

**REGISTRATION GUIDE**

You will need:

* A brief description of your organisation and its activities. This isn't a description of the activities or volunteer work you'd like students to do, but rather general information about your organisation and the work that it does;
* A logo or image (Advised Dimension: 200px \* 100px. Supported image formats are [.jpeg, .pjped, .png, .x-png, .gif, .bmp]);
* Address and website;
* Contact details for of the member of staff who will be managing the profile;
* Current Public Liability Insurance documents, and the expiry date;
* Health and safety policy, or relevant risk assessment documents;
* Current employer liability insurance policy (if relevant to your organisation).

To register:

1. Visit the volunteering opportunities page on the Student's Union website to begin the process: <https://lancastersu.co.uk/volunteering>
2. Click on the orange 'organisations register' button at the bottom of the page: 
3. Follow the prompts on the page to upload all of the necessary information, outlined above.

Once your registration has been completed, you can log in to your profile at any time using your email and password:

