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 Website www.vaef.org.uk  
 Registered Charity No. 1097376. Company Limited by guarantee

## Membership Form 2018-2019

Full Legal Name of Organisation			
Acronym or working name			
Are you a local branch of a national charity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please note the information below will be used to populate the online database

[www.essexconnects.org.uk](http://www.essexconnects.org.uk)

Tick the membership category you wish to join:

### For Organisations:

- FULL ORGANISATION MEMBERSHIP** (annual subscription of £12. Varied benefits include: Promotion of your events and good work, access to training, practical support, recruitment of volunteers, access to funding advice, access to networks, strategic representation, development of the voluntary sector, newsletter and bulletins plus entitlement to nominate to the Board of Trustees)
- LIMITED ORGANISATION MEMBERSHIP** (no annual subscription, receive limited support and assistance from VAEF)

### For Individuals:

- FULL INDIVIDUAL MEMBERSHIP** (annual subscription of £12. Varied benefits include: Promotion of your events and good work, access to training, practical support, recruitment of volunteers, access to funding advice, access to networks, strategic representation, development of the voluntary sector, newsletter and bulletins plus entitlement to nominate to the Board of Trustees)
- LIMITED INDIVIDUAL MEMBERSHIP** (no annual subscription, receive limited support and assistance from VAEF)

*In the event of VAEF being wound up, every member undertakes to contribute to the assets up to the amount of £1.*

Fields marked with a star (\*) will appear on the Essex Connects online database. If your organisation operates from a home address and you do not wish this to be made public please give details of an alternative address for the public such as a local meeting venue or national/regional office. Alternatively let us know on the data protection section at the end of the form and enquiries will then be directed via Voluntary Action Epping Forest.

If you would like to discuss this further or have any questions please contact us

### \* Public details for Essex Connects Online Directory [www.essexconnects.org.uk](http://www.essexconnects.org.uk)

Address: <i>Office or meeting venue</i>	
Email:	Telephone:
Facebook User Name:	Twitter User Name:
Website:	

**Private address for correspondence with Voluntary Action Epping Forest****(i.e. newsletters, e-bulletins and post)**This information **will not** appear on the [EssexConnects](#) online database but will be held purely for VAEF's records and purposes of mailings

Main contact (full name and title):	
Position:	
Address (if different from above):	
Telephone	
Email:	

**Additional Contacts:**

Name:	Email:
Name:	Email:

**\* About your organisation's activities:**

Please give a short description of your organisation and what it does. This will appear on the Essex Connect online directory.

Please note that words used in this section are searchable on Essex Connects. If you write 'befriending' 'clubs' 'self-help' your organisation will appear if a search is made on any word you use. Please provide as much information as possible to ensure your organisation is reached by others.

**\* If applicable please give details of when and where your organisation meets?****Additional information about your organisation**

Statistical data such as financial information shall be used for research and statistical purposes only and will NOT appear on the website. This information will be used to gain an overview of the Voluntary and Community sector in the Epping Forest district, and then across Essex as a whole.

**\* Organisational Structure**

Are you a: <input type="checkbox"/> Faith Group <input type="checkbox"/> Incorporated organisation : no _____ <input type="checkbox"/> Registered charity no: _____ <input type="checkbox"/> Self-help group <input type="checkbox"/> Voluntary group with constitution <input type="checkbox"/> Social Enterprise	<input type="checkbox"/> Community/neighbourhood group <input type="checkbox"/> Branch of national organisation <input type="checkbox"/> Housing Association/Registered provider <input type="checkbox"/> Voluntary group without a constitution <input type="checkbox"/> Other
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**What was your organisations income last year?**

<b>MICRO</b> = Annual income of less than £10,000 and / or no paid staff <input type="checkbox"/>	<b>SMALL</b> = Annual income between £10,000 and £100,000 with paid staff <input type="checkbox"/>	<b>MED / LARGE</b> = Annual income greater than £100,000 <input type="checkbox"/>	<b>Undisclosed</b> <input type="checkbox"/>
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<b>Number of Volunteers:</b>		<b>Number of Members:</b>		<b>Number of Staff:</b>	
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**\* Where in Epping Forest does your organisation operate?**

