



Herefordshire  
Voluntary  
and Community  
Database

# QUESTIONNAIRE

## Part 1

### PUBLIC INFORMATION ABOUT YOUR GROUP

We will make the information in this section, about voluntary sector organisations, publicly available. Please consider this when you decide which of the following questions to answer

*N.B. It will not be possible for third parties to access labels or mailing lists from our website.*

**A. Organisations full name:**

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**B. Organisations alternative name or acronym ( if applicable):**

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**C. Organisations full address: (if you have a number of local offices, please complete one form for each office )**

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.....

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..... Post Code : .....

Telephone No:..... Mobile Tel No : .....

Fax No : .....

Email : .....

Website : .....

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**D. General contact ( optional ) :**

Mr     Mrs     Ms     Miss     Other-please specify.....

Forename:..... Surname:.....

Job Title / Role:.....

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**E. Organisation type ( please tick all that apply ) :**

<input type="checkbox"/> Charity ( registered )	<input type="checkbox"/> Parish Council
<input type="checkbox"/> Company ( registered )	<input type="checkbox"/> Private sector
<input type="checkbox"/> Club / Society	<input type="checkbox"/> Social enterprise
<input type="checkbox"/> Faith group	<input type="checkbox"/> Statutory sector
<input type="checkbox"/> Housing association	<input type="checkbox"/> Village hall / community centre
<input type="checkbox"/> Media	<input type="checkbox"/> Voluntary / community group

**Any queries ? Please contact Judy on 01432 343932 - or [judy@thevsa.org.uk](mailto:judy@thevsa.org.uk)**

## F. YOUR ORGANISATIONS WORK

Please give a short description of your organisation. Try to include Key words on your activities and services, as well as your client groups. These are the words by which people will be able to search for your organisation on the website

G. Which of the following best **DESCRIBE YOUR ORGANISATION** its work and its client group. The website will also allow the public to search using these categories.

<input type="checkbox"/>	Advice / advocacy	<input type="checkbox"/>	Health and care
<input type="checkbox"/>	Animals	<input type="checkbox"/>	Hobby / interests
<input type="checkbox"/>	Arts / culture / heritage	<input type="checkbox"/>	Housing / homelessness
<input type="checkbox"/>	Befriending	<input type="checkbox"/>	Human / civil rights
<input type="checkbox"/>	Black and minority ethnic	<input type="checkbox"/>	ICT / resources / equipment
<input type="checkbox"/>	Campaigning	<input type="checkbox"/>	Legal / judiciary
<input type="checkbox"/>	Carers	<input type="checkbox"/>	Lesbian, Gay and Bisexual
<input type="checkbox"/>	Children / families	<input type="checkbox"/>	Media
<input type="checkbox"/>	Community or social enterprise	<input type="checkbox"/>	Mediation
<input type="checkbox"/>	Community development / regeneration	<input type="checkbox"/>	Mental health
<input type="checkbox"/>	Counselling / mentoring	<input type="checkbox"/>	Men
<input type="checkbox"/>	Crime / community safety	<input type="checkbox"/>	Older people
<input type="checkbox"/>	Death and bereavement	<input type="checkbox"/>	Play / early years
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Room hire / facilities
<input type="checkbox"/>	Education / training	<input type="checkbox"/>	Self help / support
<input type="checkbox"/>	Employment	<input type="checkbox"/>	Sport
<input type="checkbox"/>	Environmental / conservation	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Equal opportunities / diversity	<input type="checkbox"/>	Voluntary sector support
<input type="checkbox"/>	Financial services	<input type="checkbox"/>	Volunteering
<input type="checkbox"/>	Grant giving	<input type="checkbox"/>	Women
<input type="checkbox"/>	Gypsy / Travellers	<input type="checkbox"/>	Youth

### H. GEOGRAPHICAL DETAILS

Which parts of **HEREFORDSHIRE** does your organisations work cover ( please tick all that apply ) :

- Bromyard and district
- Ledbury and district
- Ross-on-Wye and district
- Countywide ( all Herefordshire )

- Hereford and district
- Kington and district
- Leominster and district

### I. Please sign here

*I am authorised, by the organisation / group described above, to provide this information*

Full name:.....

Signature: .....



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# QUESTIONNAIRE

## Part 2

### RESTRICTED INFORMATION ABOUT YOUR GROUP

The Herefordshire Voluntary and Community Database is a joint project of the following organisations. To improve our services to you we would like to share the information you provide in this section

Please tick to show which of these organisations you agree to using this data

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | All of the groups                                      |                          |   |
| <input type="checkbox"/> | Herefordshire Council Library and Information Services | <input type="checkbox"/> | Herefordshire Voluntary Action (including the Voluntary Sector Assembly ) |
| <input type="checkbox"/> | Community First  | <input type="checkbox"/> | Community Voluntary Action - Ledbury and district                         |

## MEMBERSHIP

### A. Voluntary Sector Assembly ( VSA )

The Voluntary Sector Assembly ( VSA as it is known ) supports all Herefordshire voluntary and community groups to come together to share news, views and good practice, and to create a powerful voice to influence change. Our Reps are the voluntary and community sector voice on the strategic decision bodies of the **Herefordshire Partnership**. Membership of the **VSA** is open to all voluntary and community groups in Herefordshire and is FREE.

