



directory
Reading Voluntary Action

Introducing the RVA directory

For RVA, which exists to support Reading's huge voluntary and community sector, it is of fundamental importance that we have high quality information about its composition. However, for the people of Reading what matters is that this information is easily accessible. In this respect our new directory is radically different from its "hard copy" predecessor. As it is based on a web site, anyone with access to the internet can use it. This form offers you the opportunity to put your organisation on a well-designed public platform that will become the standard source of information about local voluntary and community organisations.

About the form

This form is designed to collect information about your organisation to enable RVA to continue its work and should you approve, publish your details on our online RVA directory.

It is split into six sections:

- 1 **Organisation details**
- 2 **Organisation description**
- 3 **Further details**
- 4 **RVA use**
- 5 **Services**
- 6 **People**

Sections 5 and 6 request information about specific services and key people in your organisation. If you need more space to tell us about services or people, please either photocopy the relevant pages or download copies to print from: www.rvadirectory.org.uk/forms

If you need help or advice in filling in any part of this form, please contact us on: directory@rvadirectory.org.uk or telephone **0118 957 4123** (normal office hours)

What to do next

When you have completed your forms, please send them back to us as quickly as possible, to enable us to launch the online RVA Directory with your details on it (if you choose to allow them to be published).

Return them to:

**RVA Directory
Reading Voluntary Action
8 Cross Street
Reading
RG1 1SN**

Organisation

Please tick here if you are happy for the Organisation details in Sections 1, 2 & 3 to be published in the online or future print versions of the RVA Directory.

If you **do not want** the organisation's address or contact details to be made public, please leave specific fields below blank and use the **People** form to tell us about your primary contact person (which can be kept off the public directory).

1 Organisation details

ID

Organisation name

Sub name or Branch

Address line 1

Address line 2

Address line 3

Town

County

Postal code

Country

Wheel chair accessible?

Yes

Telephone (admin)

Fax

Helpline (clients)

Minicom

E-mail

Tick here to add this e-mail address to our email newsletter list

Website address

Charity number

Company registration number

If your organisation is commonly known by a different name to your legal one, please enter the legal one below:

Legal name

2 Organisation description

Below are some ways of describing your organisation's aims or activities. They have been designed to allow users to more easily find relevant organisations on our online directory. You will be asked to specify 'Primary' descriptions, but don't worry, if your organisation does more; you can enter a full description, as well as describing individual services or activities, below.

Primary area of interest

Please tick **only one** from the list below:

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Homelessness |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Commerce & Business | <input type="checkbox"/> Legal issues |
| <input type="checkbox"/> Communities of interest | <input type="checkbox"/> Life skills & Team work |
| <input type="checkbox"/> Conservation & Restoration | <input type="checkbox"/> Nature & Environment |
| <input type="checkbox"/> Consumer & Finance issues | <input type="checkbox"/> Neighbourhood |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Planning & Development |
| <input type="checkbox"/> Crime & Offending | <input type="checkbox"/> Refugees & Asylum seekers |
| <input type="checkbox"/> Cultural identity | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion & Faith |
| <input type="checkbox"/> Families & Parenting | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Funding & Fundraising | <input type="checkbox"/> Social care |
| <input type="checkbox"/> Government & Politics | <input type="checkbox"/> Sports & Fitness |
| <input type="checkbox"/> Health | <input type="checkbox"/> Substance abuse |
| <input type="checkbox"/> Hobbies & Leisure | <input type="checkbox"/> Victims of crime |
| | <input type="checkbox"/> Voluntary sector |

Primary beneficiaries

This section allows you to tell us who primarily benefits from your organisation's aims/activities/interests. If in any section you think that all options are relevant, **please do NOT tick ANY of them**. Only tick options where the beneficiaries are specific. E.g. a black women's group would ONLY tick Female, Adult, and Black African.

In each section only tick those that apply, and are specific

Gender

- Female
 Male
 Transgender

Age group

- | | |
|-------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Infant & Toddler (0-3 years) | <input type="checkbox"/> Young adult (16-25 years) |
| <input type="checkbox"/> Pre-school (3-5 years) | <input type="checkbox"/> Adult |
| <input type="checkbox"/> Child (5-11 years) | <input type="checkbox"/> Older person |
| <input type="checkbox"/> Young person (11-15 years) | |

Disability

- | | |
|---------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Chronic condition | <input type="checkbox"/> Mental illness |
| <input type="checkbox"/> Developmental disability | <input type="checkbox"/> Mobility impairment |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Learning disability | <input type="checkbox"/> Substance abuse |
| <input type="checkbox"/> Mental disability | <input type="checkbox"/> Visual impairment |

Ethnicity
(i.e. what ethnic group(s)
does your organisation
serve?)