<input type="checkbox"/> Abridge	<input type="checkbox"/> Loughton	<input type="checkbox"/> Theydon Bois
<input type="checkbox"/> Buckhurst Hill	<input type="checkbox"/> Nazeing	<input type="checkbox"/> Waltham Abbey
<input type="checkbox"/> Chigwell	<input type="checkbox"/> North Weald	<input type="checkbox"/> Other ( please specify)
<input type="checkbox"/> Epping	<input type="checkbox"/> Ongar	_____

**\* Does your organisation also operate in another district?**

<input type="checkbox"/> Basildon District	<input type="checkbox"/> Colchester Borough	<input type="checkbox"/> Tendring District
<input type="checkbox"/> Braintree District	<input type="checkbox"/> Harlow District	<input type="checkbox"/> Thurrock Borough
<input type="checkbox"/> Brentwood District	<input type="checkbox"/> Maldon District	<input type="checkbox"/> Uttlesford District
<input type="checkbox"/> Castle Point Borough	<input type="checkbox"/> Rochford District	<input type="checkbox"/> Essex Wide
<input type="checkbox"/> Chelmsford City	<input type="checkbox"/> Southend on Sea Borough	<input type="checkbox"/> National

**\* What best describes your services?**

Please tick up to four boxes in both the Services Offered and Beneficiaries sections:

If more than four apply please contact VAEF to discuss how best your organisation should be categorised. These categories will be used by the public to find your organisation on the [EssexConnects](#) database; it may be possible to list specific projects separately to ensure they are represented.

Services Offered		Beneficiaries	
<input type="checkbox"/> Advice/Guidance	<input type="checkbox"/> Health improvement/wellbeing	<input type="checkbox"/> Everyone	<input type="checkbox"/> Gender – Men/boys only
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Heritage and museums	<input type="checkbox"/> Age – Children	<input type="checkbox"/> Gender – Women/girls only
<input type="checkbox"/> Animal Welfare	<input type="checkbox"/> Holiday schemes	<input type="checkbox"/> Age – Youth	<input type="checkbox"/> Health conditions
<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Hospice/palliative care	<input type="checkbox"/> Age – Working age	<input type="checkbox"/> Homeless people
<input type="checkbox"/> Befriending/mentoring	<input type="checkbox"/> Housing	<input type="checkbox"/> Age – Older people	<input type="checkbox"/> Lone Parents
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Independent living	<input type="checkbox"/> Animals	<input type="checkbox"/> Mental health needs
<input type="checkbox"/> Charity shops/retail	<input type="checkbox"/> Information and Support	<input type="checkbox"/> BAME – Black, Asian & Minority Ethnic	<input type="checkbox"/> NEET (not in employment, education or training)
<input type="checkbox"/> Community development/action	<input type="checkbox"/> International Action	<input type="checkbox"/> Bereaved	<input type="checkbox"/> Offenders and/or ex-offenders
<input type="checkbox"/> Community facility	<input type="checkbox"/> Lunch/Meals	<input type="checkbox"/> Carers	<input type="checkbox"/> People on low income
<input type="checkbox"/> Community safety/crime prevention	<input type="checkbox"/> Mediation	<input type="checkbox"/> Disability – learning disability	<input type="checkbox"/> Refugees/asylum seekers
<input type="checkbox"/> Community transport	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Disability – physical disability	<input type="checkbox"/> Rural communities
<input type="checkbox"/>	<input type="checkbox"/> Pre-Schools/Play groups	<input type="checkbox"/> Disability – sensory impairments	<input type="checkbox"/> Survivors of abuse/victims of crime
<input type="checkbox"/> Conservation/Gardening	<input type="checkbox"/> Residential/respite care	<input type="checkbox"/> Drug and Alcohol misusers	<input type="checkbox"/> Tenants/residents
<input type="checkbox"/> Counselling	<input type="checkbox"/> Self help groups	<input type="checkbox"/> Families/parents	<input type="checkbox"/> Travelling communities
<input type="checkbox"/> Day Centres	<input type="checkbox"/> Sexual health support	<input type="checkbox"/> Forces Personnel	<input type="checkbox"/> Unemployed people
<input type="checkbox"/> Education/training	<input type="checkbox"/> Social Care	<input type="checkbox"/>	
<input type="checkbox"/> Emergency services	<input type="checkbox"/> Social Clubs	<input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender	
<input type="checkbox"/> Environmental/recycling activities	<input type="checkbox"/> Sports and outdoor activities		
<input type="checkbox"/> Faith Groups	<input type="checkbox"/> Voluntary and Community sector support		
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Volunteering		
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Youth clubs		

