

## ORGANISATION REGISTRATION FORM

This form can be completed online [www.raeburnhouse.org.nz](http://www.raeburnhouse.org.nz) (If completing in writing, please complete in CAPITALS – Thank You).

### ORGANISATION DETAILS:

Organisation Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number (General): \_\_\_\_\_ (DDI) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Organisation's Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ease of access to organisation (bus routes close by? parking available?): \_\_\_\_\_

\_\_\_\_\_

Cultural specific information (cultural facilities / services etc.): \_\_\_\_\_

\_\_\_\_\_

### VOLUNTEERS:

What are your reasons for taking on Volunteers in your organisation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of work / projects could Volunteers potentially assist your organisation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your preferred Volunteer in terms of essential skills and attributes:

**What type of training / personal development opportunities can your organisation offer to Volunteers?**

**GENERAL:**

Is your organisation willing to be featured in a 'good news story'? (newsletters, social media etc.)

YES                      NO

How did you hear about the Community Volunteer Centre? \_\_\_\_\_

**SUPPORTING REFERENCES:**

Please attach at least (2) supporting letters to support your application to the Community Volunteer Centre:

(1) Contact Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

(2) Contact Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**ANNUAL MEMBERSHIP FEE:**

Organisations / Groups / Agencies:  
Up to 5 staff members: \$40  
6 or more staff members: \$50

**Membership Benefits:**

Your annual membership signifies a shared commitment to community wellbeing and entitles you to:

- A recruitment and referral service of potential volunteers to your organisation or group
- Access to training workshops, seminars and forums specifically for engaging and retaining volunteers
- An advice / consultancy service about developing your organisation's volunteering programme. Registered members receive 2 hours free consultation upon registration (which must be used within 6 months of initial registration)
- Networking opportunities
- A quarterly newsletter – keep up-to-date with the work Raeburn House is doing in your community
- A 20% discount off any Raeburn House Group, Seminar, Course or Workshop
- Free entry in the Directory of Support Services – directory contains over 400 support services which is widely distributed throughout the Waitemata region across the health and community sector

- One free copy of the Directory of Support Services for your organisation's use
- Invitations to attend / participate in local community events to celebrate, recognise and promote community wellbeing, mental wellbeing and diversity

**Payment can be made online: [www.raeburnhouse.org.nz/welcome/membership](http://www.raeburnhouse.org.nz/welcome/membership)**

## **ORGANISATION'S DECLARATION**

1. I, on behalf of (Organisation name) \_\_\_\_\_  
declare that, to the best of my knowledge, the information provided in this Registration Form is correct.
2. I understand that if any false information is given, or any material fact suppressed, I may not be accepted as a volunteer hosting organisation.
3. I authorise you or your agent to contact my supporting referees. Information gained, is supplied in confidence as evaluative material and will not be disclosed.
4. I confirm that my organisation's Annual Membership Fee of \$40      \$50      (please tick) was paid on the date of \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Insert your electronic signature here or print this form and sign)

**Date:** \_\_\_\_\_

Please return this form with a copy of your organisation's brochure to:  
Community Volunteer Centre, Raeburn House, PO Box 36 336, Northcote, Auckland 0748.  
Tel: 441 8989. Email: [cvc@raeburnhouse.org.nz](mailto:cvc@raeburnhouse.org.nz)