



# Have we got the Right details for your organisation?

Fill in this form to:

- **Register** your organisation with Voluntary Action Westminster
- Become a **member** of Voluntary Action Westminster
- Ensure your organisation is included in the **Westminster Directory**, the online listing for local voluntary and community organisations

## Contact details

This info is publicly visible on the Westminster Directory! To keep contact details hidden, tick the privacy boxes...

**Organisation name**

**Main postal address**

Tick to keep private

Want to keep contact info private? Tick the box!

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**Main organisation telephone number**

Tick to keep private

**Main fax number for your organisation**

Tick to keep private

**Main email address for your organisation**

Tick to keep private

**Organisation website**

**Main contact person**

Who should people contact with general enquiries about your organisation?



# Background info

The information you give in this section is **private** (we won't pass it on). We need this information to help us better understand the needs of local voluntary and community groups.

**Which of the following describes your organisation best? Tick one.**

- Branch of a larger organisation
- Informal group or partnership (no governing document)
- Voluntary group with constitution or rules
- Company limited by guarantee with memorandum & articles of association
- Trust
- Other (please describe)

**In the last year, how many people benefited from your organisation's activities?**

In total

In Westminster

**Roughly, what was your organisation's income for the last year?**

If you're not sure, make a realistic guess!

£

**What were the main sources of income for your organisation over the last year?**

Tick as many as you like.

- |  |   |
|--|---|
| <input type="checkbox"/> Grant-making trusts                           | <input type="checkbox"/> Membership fees                      |
| <input type="checkbox"/> Westminster Council or NHS Westminster grants | <input type="checkbox"/> Fundraising events                   |
| <input type="checkbox"/> Other government grants                       | <input type="checkbox"/> Earned income or income from trading |
| <input type="checkbox"/> Public service delivery contracts             | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Donations                                     |   |

**How many paid staff does your organisation employ?**

Full time paid staff

Part time paid staff

**How many volunteers are involved in your organisation?**

Trustees

Other volunteers

**When was your organisation first set up?**

The last question - you're nearly done!

# Mailing lists



## Free newsletter

- Tick here to receive **Current**, the Voluntary Action Westminster newsletter, published every two months

## Weekly email update

Write your email address in the box below to sign up for our weekly email update on the latest news, events and funding tips for Westminster's voluntary sector

# Become a VAW member

Membership is open to all voluntary organisations working in Westminster. Small organisations join for **free**, with larger organisations paying according to their yearly income.

Members receive **discounts** of over 50% on our training courses, and a special reduced fee on the hire of our meeting room.

**Membership fees are based on your organisation's yearly income. Please tick one.**

Organisation income	Membership fee
• Less than £10,000	<input type="checkbox"/> Free
• £10,001–£250,000	<input type="checkbox"/> £25
• £250,001 – £500,000	<input type="checkbox"/> £50
• £500,001 – £1million	<input type="checkbox"/> £75
• More than £1million	<input type="checkbox"/> £100

Membership lasts for 12 months - we'll contact you when it's time to Renew!

## Membership fees payment

- Tick here if you have **enclosed a cheque**  
 Tick here if you want us to **invoice you**

## Your name

# Finished?

Send us your filled-in form by post or by fax, or by handing it to a member of Voluntary Action Westminster staff.

- Post: VAW Membership, 37 Chapel Street, London NW1 5DP
- Fax: 020 7723 8929
- Phone: 020 7723 1216

Thanks for your time!