**\* Does your organisation have a venue for hire?**

**YES**

**NO**

..... Max Room Capacity	<input type="checkbox"/> Wheelchair Access	<input type="checkbox"/> Catering provided
..... Min Room Capacity	<input type="checkbox"/> Hearing Loop	<input type="checkbox"/> Refreshments
Other ( please specify)	<input type="checkbox"/> Parking	<input type="checkbox"/> Photocopying
_____	<input type="checkbox"/> Disabled Parking	<input type="checkbox"/> Event Management Facilities

**Does your organisation work towards any of Essex County Councils Broadly Defined Outcomes?**

Please tick all that apply:

<b>Weight Management</b>	<input type="checkbox"/>	<b>Support for children &amp; families</b>	<input type="checkbox"/>
<b>Healthy Lifestyles</b>	<input type="checkbox"/>	<b>Winter preparedness</b>	<input type="checkbox"/>
<b>Good Lives</b>	<input type="checkbox"/>	<b>Signposting to and from statutory services</b>	<input type="checkbox"/>

Under the Data Protection Act 1998 and the General Data Protection Regulations which come in to force in May 2018 Voluntary Action Epping Forest (VAEF) is the data controller for this information. The above details will be stored on a computer database at VAEF and may be deleted at any time upon request by emailing [ngavens@vaef.org.uk](mailto:ngavens@vaef.org.uk). Your personal information is safe. With consent your public contact and service details may be shared with a third party for example passing your organisational details on to members of the public enquiring about particular services.

Voluntary Action Epping Forest works in partnership with other CVSs and Volunteer Centres in Essex to share client relationship management software ([www.essexconnects.org.uk](http://www.essexconnects.org.uk) and [www.volunteersex.org.uk](http://www.volunteersex.org.uk)). To avoid duplication, your information may be shared with other EssexConnects partners under a strict data sharing protocol.

- Your organisational data will be held on Essex Connects and public service details may be shared with Essex Connects Partners and will be accessible to agencies including the NHS, District and County Councils, to identify who provides services in these districts and to make referrals. This data can also be searched by members of the public looking for local services using [www.essexconnects.org.uk](http://www.essexconnects.org.uk).
- Data will be held for 18 months or as long as your organisation remains in membership of Voluntary Action Epping Forest
- The purpose of holding your data will ensure as members we are able to contact you so you remain up to date with local news, events and training etc. and receive referrals
- You can contact VAEF and be removed from our database and Essex Connects at any time by contacting [ngavens@vaef.org.uk](mailto:ngavens@vaef.org.uk)

Please tick here if you are happy for Voluntary Action Epping Forest to share this data with other EssexConnects partners, Volunteer Essex and relevant members of the public.

OR

Please tick here if you would prefer Voluntary Action Epping Forest to keep this information confidential and your contact details to be care of VAEF (Please note if this box is selected none of your organisational information will appear on Essex Connects or Volunteer Essex when searched)

VAEF Annual Accounts can be found by visiting: [www.charitycommssion.gov.uk](http://www.charitycommssion.gov.uk) and searching for Voluntary Action Epping Forest.

I agree that Voluntary Action Epping Forest may use this information to compile a database, which will be used to answer queries from the public and statutory sector, and to publish the EssexConnects Online searchable internet directory of groups.

SIGNED:

PRINT NAME:

DATE:

If you wish to use the Volunteer Centre you will need to complete a separate volunteering opportunity registration form for each of your volunteering roles. Download the form by copying and pasting the link into your browser: [http://www.vaeff.org.uk/wp-content/uploads/2015/01/VC-opportunity\\_registration.pdf](http://www.vaeff.org.uk/wp-content/uploads/2015/01/VC-opportunity_registration.pdf)

Please enclose the correct membership fee when returning this form, cheques made payable to  
**Voluntary Action Epping Forest**

Or send BACS payment to VAEF Ac: 00088705 SC: 40.52.40 stating your organisation name as reference  
Please keep us informed of any changes in your organisation

Please return this form to:

Voluntary Action Epping Forest, Homefield House, Civic Offices, High Street, Epping CM16 4BZ or email [ngavens@vaeff.org.uk](mailto:ngavens@vaeff.org.uk)

Thank you

