**Action Together CIO - Membership Form**

***\*Please read the information below and complete this form if you want to become a member of Action Together\****

|  |
| --- |
| **1. Our Membership Offer**Action Together is a member based organisation that supports community action in Oldham and Tameside by promoting the interests of the voluntary, community, faith and social enterprise (VCFSE) sector. Our ambition is to work with all the 2,398 organisations in the VCFSE sector in Oldham and Tameside.We advocate on the valuable areas of work that the sector contributes to and help to gather evidence to show how important it is.By joining Action Together, you can bring real benefits to the whole VCFSE sector, supporting us to reflect the diverse communities in Oldham and Tameside, demonstrating the strength of the sector to other bodies, and help to develop collaborative working. In addition, as a member group you will:* Receive an invitation to the Annual General Meeting and are **entitled to seek nomination to our Board of Trustees as well as vote on important decisions** for the organisation.
* **Get access to free training** and bespoke workshops on topics ranging from business planning, writing funding bids, safeguarding compliance, supporting volunteers and how to use social media.
* **Get support with organisational development**; such as choosing a suitable constitution, developing your aims and objectives, building a business plan and fundraising strategy, applying for funds, and creating a dynamic and effective committee.
* **Get help to achieve our quality awards**; (‘Quality in Action’ and ‘Volunteering in Action’), which are pathways to local funding and can help you work towards best practice.
* **Get regular information** about local changes, news, funding and training relevant to you.
* **Get to meet other organisations** in your area, work closer with others and receive peer support.
* **Get to have a say and be involved in decision making** about the things you care about.
* **Get a spot on our online service directory** that will be open for groups, funders, and potential users to find out more.
* **Get opportunities to promote the work of your group** through our newsletter, ebulletins and social media.
* **Get the right people for your workforce** by advertising jobs through our extensive networks.
* **Get more volunteers** by uploading and managing your volunteering opportunities through our interactive website and advertising them on our social media channels.
* **Get bespoke advice and support** **on managing volunteers** and attend our volunteer coordinator forums.
 |
| **2. Our Membership Criteria**To be eligible to become a member of Action Together CIO groups and organisations must be able to demonstrate that:* + 1. You are committed to the principles of equality and diversity in practice.
		2. Your group delivers a significant amount of its activity in Oldham and/or Tameside.
		3. If your group is linked to a particular religious organisation, church or faith community, its community activities are not primarily intended to promote a particular religion or faith.
		4. Your group/organisation is founded on charitable principles where people have come together to take action for the benefit of local communities rather than for financial gain.
		5. You have a name and written set of rules that govern what you do e.g. some terms of reference or constitution or are working towards developing these.
 |
| I would like to become a member of Action Together: Yes [ ]  No [ ]   |
| 3. Our Data Protection StatementUnder the EU General Data Protection Regulation (GDPR), the information provided by you in this registration form will be held by Action Together CIO as data controller. The information will be used by Action Together as permitted by you in the above application. Your organisation’s contact details (name, contact address, telephone number, e-mail, website address and social media) and information about its main function and type of clients may be published, via appropriate sources unless the organisation has stated that they do not want this information to be shared. Apart from this information, no other information will be passed on to a third party without permission.Action Together processes all personal data in accordance with the EU General Data Protection Regulation (GDPR) and the law. Your consent to providing your informationI hereby confirm my understanding and acceptance of the information above.I declare that the information I have given is correct and authorise you to hold this information on your database and use it in the ways described above. |
| Organisation: |  |
| Name (please print): |  |
| Signature: |  | Date: |  |
| **4. Preferred Communication Method (s) and Privacy Preferences****Preferred Communication Method(s)**□ Phone□ Email□ Postal Mail**Privacy Preferences**□ Do not email□ Do not phone□ Do not mail□ Do not SMS□ Do not trade□ NO BULK EMAILS (User Opt Out) |
| 5. Receiving Information from usAction Together regularly sends out newsletters and other information by post and email.Please tick the relevant box if you would like to receive this information. ☐ Funding eBulletin - a monthly e-bulletin with news and information about the latest funding available in the area. ☐ Action Together eBulletin - a twice monthly e-bulletin with local, regional and national news, information, and training for groups. ☐ Specific News – occasional emails that Action Together think are relevant to your group.☐ Volunteer Coordinators - a monthly e-bulletin with news and information about the latest volunteering support in Oldham and Tameside. ☐ Volunteer Centre eBulletin - a monthly e-bulletin with news and information about the latest volunteering opportunities in Oldham and Tameside. ☐ Healthwatch Oldham eBulletin - a weekly eBulletin which includes information about services and events within the Oldham borough as well as relevant health news items. ☐ **Healthwatch Tameside eBulletin** – a weekly eBulletin which includes information aboutservices and events within Tameside as well as relevant health news items.☐ Action Oldham Fund eBulletin – bi-monthly e-bulletin with local community fundraising events in aid of the Action Oldham Fund and demonstrating the impact of the fund.☐ Tameside 4 Good eBulletin – bi-monthly e-bulletin with local community fundraising events in aid of Tameside 4 Good and demonstrating the impact of the fund.☐ The Children and Young People’s Hub – E-news (Oldham) – Weekly e-news, training, funding for Oldham’s Children and Young People’s groups.  |

|  |
| --- |
| **5. About your group** |
| **Organisation Name:**  |
| **Is your organisation known by any other names or abbreviations?** (if yes please state below): |
| **Contact Name:** | **Position in Organisation:**  |
| **Address:****Postcode:** | **Your groups correspondence address** (if different from contact address)**:****Postcode:** |
| **Tel:** | **Website:** |
| **Email:** | **Facebook:** |
| **Donation site:** | **Twitter:** |

|  |
| --- |
| **Organisation description** - e.g. What you do? Who is it for? When/Where do you meet? etc. (Maximum of 150 words) |
| **When was your organisation established?** (Date / Month / Year): |
| **What was your organisation’s total income during the last year, approximately?** **☐** Under £10,000**☐** £10, 000 - £25,000**☐** £25,000 - £100,000**☐** £100,000 – £250,000**☐** £25,000 - £1million**☐**  Over £1million*NB: This just helps us work out if you are a small, medium, or large organisation, and over time if your income is going up or down. We just look at trends, we don’t share this.*  |
| **How many paid staff do you have? Full time: Part-time:** |
| **How many people are on your management committee?** **How many regular volunteers do you have?** **How many hours per week do they volunteer for you approximately? (in total):** |
| **What is your group’s legal/ charitable status?**[ ]  **Charity** [ ]  **Company limited by guarantee Company number ……………….**[ ]  **Charitable Trust**[ ]  **Community Association** [ ]  **Community Interest Company Registered number …………….** [ ]  **Constituted Group**[ ]  **Co-operative**[ ]  **Friends Society** [ ]  **Registered Charity Registered number ……………….** [ ]  **Charitable Incorporated Organisation** [ ]  **Not Constituted** [ ]  **Social Enterprise**  |
| **Who are the MAIN clients/ users / beneficiaries of your organisation?**[ ]  **Everyone** [ ]  **Black and Minority Ethnic Communities**[ ]  **Carers** [ ]  **Children 0-5**[ ]  **Children 6-12** [ ]  **Faith communities**[ ]  **Families and parents** [ ]  **Homeless people**[ ]  **Lesbian, gay, bisexual, transgender,** [ ]  **Looked after children (e.g. in care,**  **questioning, intersex foster care)**[ ]  **Men** [ ]  **Offenders, ex-offenders and their** [ ]  **Older people (50+) families** [ ]  **People with learning disabilities** [ ]  **People with emotional wellbeing /** [ ]  **People with substance misuse/addiction mental health problems**[ ]  **People with physical and sensory disabilities** [ ]  **Refugees and people seeking** [ ]  **Tenants and residents asylum**[ ]  **Unemployed people** [ ]  **Veterans**[ ]  **Victims of crime and their families** [ ]  **Women**[ ]  **Young people aged 13-17** [ ]  **Young adults aged 18-25**[ ]  **Other** |
| **Where do you deliver activities or services?** |
|

|  |  |  |
| --- | --- | --- |
| [ ]  **Alexandra**[ ]  **Ashton-under-Lyne**[ ]  **Audenshaw**[ ]  **Chadderton Central**[ ]  **Chadderton North**[ ]  **Chadderton South**[ ]  **Coldhurst**[ ]  **Crompton**[ ]  **Denton**[ ]  **Droylsden**[ ]  **Dukinfield**[ ]  **Failsworth East**[ ]  **Failsworth West** | [ ]  **Glossop**[ ]  **Hollinwood**[ ]  **Hyde**[ ]  **Longdendale**[ ]  **Medlock Vale**[ ]  **Mossley**[ ]  **Royton North**[ ]  **Royton South**[ ]  **Saddleworth North**[ ]  **Saddleworth South**[ ]  **Saddleworth West**  **and Lees**[ ]  **Shaw** | [ ]  **St James**[ ]  **St Marys**[ ]  **Stalybridge**[ ]  **Waterhead**[ ]  **Werneth**[ ]  **Greater Manchester**[ ]  **Bolton**[ ]  **Bury**[ ]  **City of Manchester**[ ]  **Rochdale**[ ]  **Salford**[ ]  **Stockport**[ ]  **Trafford**[ ]  **Wigan** |

 |
| **What type of activities or services do you deliver?**

|  |  |  |
| --- | --- | --- |
| [ ]  **Crisis support e.g. food poverty, domestic abuse, human rights, money advice** [ ]  **Health and wellbeing e.g. social groups, walking groups, health conditions**[ ]  **Local democracy and campaigning** | [ ]  **Practical support e.g. charity shops, handyman service, community transport**[ ]  **Arts and crafts e.g. drama, dance, performance, film and media, music and singing** | [ ]  **Skills and training e.g. literacy, IT, life skills, employment support**[ ]  **The environment e.g. conservation, heritage, allotments, gardening, animals, pets, wildlife**  |

 |

|  |
| --- |
| **Do you agree for your organisation to appear on the online community activities directory?** [ ]  **Yes**[ ]  **No****Would you like your organisation's address hidden on your listing? \***[ ]  **Yes**[ ]  **No****Would you like your organisation's telephone hidden on your listing? \***[ ]  **Yes**[ ]  **No** |

**6. Additional Activities**

**Please complete a separate form for each activity that your group delivers e.g. a community centre that delivers a range of activities on different days, will need to fill one in per activity.**

|  |
| --- |
| Name of organisation (in case this page gets separated): |
| Name of Activity: |
| Please describe what your activity is and who it is for? For example – lunch club for over 50’s in Mossley, or series of jewellery making classes for people over 70 living in Dobcross. |
| Where does this activity takes place? |
| Is there a cost to this activity? If so how much?

|  |  |  |
| --- | --- | --- |
| [ ]  **Free**[ ]  **£5 - £10**[ ]  **More than £20** | [ ]  **£1 - £3**[ ]  **£10 - £15** | [ ]  **£3 - £5**[ ]  **£15 - £20** |

 |
| What day and time of the week does this activity take place? |
| Please tick what day this activity takes place on | Time | Frequency (weekly/fortnightly/monthly) |
| Monday |  |  |  |
| Tuesday  |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Can people self-refer? Yes ☐ No ☐ Do you need to be referred by a professional for this? Yes ☐ No ☐ If so whom?

|  |  |
| --- | --- |
| [ ]  **Health or care professional**[ ]  **Job Centre**[ ]  **Local Authority** | [ ]  **Probation Services**[ ]  **Educational Institute**[ ]  **Housing**[ ]  **Other, please state** |

Is the service accessible for people with disabilities? Yes ☐ No ☐ Is the service accessible for people with other language needs? Yes ☐ No ☐  |
| Who will people contact for further details:Name:Email:Tel No: |
| Please confirm, are you happy for this service / activity to be included in the online community activities directory? **Yes** [ ]  **No** [ ] Please confirm if you would like the address of your activity to be made public in our online community activities directory. **Yes** [ ]  **No** [ ] Please confirm if you would like the telephone number of your activity to be made public in our online community activities directory. **Yes** [ ]  **No** [ ]   |

1. **Room Hire**

|  |
| --- |
| Name of organisation (in case this page gets separated): |
| Name and address of venue with room available to hire: |
| Name room available to hire e.g. board room or community hall: |
| Please describe what activities can take place in the room? For example – the room is available for meetings with conference facilities or the hall is ideal for birthday parties |
| Name of person handling room hire:Email:Tel No: |
| Please confirm, are you happy for this room to be included in the online room hire directory? **Yes** [ ]  **No** [ ] Please confirm if you would like the address of your room to be made public in our online room hire directory. **Yes** [ ]  **No** [ ] Please confirm if you would like the telephone number of your room to be made public in our online room hire directory. **Yes** [ ]  **No** [ ] Please confirm if you would like the email address of your room to be made public in our online room hire directory. **Yes** [ ]  **No** [ ]   |
| Please tick the boxes to confirm your room has the following facilities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  **Accessible toilets**[ ]  **Level access**[ ]  **Wifi**[ ]  **Toilet facilities**[ ]  **Flip chart**  | [ ]  **Lift access**[ ]  **Disability access / facilities**[ ]  **Kitchen available**[ ]  **Catering facilities**[ ]  **Outside space** | [ ]  **Induction loop**[ ]  **Creche**[ ]  **Projector**[ ]  **Car park** | [ ]  **Accessible toilets**[ ]  **Level access**[ ]  **Wifi** | [ ]  **Lift access**[ ]  **Disability access / facilities** | [ ]  **Induction loop**[ ]  **Creche** |

 |
| **Capacity** **Time available for room hire****Prices (where known)** **Parking information** **Public transport information****Other comments** |

Thank you for taking the time to complete the membership form.

For further information contact Action Together on 0161 339 2345 or info@actiontogether.org.uk.

www.actiontogether.org.uk