Business support                 | <input type="checkbox"/> Funding and grants                  | <input type="checkbox"/> Sports and leisure                   |
| <input type="checkbox"/> Campaigning                      | <input type="checkbox"/> Health                              | <input type="checkbox"/> Substance misuse                     |
| <input type="checkbox"/> Carers services                  | <input type="checkbox"/> Homelessness                        | <input type="checkbox"/> Telephone helpline                   |
| <input type="checkbox"/> Community development            | <input type="checkbox"/> Housing & related support           | <input type="checkbox"/> Tenants and residents services       |
| <input type="checkbox"/> Community services facilities    | <input type="checkbox"/> International aid                   | <input type="checkbox"/> Translating/interpreting             |
| <input type="checkbox"/> Counselling and therapy services | <input type="checkbox"/> Lunch clubs                         | <input type="checkbox"/> Transport                            |
| <input type="checkbox"/> Crime/community safety           | <input type="checkbox"/> Mediation                           | <input type="checkbox"/> Voluntary & community sector support |
| <input type="checkbox"/> Day care services                | <input type="checkbox"/> Mental health services              | <input type="checkbox"/> Volunteering                         |
| <input type="checkbox"/> Domestic abuse/sexual abuse      | <input type="checkbox"/> Mentoring                           | <input type="checkbox"/> Youth work                           |
| <input type="checkbox"/> Education/training               | <input type="checkbox"/> Out of school provision / play work |   |
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## 2.5 What other SERVICES / AREAS OF WORK are you involved in or interested in?

✓ **TICK MANY** Please tick all of the services you are involved in or interested in.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Advice/information services      | <input type="checkbox"/> Employment                          | <input type="checkbox"/> Poverty/low income                   |
| <input type="checkbox"/> Advocacy                         | <input type="checkbox"/> Environment/conservation            | <input type="checkbox"/> Regeneration                         |
| <input type="checkbox"/> Animal welfare                   | <input type="checkbox"/> Faith/religion                      | <input type="checkbox"/> Sexual health                        |
| <input type="checkbox"/> Arts and media                   | <input type="checkbox"/> Family services                     | <input type="checkbox"/> Social activities                    |
| <input type="checkbox"/> Befriending                      | <input type="checkbox"/> Financial services                  | <input type="checkbox"/> Social and community care services   |
| <input type="checkbox"/> Business support                 | <input type="checkbox"/> Funding and grants                  | <input type="checkbox"/> Sports and leisure                   |
| <input type="checkbox"/> Campaigning                      | <input type="checkbox"/> Health                              | <input type="checkbox"/> Substance misuse                     |
| <input type="checkbox"/> Carers services                  | <input type="checkbox"/> Homelessness                        | <input type="checkbox"/> Telephone helpline                   |
| <input type="checkbox"/> Community development            | <input type="checkbox"/> Housing & related support           | <input type="checkbox"/> Tenants and residents services       |
| <input type="checkbox"/> Community services facilities    | <input type="checkbox"/> International aid                   | <input type="checkbox"/> Translating/interpreting             |
| <input type="checkbox"/> Counselling and therapy services | <input type="checkbox"/> Lunch clubs                         | <input type="checkbox"/> Transport                            |
| <input type="checkbox"/> Crime/community safety           | <input type="checkbox"/> Mediation                           | <input type="checkbox"/> Voluntary & community sector support |
| <input type="checkbox"/> Day care services                | <input type="checkbox"/> Mental health services              | <input type="checkbox"/> Volunteering                         |
| <input type="checkbox"/> Domestic abuse/sexual abuse      | <input type="checkbox"/> Mentoring                           | <input type="checkbox"/> Youth work                           |
| <input type="checkbox"/> Education/training               | <input type="checkbox"/> Out of school provision / play work |   |
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## 2.6 Are your services/activities aimed at specific client groups?

- |   |  |
|---|--|
| <input type="checkbox"/> Yes<br>We target specific client groups<br>(please go to Question 2.7) | <input type="checkbox"/> No<br>Our services are open to all<br>(please go to Question 2.8) |
|---|--|
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## 2.7 Are your services/activities focused on specific groups of people?

✓ **TICK MANY** Please tick all client groups that you primarily work with.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Asian (all)                               | <input type="checkbox"/> Lone parents                                 | <input type="checkbox"/> Substance misusers                     |
| <input type="checkbox"/> Black African-Caribbean                   | <input type="checkbox"/> Learning disabilities<br>(people with)       | <input type="checkbox"/> Survivors of abuse/victims of<br>crime |
| <input type="checkbox"/> Black British                             | <input type="checkbox"/> Long-term/chronic illness<br>(people with)   | <input type="checkbox"/> Tenants and residents                  |
| <input type="checkbox"/> Black & ethnic minority (all)             | <input type="checkbox"/> Low income                                   | <input type="checkbox"/> Travellers of Irish Heritage           |
| <input type="checkbox"/> Carers                                    | <input type="checkbox"/> Men  | <input type="checkbox"/> Voluntary and community<br>groups      |
| <input type="checkbox"/> Children (0 -14)                          | <input type="checkbox"/> Mental health problems<br>(people with)      | <input type="checkbox"/> Volunteers                             |
| <input type="checkbox"/> Chinese                                   | <input type="checkbox"/> Offenders/ex-offenders                       | <input type="checkbox"/> Young people (14-19)                   |
| <input type="checkbox"/> Disabled people (all)                     | <input type="checkbox"/> Older people                                 | <input type="checkbox"/> Other (please specify)                 |
| <input type="checkbox"/> Faith groups                              | <input type="checkbox"/> Pakistani                                    |   |
| <input type="checkbox"/> Families/parents                          | <input type="checkbox"/> Physical/sensory impairment<br>(people with) |   |
| <input type="checkbox"/> Gay / lesbian / bisexual /<br>transgender | <input type="checkbox"/> Refugees / Asylum Seekers                    |   |
| <input type="checkbox"/> Gypsy / Roma                              | <input type="checkbox"/> Social entrepreneurs                         |   |
| <input type="checkbox"/> Homeless people                           |   |   |
| <input type="checkbox"/> Indian                                    |   |   |
| <input type="checkbox"/> Irish                                     |   |   |
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## 2.8 Promoting your organisation / group and its work