Please see our website: [www.thevsa.org.uk](http://www.thevsa.org.uk) or telephone us on 01432 343932 for further information

- Please tick if you are, or would like to become, a member of the **VSA**

All **VSA** members belong to one or more **constituency groups**, reflecting their interest in the different ambitions of the Herefordshire Plan. Please select ( tick ) the constituency group(s) for your organisation to join.

- |                          |                       |                          |                        |                          |                  |
|--------------------------|-----------------------|--------------------------|------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Business and tourism  | <input type="checkbox"/> | Community safety       | <input type="checkbox"/> | ICT              |
| <input type="checkbox"/> | Children and families | <input type="checkbox"/> | Environment            | <input type="checkbox"/> | Learning         |
| <input type="checkbox"/> | Culture               | <input type="checkbox"/> | Health and social care | <input type="checkbox"/> | Social inclusion |
| <input type="checkbox"/> | Community development | <input type="checkbox"/> | Housing                | <input type="checkbox"/> | Transport        |

- Where possible the **VSA** likes to communicate with you by Email. If you have provided us with an Email address but would **prefer us to post information to you** - please tick here

## B. Community First

**Community First** is an independent charity providing information, support and advice to voluntary organisations and local communities throughout Herefordshire and Worcestershire.

For further information please see our website: [www.communityfirst.co.uk](http://www.communityfirst.co.uk)

- Please tick if you are an existing member of **Community First**
- Please tick if you would like more information on becoming a member of **Community First**
- Please tick if you would like to receive a free copy of our bi-monthly magazine - *NEWSLINE*  
(Please note any additional copies will be charged at £1 per issue i.e £6 per annum )
- Please tick if you wish to receive this via Email - Full version
- Please tick if you wish to receive this via email - Text only

## C. Herefordshire Voluntary Action ( HVA )

**Herefordshire Voluntary Action** is based in Hereford with satellite offices in Bromyard, Leominster and Ross-on-Wye, providing full support services for community and voluntary groups. Membership of **HVA** is open to all voluntary and community groups in Herefordshire and is FREE. For further information telephone 01432 343932 for an information pack

- Please tick if you would like to become a member of **HVA**
- Please tick if you would like to receive a copy of our free quarterly magazine - *TOGETHER*

## D. Community Voluntary Action - Ledbury and District

**CVA Ledbury** Provides information and advice support services to voluntary organisations and community groups in Ledbury and 23 surrounding rural parishes of Herefordshire\*.

- Please visit our website: [www.voluntaryactionledbury.org.uk](http://www.voluntaryactionledbury.org.uk) and / or tick the box for a copy of our information pack which gives detailed information in regard to the full range of services that we provide.

\* membership is defined as those voluntary organisations and community groups located in Ledbury and those surrounding 23 rural parishes that comprise the 'area of benefit' of Community Voluntary Action - Ledbury and District

## E. Herefordshire Council Library and Information Services

**Herefordshire Council Library and Information Services** Provide access to a wide range of paper based and electronic information resources. Over 80 computers with broadband internet access are provided free of charge for public use throughout the county's libraries to access online information. The service can offer space to display exhibitions and promotional material and can distribute posters, leaflets and other literature to all the county's libraries from a single delivery service

For further information please visit our website: [www.libraries.herefordshire.gov.uk](http://www.libraries.herefordshire.gov.uk)

- Please tick if you would like to be involved in future consultation programmes about developing and improving library services
- Please tick if you would like to be sent information about services, events and activities relevant to your organisation

# CONTACT DETAILS

Please complete this section - giving details on any additional contacts within your group that you would like us to have. Please give your main contact details here if you have not already done so on the first page of this questionnaire.

### MAIN CONTACT:

Mr       Mrs       Ms       Miss       Other-please specify.....

Forename:..... Surname.....

Job title / Role: .....

Address:.....

.....

.....Post Code: .....

Telephone No:.....

### MAIN CONTACT:

Mr       Mrs       Ms       Miss       Other-please specify.....

Forename:..... Surname.....

Job title / Role: .....

Address:.....

.....

.....Post Code: .....

Telephone No:.....

### MAIN CONTACT:

Mr       Mrs       Ms       Miss       Other-please specify.....

Forename:..... Surname.....

Job title / Role: .....

Address:.....

.....

.....Post Code: .....

Telephone No:.....

I declare that the above information is correct and that I am authorised by my group to provide this information. The contact people named above know that their details have been included on this form.

NAME:.....Signature:.....Date:.....