**Refugee Community Organisation website building template**

Please complete as fully as you can.

Here is an example of what your website will look like when we build it: <https://e-voice.org.uk/superhghways5/>

You can also email photos, documents or any other useful information to [mairahrahman@superhighways.org.uk](mailto:mairahrahman@superhighways.org.uk)

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Name of website** | *Your website address will be e-voice.org.uk/[organisation-name].*  *Usually your organisation’s name and website address will be the same. However, if your name is very long and you want to shorten it, or you have a different name in mind please tell us here* |
|  |
| **Address of organisation** | *This will be hidden from the public view but is needed to create the website* |
|  |
| **Email address you would like to be contacted on via the website** | We will create a form on the website so that the email address is hidden. |
|  |
| **Do you have a logo?** | *Please send us your logo by email* |
| **Would you like us to create a simple logo for you?** | *It is not necessary for the website but we may be able to create a simple logo if helpful.* |
| Yes / No (please delete) |
| **Short description of what you offer to people you help. Try to keep this as brief as possible.** |  |
| **Services and activities you offer** |  |
| **If you are a registered charity or Community Interest Company what is your number?** |  |
| **Do you run regular events?** | Voice includes a calendar application which we can enable and add your events to. If you would like to use the calendar, please include details of events happening in November 2025 or later. Include the time, date and a brief description. It is OK to send us posters or other information you have already created if this is easier. |
| Event 1: |
| Event 2: |
| Event 3: |
| **Do you have any stories or impact information to add?** | Please write here or alternatively attach to your email |
|  |
| **Recent news stories or updates** | Please write here or alternatively attach to your email if you have them. |
| News item 1: |
| News item 2: |
| News item 3 |
| **Actions for your website visitors** | Please list any actions would you like people to take on your site e.g. become a member, contact, book on events, complete an email contact form, fill in a form for advice or another service. |
|  |
| **Photos** | You can attach your own photos to your email. Alternatively search our list of photo libraries that include photos you can use for free under a Creative Commons licence: <https://superhighways.org.uk/latest/free-photo-websites/>  If you find any you like, please copy the online link for the image and paste them here: |