With your consent, the information that you have provided in sections 1 & 2 will be made public. This will include a searchable database on Doncaster CVS's website of all the organisations registered with us. This will help to promote your organisation and its work and activities. (See also Section Five, Data Protection)

✓ Please tick below as applicable

I am happy for the information contained in Sections 1 & 2 to be publicly available.  Yes  No

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## Section 3 FURTHER INFORMATION

### 3.1 Further contact details.

Please provide details of the person that Doncaster CVS should contact for information and database administration purposes (leave blank if same contact as in section one).

Name of contact

Position in organisation

Address

Phone

Email address

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### 3.2 Organisation type and structure ✓ Please tick all that apply.

- Community group or club with a constitution
- Faith group
- Self-help/service-user led
- Social enterprise
- Community forum/development trust
- Other (please state which)

Company limited by guarantee (If yes, please give company number)

Registered charity (If yes, please give charity number)

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3.3 What year (approximately) did your organisation start up?

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### 3.4a People: how many paid staff does your organisation currently employ?

None  1-5  6-10  11-20  21-50  Over 50

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### 3.4b How many volunteers do you have working with your organisation (if any)?

None  1-5  6-10  11-20  21-50  Over 50

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### 3.5 Annual Income

#### ✓ TICK ONE

What is the approximate annual income of your organisation (Doncaster Branch where part of a national organisation)? This will only be used by Doncaster CVS to target our services appropriately and to provide (anonymous) general statistics about Doncaster's voluntary and community sector. It will NOT be made public.

- Under £1,000
- £50,001 - £90,000
- £250,001 - £500,000
- £1,001 - £10,000
- £91,001 - 100,000
- £500,001 - £1 million
- £10,001 - £50,000
- £100,001 - £250,000
- Over £1 million

### 3.6 Organisation information

Does your organisation have an Equal Opportunities Policy?  
Does your organisation have a Health & Safety Policy?  
Does your organisation have a Business Plan?  
Has your organisation undertaken/achieved any quality standards?  
(If yes please specify below including level of standard where applicable)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Please Note** Information contained in Section Three:  
Further Information will **NOT** be made public.

*It will be used for monitoring and administration purposes and to help us to target our services appropriately.  
It will also be used to provide general statistics about voluntary and community organisations that we work with, for example, how many organisations employ staff.*

## Section 4 INFORMATION AND PUBLICATIONS

We will use the details in this form to help us to inform you about relevant information and publications. As a voluntary sector organisation/community group/social enterprise, you can also receive a free copy of INFO (a monthly newsletter for the voluntary and community sector), our weekly email Bulletin and Doncaster CVS's Training Programme – usually distributed twice yearly. These are also available on Doncaster CVS's website [www.doncastercvs.org.uk](http://www.doncastercvs.org.uk)

#### Please tick the following options

I would like to receive an email copy of INFO (The Doncaster CVS monthly newsletter for the voluntary and community sector)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

I would like to receive the weekly email information bulletin

<input type="checkbox"/>	<input type="checkbox"/>
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I would like to receive a copy of the Doncaster CVS Training Programme booklet (Twice a year)

<input type="checkbox"/>	<input type="checkbox"/>
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I would like to receive other information which may be relevant to my organisation based on the information I have provided (This may be from Doncaster CVS or from other organisations. It is likely to include details of, for example, funding opportunities, consultations and events)

<input type="checkbox"/>	<input type="checkbox"/>
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If you would like to receive information at more than one of your offices, or would like to add multiple contacts within your organisation (e.g. for receiving information e-mails) please attach the additional information or e-mail it to [mflint@doncastercvs.org.uk](mailto:mflint@doncastercvs.org.uk).

## Section 5 DATA PROTECTION

Information that you have given on this form will be added to Doncaster CVS's database. If you have given your consent in 2.6, Doncaster CVS will also publicise your contact details and the information you have provided about your organisation's activities in sections one and two. We will not publish information contained within section three. Doncaster CVS complies fully with the Data Protection Act.

Please tick this box to confirm you wish to register on Doncaster CVS's database and accept these terms.

Your Name

Role in organisation

Date

CVS is a membership organisation. You can join us as a member.

Would you like us to send you further details about this free membership?

YES

NO



For further information please contact:

Mark Flint, Business Development Manager  
Doncaster CVS  
5 / 6 Trafford Court  
Doncaster  
DN1 1PN

Tel: 01302 347191

E-mail: [mflint@doncastercvs.org.uk](mailto:mflint@doncastercvs.org.uk)