

Associate Membership 2018 / 2019

Associate Membership is open to any group or organisation who do not meet our main Membership criteria but any of the following applies:

- Your group/organisation does not work directly with children and young people (but it must benefit children and/or young people)
- You are an Early Years provider
- You only work with children ages 10 and under
- You are an infrastructure organisation

Benefits of Associate Membership include:

- * Discounts on Momentum training (including “Working Together” training) and some partner training
- * Discounts on DBS applications (including online applications)
- * Joint membership with Voluntary Norfolk
- * Free or reduced membership of Safer (for groups with an income under £100K)
- * Free advertising for your events, jobs and volunteering opportunities through the Momentum website, and social media channels
- * Premium listing on Go-Do Norfolk
- * Occasional offers and discounts from partner organisations

Cost of Associate Membership

Annual income	Under £10,000	£10,000 - £25,000	£25,000 - £100,000	£100,000 - £500,000	Over £500,000
Membership fee	Free	£22.50	£45	£67.50	£67.50

Completing your membership form:

If your group has an annual income of less than £25,000, you only need to complete Sections A-D

If your group has an annual income of £25,000 or more, you must complete ALL sections of the membership form.

If you run multiple projects, such as more than one youth club, you should also complete Section E.

Data Protection Act 1998

The information provided on this form will be stored on a database and will be used for the administration and delivery of services, including Momentum (Norfolk) mailings. All personal information will be held in the strictest confidence. Please see our privacy statement on our website.

SECTION A: ABOUT YOUR GROUP / ORGANISATION

Name of group / organisation:

Main contact name:

Role in organisation:

Email address:

Telephone number:

Venue address:

Postcode:

Treasurer / Finance Officer:

Email address:

Designated Safeguarding Officer:

Email address:

Group's website / social media page:

What does your group do?

What year was your group established?

Does your organisation operate: national, regionally, countywide, locally?

Is your group / organisation a (tick all that apply):

Voluntary / Community Group (unregistered)

Community Interest Company

Registered Charity

Parish Council

Limited by guarantee

Other (please specify):

Charitable Incorporated Organisation

What is your annual income:

Under £10,000

£100,000 -£500,000

£10,000 - £25,000

£500,000 -£1m

£25,000 -£100,000

£1m +

Are you part of a larger organisation?

If yes, which organisation?

Which district area does your group / organisation provide services in? (please tick all that apply)

Breckland

North Norfolk

Broadland

South Norfolk

Great Yarmouth

Norwich

King's Lynn & West Norfolk

Countywide

Please select your preferred payment option for your membership fee (if applicable):

Cheque enclosed - please write your group / organisation name on the back

BACS Payment - please include your group / organisation name as the reference with the payment Sort Code: 60-83-01, Account No: 20365893

SECTION B: COMMUNICATIONS AND PARTNERSHIP OPPORTUNITIES

We work in partnership with a number of organisations for the benefit of our members. In order for your group/organisation to benefit, we need your permission to share some level of information such as:

- The fact that you are a member of Momentum and your level of membership
- Your organisation name
- The district that you operate in
- The services that you provide
- Your census data*

We will not share your individual contact details without your consent. Please tick to indicate which partners you would like your details shared with:

	<p>Safer Programme (part of the Norfolk Safeguarding Children Board) The Safer Programme offers child protection training and help with writing safeguarding policies. Smaller groups can receive free membership of Safer as well as two free training places.</p>
	<p>Community Action Norfolk We also have an agreement in place with Community Action Norfolk to share some data to gain a picture of the services provided by the VCSE in Norfolk</p>
	<p>Early Help Hubs Early Help Hubs want to understand what services are available in their District so that they can direct families and young people to those services.</p>
	<p>Youth Advisory Boards We work in partnership with the Youth Advisory Boards to ensure that there are a broad range of opportunities for young people across Norfolk. Sharing information about our membership helps the Youth Advisory Boards to map provision in their district.</p>

You can change your mind at any time about who your information is shared with. You just need to email us on info@momentumnorfolk.org.uk and tell us which changes you wish us to make.

