



**Welwyn Hatfield CVS Membership Application
Requirements Survey 2014-2015**

Organisation Name _____

ORGANISATION NEEDS

Tick the services you would like to know more about. If already using the service, please rate:

1 Poor ☹ – 5 Excellent ☺

- Funding Advice & Development Support (1 2 3 4 5)
- Office services / Equipment Hire (1 2 3 4 5)
- Networking (community lunches) (1 2 3 4 5)
- Publications (website, E-bulletin, leaflets) (1 2 3 4 5)
- Volunteer Centre (1 2 3 4 5)
- Volunteer Co-ordinator's Network (1 2 3 4 5)
- Representation (Local partnerships) (1 2 3 4 5)
- DBS Checks (1 2 3 4 5)
- Training (1 2 3 4 5)
- Community Transport Advice (1 2 3 4 5)
- Working with the local business sector (1 2 3 4 5)

I have enclosed the following literature about our organisation

TRAINING

If we were to run any of the range of training events below, which of the following topics would be of interest to you? (tick all of interest)

People Skills	ICT Skills	Health and Safety
<input type="checkbox"/> Volunteer Management <input type="checkbox"/> Trustees/Roles and Responsibilities <input type="checkbox"/> Staff Recruitment and Management <input type="checkbox"/> Motivational and team building	<input type="checkbox"/> Microsoft Office Training <ul style="list-style-type: none"> <input type="checkbox"/> PowerPoint <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Assess <input type="checkbox"/> Outlook <input type="checkbox"/> Desk Top Publishing	<input type="checkbox"/> First Aid <input type="checkbox"/> Lifting and Handling <input type="checkbox"/> Volunteer Driver Responsibilities <input type="checkbox"/> Stress Management <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Food Hygiene



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TRAINING (continued)

Business Skills		
<input type="checkbox"/> Effective Partnerships	<input type="checkbox"/> Quality Assessment Tools	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Marketing and Communications	<input type="checkbox"/> Financial management	○ Grants – applying for
	○ Full Cost Recovery & budgeting	○ Sponsorship
	○ Tendering and Contracts	○ Community Fundraising
	○ Financial reports and returns	

Other Training Needs _____

If affiliating for the first time, please enclose copy of your governing document and Equal Opportunities policy (if available).

IDEAS BANK – Do you have any ideas about publications, networking events or topics that the CVS should research in the coming year? Let us know what you think!

THANK YOU FOR TAKING THE TIME TO FILL IN THIS FORM ☺
Please return this form to: WHCVS, Bill Salmon Centre, 88 Town Centre, Hatfield, Herts AL10 0JW or email a.charles@whcvs.org.uk