



Homefield House, Civic Offices, High Street, Epping CM16 4BZ

Telephone: 01992 564 178 Email: info@vaeef.org.uk  
 Website: www.vaeef.org.uk  
 Registered Charity No. 1097376. Company Limited by guarantee

## Membership Form 2017-2018

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:

- AFFILIATED GENERAL MEMBERSHIP** (annual subscription of £12 covers cost of bi monthly Newsletter, Varied benefits and service discounts, including access to services of the Volunteer Centre, plus entitlement to nominate to the Board of Directors)
- NON-AFFILIATED GENERAL MEMBERSHIP** (no annual subscription, receive support and assistance from VAEF)
- AFFILIATED INDIVIDUAL MEMBERSHIP** (annual subscription of £12 covers cost of bi monthly Newsletter, Varied benefits and service discounts and entitlement to nominate to Board of Directors. This subscription is free to members of the VAEF Board)
- NON-AFFILIATED INDIVIDUAL MEMBERSHIP** (no annual subscription, receive 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 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

Organisation Name: *			
Other names/Acronyms *			
Public Address: *			
		Postcode: *	
Telephone: *		Fax *	
Email: *		Facebook	
Web: *		Twitter	

Please provide details of the person who will liaise with us:

This information **will not** appear on the [EssexConnects](http://EssexConnects) online database but will be held purely for VAEF's records and purposes of mailings

Full Name:			
Position:			
Address: If different from above or private			
		Postcode:	
Telephone:			
Email:			
Second contact Name & Email :			

Organisation Purpose or Mission Statement:\*

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? \*

## ORGANISATION 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	
<b>What was your organisations income last year?</b>			
<input type="checkbox"/> £1,000- £10,000 <input type="checkbox"/> £10,000 - £49,000 <input type="checkbox"/> £49,000 – £100,000		<input type="checkbox"/> £100,000 - £249,999 <input type="checkbox"/> £250,000 - £499,999 <input type="checkbox"/> £500,000 - £1million	
		<input type="checkbox"/> > £1million <input type="checkbox"/> undisclosed	
Number of Volunteers:		Number of Members:	
			Number of Staff:
<b>Where does your organisation operate?</b>			
<input type="checkbox"/> Basildon District <input type="checkbox"/> Braintree District <input type="checkbox"/> Brentwood District <input type="checkbox"/> Castle Point Borough <input type="checkbox"/> Chelmsford Borough <input type="checkbox"/> Colchester Borough		<input type="checkbox"/> Epping Forest District <input type="checkbox"/> Harlow District <input type="checkbox"/> Maldon District <input type="checkbox"/> Rochford District <input type="checkbox"/> Southend on Sea Borough <input type="checkbox"/> Tendring District	
		<input type="checkbox"/> Thurrock Borough <input type="checkbox"/> Uttlesford District <input type="checkbox"/> Essex Wide <input type="checkbox"/> National Other ( please specify) _____	
<b>Where in Epping Forest does your organisation operate?</b>			
<input type="checkbox"/> Abridge <input type="checkbox"/> Buckhurst Hill <input type="checkbox"/> Chigwell <input type="checkbox"/> Epping		<input type="checkbox"/> Loughton <input type="checkbox"/> Nazeing <input type="checkbox"/> North Weald <input type="checkbox"/> Ongar	
		<input type="checkbox"/> Theydon Bois <input type="checkbox"/> Waltham Abbey <input type="checkbox"/> Other ( please specify) _____	

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

<b>Does your organisation have a venue for hire?</b> <input type="checkbox"/> YES <input type="checkbox"/> 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

Under the Data Protection Act 1998 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. Your personal information is safe. Where it is of direct benefit to members, your public contact and service details may be shared with a third party.

**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.volunteeressex.org.uk](http://www.volunteeressex.org.uk)). To avoid duplication, your information may be shared with other EssexConnects partners under a strict data sharing protocol.**

**Please tick here if you are happy for Voluntary Action Epping Forest to share this data with other EssexConnects partners and Volunteer Essex.**     

**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)**     

Please tick this box if you would like to receive a copy of the 2016/17 VAEF annual accounts in September 2017.     

**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.vaef.org.uk/wp-content/uploads/2015/01/VC-opportunity\\_registration.pdf](http://www.vaef.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@vaef.org.uk](mailto:ngavens@vaef.org.uk)**

**Thank you**