We offer five e-newsletters in partnership with Voluntary Norfolk and Community Action Norfolk (Working Together), as well as the Opportunities for Young People e-news which is specific to Momentum members. Please indicate below which of these you would like to receive:

Jobs – every two weeks

Email address:

Funding– every four weeks

Email address:

Sector news (including Voluntary Sector Forum - children, young people and families - news) – every four weeks

Email address:

Events and volunteering – every four weeks

Email address:

Training E-news (every six weeks) and targeted training emails

Email address:

Opportunities for Young People - every four weeks

Email address:

You can unsubscribe from any or all of these at any time by clicking the 'change your preferences' link at the bottom of the email.

SECTION C: MEMBERSHIP EXPECTATIONS

We want to ensure that our members are operating safely and providing a high-quality service to children and young people, which is why we have a minimum standard we expect our members to achieve.

Our expectation is that all Associate members will meet these minimum standards.

Please tick to indicate which of the following you have in place:

Constitution / Governance document

Public Liability insurance

Health and Safety policy

Employers Liability insurance

Equality and Diversity policy

Staff / Volunteer Code of Conduct

Child Protection / Safeguarding policy

DBS checks for all relevant staff / volunteers

Designated First Aider (with relevant training)

Consent forms for children / young people (where relevant)

Do you currently have a Quality Mark?

If so, which one?

*In addition, you will be expected to complete Momentum's annual census. This is to enable Momentum to build a picture of youth work across Norfolk and highlight the valuable work that voluntary and community sector groups are delivering. This data will be fed back to UK Youth, Norfolk County Council and other partners with an interest in the picture of youth services across Norfolk.

I understand that by signing this declaration our organisation has adopted the minimum standard for Associate Membership and will provide the evidence to support this if required. We also agree to provide the census information as required (annually).

Signed

Print name

Date

SECTION D: QUALITY IMPROVEMENT

Hearing from our members about their reasons for membership helps us to ensure that we keep our membership and services relevant to our sector.

Why do you want to become a member of Momentum?

How did you hear about us?

If your organisation has an income of less than £10k a year, you do not need to complete any further sections of this form.

SECTION E: PROJECTS - If your organisation has an income of over £25k a year, please complete this section

By completing this section, we can ensure that all your projects are able to access membership benefits (such as discounts on Momentum training). There is no limit to how many projects you can list.

We will contact each project by email to confirm their membership and check their E-news and communication preferences.

If you have more than five projects, please attach an additional sheet of paper with details of your other projects.

Project name:	
Lead contact name and role in organisation:	
Telephone or mobile number:	
Email address:	

Project name:	
Lead contact name and role in organisation:	
Telephone or mobile number:	
Email address:	

Project name:	
Lead contact name and role in organisation:	
Telephone or mobile number:	
Email address:	

Project name:	
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Email address:	

SECTION F: ADDITIONAL CONTACT DETAILS - For organisations with an income of over £50k a year

Who in your group / organisation should we communicate with regarding strategic information (specific targeted emails regarding service delivery, usually from our CEO)? Ideally this should be your strategic lead.

Name:

Role within your group / organisation:

Email:

Telephone or mobile number:

Who in your group / organisation should we communicate with regarding operational information (such as Good Practice meetings and other events) including the membership pack?

Name:

Role within your group / organisation:

Email:

Who in your group / organisation should we send invoices to?

Name:

Role within your group / organisation:

Email:

Is there anyone else in your organisation that you wish to add to our E-news mailing lists?
Please state their name, email address and which E-news they would like to receive.

Name:

Email:

Which E-news?

Name:

Email:

Which E-news?

Name:

Email:

Which E-news?

If you would like more than three people to receive these emails, please attach an additional sheet with their names and email addresses.

FOR OFFICE USE ONLY (Date and name)

Added to database	Membership fee paid	Membership pack sent	Contact made with group
Added to E-news	Added to Training distribution list	Added to Good Practice meeting distribution list	Form scanned and saved