Community directory registration form

[This template has been developed for you to copy and paste into your own Microsoft Word template as required. While all parts of this template can be modified to suit your needs, items in red have been highlighted to show where you might delete or amend text.]

Fields marked with an \* are mandatory

You can also register online [web URL].

|  |  |
| --- | --- |
| Organisation name\* |  |
| About your organisation\* |  |

## Primary contact\*

This person’s name and contact information will be publicly listed on the directory.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email |  |
| Phone |  |

## President or office bearer

This person’s name and contact information will not be listed on the website.

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |

## Organisation address

|  |  |
| --- | --- |
| Postal address |  |
| Physical address |  |

## Category/categories\*

|  |  |  |
| --- | --- | --- |
| Arts and culture | Cemeteries | Children and families |
| Churches | Community organisations | Disability services |
| Education and learning | Emergency and safety | Employment and business |
| Environment and sustainability | Health and wellbeing | Hobbies |
| Housing and accommodation | Indigenous | Libraries |
| Local history | Markets | Media and communications |
| Older people | Sport and recreation | Venues for hire |
| Young people (12–25) | Other: |  |

## Skills and services

|  |  |  |
| --- | --- | --- |
| Animal support and welfare | Arts and entertainment | Business support |
| Catering | Clean up | Communications |
| Community development | Donation coordination | Environment |
| Events management | Financial administration | First aid (accredited) |
| Fundraising | Governance | Gardening and landscaping |
| Infrastructure | Welcoming new residents | Personal support/counselling |
| Volunteer drivers | Other: |  |

## Equipment and assets

|  |  |  |
| --- | --- | --- |
| Accommodation | Agistment for animals | Catering equipment |
| Clean up equipment | Clean up machinery | Communication equipment |
| Entertainment equipment | First aid equipment | Furniture |
| Gardening tools | Generators | Halls / meeting rooms |
| Kitchen / kitchenette | Marquee/s | Portable lighting |
| Portable toilets | Protective clothing | Stage/s |
| Animal transport | People transport | Material transport (trailers etc) |
| Water access point | Other: |  |

## Service areas\*

|  |  |  |
| --- | --- | --- |
| Barfold | Barkers Creek | Baringhup |
| Campbells Creek | Castlemaine | Chewton |
| Elphinstone | Faraday | Fryerstown |
| Guildford | Harcourt | Maldon |
| Metcalfe | Muckleford | Newstead |
| Nuggetty | Sutton Grange | Shire wide |
| Taradale | Vaughan | Walmer |
| Welshmans Reef | Other: |  |

|  |  |
| --- | --- |
| Are you currently seeking volunteers? Y/N |  |
| Are you currently seeking members? Y/N |  |
| AGM / meeting information |  |
| Website URL |  |

## Authorisation\*

I certify that all details supplied in this form are true and correct to the best of my knowledge, and that the form has been submitted with the full knowledge and agreement of the management of my organisation/group.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Signature | Date |

## Submitting your form

You can submit this form in person to:

[Office address]

Via post to:

[Postal address]

Or

[email address]

|  |
| --- |
| **[Delete this section when transferring to your own Microsoft Word template]** |
| This template has been provided with the support and permission of Mount Alexander Shire. |