

Falkirk Community Organisations Database Update Form



Please use this form to:

- Tell us about a **new organisation/group** that has started recently in the Falkirk area
- Tell us about an **organisation/group that isn't on our database** that operates in the Falkirk area
- Advise us of **changes to details we hold about an organisation/group** that operates in the Falkirk area.

Instructions for completing this form:

- Please complete as much of Section 1 as you can
- It would be helpful for us if you can supply information in Section 2, but it is not essential
- Section 3 must be completed, so that we can verify the information you supply us
- You can print this form out, complete in ink and either post it to us (CVS Falkirk and District, FREEPOST RRBL-LGLY-BJHJ, Unit 6 Callendar Business Park, Callendar Road, Falkirk, FK1 1XR) or fax it to us (01324 692001).
- Alternatively, you can complete this on computer and e-mail it to us at info@cvsfalkirk.org.uk

If you have any queries or problems completing this form, please contact us on 01324 692000 or e-mail us at info@cvsfalkirk.org.uk

Thank you.

Section 1 – please complete as many boxes as you can

Are you advising us of changes to an organisation already on our database?	
Organisation's full name:	
Also known as:	
Address:	
Postcode:	
Phone:	
Fax:	
E-mail address:	
Website address:	
Charity number:	

Section 2 – please complete as many boxes as you can

Name of a contact person at the organisation/group:	
Please supply an e-mail address or phone number for the contact person:	
Is the organisation/group a branch of a larger organisation? If yes, please state the name of the parent organisation	
Does the organisation/group employ staff?	
Does the organisation/group have volunteers? <i>(other than the management committee/board)</i>	
Is the organisation/group constituted in some way?	
Is the organisation/group a project of a public sector body (eg. Falkirk Council, NHS Forth Valley etc.)?	

Section 3 – you must complete this section in full

Your name:	
Your contact phone number or e-mail address:	
Your connection/relationship with this organisation <i>(if any):</i>	

Thank you very much for taking the time to do this.

Please **post** (using freepost) the completed form to us: CVS Falkirk and District
FREEPOST RRBL-LGLY-BJHJ
Unit 6, Callendar Business Park
Callendar Road
Falkirk
FK1 1XR

Or, **fax** it to us on 01324 692001
Or, **e-mail** it to us at info@cvsfalkirk.org.uk