All

White

- > British
- > Irish
- > other

Mixed

- > white and Caribbean
- > white and African
- > white and Asian
- > other mixed

Asian

- > Bangladeshi
- > Indian
- > Pakistani
- > other Asian

Black

- > Caribbean
- > African
- > other black

Chinese or other

- > Chinese
- > other ethnic group

Primary activity

*Please tick **only one** from the list below:*

- | | |
|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Advice | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Meeting space |
| <input type="checkbox"/> Broadcasting | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Business | <input type="checkbox"/> Personal development |
| <input type="checkbox"/> Campaigning & Lobbying | <input type="checkbox"/> Promotion & Awareness raising |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Commerce & Manufacture | <input type="checkbox"/> Refuge |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Social support |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Cultural exchange | <input type="checkbox"/> Support |
| <input type="checkbox"/> Education & Learning | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Entertainment & Socialising | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Environment development | <input type="checkbox"/> Venue |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Grants & Giving | |
| <input type="checkbox"/> Holidays | |
| <input type="checkbox"/> Housing provision | |
| <input type="checkbox"/> Information | |

General description

Please enter a brief description of your organisations aims and activities below. This will be displayed along side your organisation’s details online (if you have chosen to publish them). Remember to use **keywords** that users may use to search for your organisation.

A maximum of 1000 characters please.

3 Further details

This section allows us to find out some more details about your organisation.

Organisation type

Please tick **only one** from the list below:

- | | |
|---------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Voluntary organisation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Charitable trust | <input type="checkbox"/> Commercial or Private sector |
| <input type="checkbox"/> Community group | <input type="checkbox"/> Statutory |
| <input type="checkbox"/> Social enterprise or
Community business | <input type="checkbox"/> Non-departmental
Government body |
| <input type="checkbox"/> Place of worship | |

4 RVA use

The following information is for **RVA use only**, and will assist us in mapping requirements, promoting volunteering and searching for funding sources. **This information will not be published in the RVA online Directory.**

Area of activity

Please tick **only one** from the list below:

- | | |
|------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Ward in Reading | <input type="checkbox"/> East Berkshire |
| <input type="checkbox"/> North Reading | <input type="checkbox"/> West Berkshire |
| <input type="checkbox"/> South Reading | <input type="checkbox"/> Berkshire-wide |
| <input type="checkbox"/> East Reading | <input type="checkbox"/> Berkshire and
neighbouring counties |
| <input type="checkbox"/> West Reading | <input type="checkbox"/> South East Region |
| <input type="checkbox"/> Central Reading | <input type="checkbox"/> National |
| <input type="checkbox"/> Reading-wide | <input type="checkbox"/> International |

Income band

Please tick **only one** from the list below:

- | | |
|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> 0 - £1000 | <input type="checkbox"/> £100,000 - £250,000 |
| <input type="checkbox"/> £1000 - £5000 | <input type="checkbox"/> £250,000 - £1m |
| <input type="checkbox"/> £5000 - £25,000 | <input type="checkbox"/> £1m plus |
| <input type="checkbox"/> £25,000 - £100,000 | |

Number of paid staff

Number of volunteers

Please include trustees and committee members

Do you have a constitution?

- Yes No

In which month does your
AGM normally occur?

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> July |
| <input type="checkbox"/> February | <input type="checkbox"/> August |
| <input type="checkbox"/> March | <input type="checkbox"/> September |
| <input type="checkbox"/> April | <input type="checkbox"/> October |
| <input type="checkbox"/> May | <input type="checkbox"/> November |
| <input type="checkbox"/> June | <input type="checkbox"/> December |

Funders

We would be grateful if you could list below any funders/supporters your organisation might have.

Data Protection

Personal information (data) submitted by you on this form will only be processed and stored in accordance with the Data Protection Act 1988 for the purposes of Reading Voluntary Action (RVA) pursuing its charitable objects in support of volunteering and voluntary and community organisations.

Data you have requested not to be publicised will be kept confidential and not disclosed to any third party without your consent.

Please ensure that you have the consent of any individuals about whom you are submitting personal data.

If you wish to amend data please contact us at **directory@rvadirectory.org.uk**.

By signing this form you are consenting to the above terms.

Signed

Name

Date

5 Services

Tick here if you are happy for the Service data in Section 5 to be listed in the RVA Directory.

This section allows you to tell RVA (or users of the online RVA Directory) about individual services your organisation offers. This may include: helplines, drop-ins, meetings, clubs etc. Usually services are things which are regular, and based at a location, accessed via telephone or the internet. If you are unsure, please do contact us for clarification.

Please use one form per service (you can add as many as you like). You can either photocopy this section or download additional **Services** forms from: www.rvadirectory.org.uk/forms

Service name

Service type

Please tick **only one** from the list below:

- | | | |
|---------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Advice by appointment | <input type="checkbox"/> Email group | <input type="checkbox"/> Needle exchange |
| <input type="checkbox"/> Advice by drop in | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Nursery or Playschemes |
| <input type="checkbox"/> After school club & Youth club | <input type="checkbox"/> Equipment loan | <input type="checkbox"/> Office services |
| <input type="checkbox"/> Ambulance & Transport | <input type="checkbox"/> Group activity | <input type="checkbox"/> Outdoor sports or Fitness |
| <input type="checkbox"/> Animal refuge | <input type="checkbox"/> Health services | <input type="checkbox"/> Parent and toddler |
| <input type="checkbox"/> Ante natal class | <input type="checkbox"/> Helpline | <input type="checkbox"/> Prayer or Religious services |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Home visit | <input type="checkbox"/> Publication |
| <input type="checkbox"/> Bath & Shower facilities | <input type="checkbox"/> Hospice | <input type="checkbox"/> Refuge |
| <input type="checkbox"/> Broadcasting | <input type="checkbox"/> Indoor sports or Fitness | <input type="checkbox"/> Respite care |
| <input type="checkbox"/> Café | <input type="checkbox"/> Information centre | <input type="checkbox"/> Self help group |
| <input type="checkbox"/> Classes, Courses & Training | <input type="checkbox"/> Leisure activity | <input type="checkbox"/> Shop or Charity shop |
| <input type="checkbox"/> Coffee meeting | <input type="checkbox"/> Library | <input type="checkbox"/> Social or Recreation |
| <input type="checkbox"/> Counselling by appointment | <input type="checkbox"/> Listening service | <input type="checkbox"/> Surgery for constituents |
| <input type="checkbox"/> Counselling by drop in | <input type="checkbox"/> Meals | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Crèche or Day care | <input type="checkbox"/> Mediation | <input type="checkbox"/> Venue or Room hire |
| <input type="checkbox"/> Education | <input type="checkbox"/> Meditation | <input type="checkbox"/> Workshop |
| | <input type="checkbox"/> Meeting | |

Service address (if applicable)

Use the organisation's address (leave the below blank)

Address line 1

Address line 2

Address line 3

Town

County

Postal code

Country

Wheel chair accessible?

Service contact details *(if applicable)*

Use the organisation's details *(leave the below blank)*

Telephone (admin)

Fax

Helpline (clients)

Minicom

E-mail

Tick here to add this email address to our email newsletter list

Website address

Opening / meeting hours
(if applicable)

Please enter opening hours, or meeting times below. Please let us know how frequently meetings/services take place (e.g. weekly, monthly).

Service description

Please enter a brief description of this service below. This will be displayed alongside your service's details online (if you have chosen to publish them). Remember to use keywords and give any further information about your service's activities, access, and times.

A maximum of 500 characters please.

If you have more than one service you would like to tell us about, you can either photocopy this section, or download additional **Services** forms from:

www.rvadirectory.org.uk/forms

6 People

This section allows you to tell RVA about people either working as employees or volunteering for this organisation. It would be very helpful for RVA to have, **as a minimum**, the details of your key member of staff (if you have staff) and your chairperson if you are a voluntary or community organisation.

Please use one form per person (you can add as many as you like). You can either photocopy this section or download additional **People** forms from: www.rvadirectory.org.uk/forms

Person

Tick here if you are happy for this person to be listed in the RVA Directory.

Title (Mr, Mrs etc)

First name / Last name

Role

Please tick **only one** from the list below:

- | | |
|------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> General contact | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Chair | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Development/Advice worker |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Manager/Chief Officer/Director |
| <input type="checkbox"/> Employee | |

Position title

Brief description

If you would like to enter a brief description of your position do so below. This will be displayed along side your organisation's details online (if you have chosen to list this person).

A maximum of 200 characters please.

Person's address (if different from main organisation address)

Use the organisation's address (*leave the below blank*)

Address line 1

Address line 2

Address line 3

Town

County

Postal code

Country

Person's contact details (if different from organisation contact details)

Use the organisation's details (*leave the below blank*)

Telephone (admin)

Fax

Helpline (clients)

Minicom

E-mail

Tick here to add this email address to our email newsletter list

Website address

Please use this extra Person form to tell us about another person at your organisation:

Person

Tick here if you are happy for this person to be listed in the RVA Directory.

Title (Mr, Mrs etc)

First name / Last name

Role

*Please tick **only one** from the list below:*

- | | |
|------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> General contact | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Chair | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Development/Advice worker |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Manager/Chief Officer/Director |
| <input type="checkbox"/> Employee | |

Position title

Brief description

If you would like to enter a brief description of your position do so below. This will be displayed along side your organisation's details online (if you have chosen to list this person).

A maximum of 200 characters please.

Person's address (if different from main organisation address)

Use the organisation's address (*leave the below blank*)

Address line 1

Address line 2

Address line 3

Town

County

Postal code

Country

Person's contact details (if different from organisation contact details)

Use the organisation's details (*leave the below blank*)

Telephone (admin)

Fax

Helpline (clients)

Minicom

E-mail

Tick here to add this email address to our email newsletter list

Website address

If you have more people you would like to tell us about, you can either photocopy this section, or download additional **People** forms from:

www.rvadirectory.org.uk/forms