

# Member Pack

*Newcastle CVS supports voluntary and community groups, charities and social enterprises to grow, thrive and succeed*

Join us!



# Who are we?

Newcastle CVS supports voluntary and community groups, charities and social enterprises to grow, thrive and succeed.

We've been around since 1929 and have over 750 members in Newcastle and Gateshead, so we have the experience, knowledge and skills to help you achieve your goals.

Whether it's being kept up to date with the latest funding news, choosing a legal structure, or accessing network opportunities, as a member you will be able to access a range of free services.

In addition, Newcastle CVS offers a variety of charged for services that can help you: generate income, increase capacity, be more sustainable, and achieve good governance.

We hope to see you soon as a member of Newcastle CVS!

# Why join?

## Membership is free

Membership is open to any voluntary, community and social enterprise organisation with a written governing document, operating in the North East of England.

## What are the benefits?

- Free information briefings
- Free fortnightly email bulletin
- Free quarterly printed magazine
- Free information, advice and guidance on starting, running and closing your organisation
- Free or discounted training opportunities
- Free access to network meetings, forums and events
- Voice and influence in civic society
- Right to attend and vote at Annual General Meetings and Extraordinary Meetings of Newcastle CVS
- Right to stand for election to the Board of Trustees of Newcastle CVS
- Access to Support and Development team services such as:
  - Tailored training and group facilitation
  - Plan funding applications, check and redraft bids
  - Organisation and project consultations, evaluations and reports
  - Becoming and converting to an unincorporated association, charitable trust, charity, charitable incorporated organisation (CIO), charitable company and community interest company (CIC)
- 20% discount on the cost of advertising job vacancies on the Newcastle CVS website; social media channels; and in the fortnightly email bulletin

# Membership Form

## Section one: contacting your organisation

### 1.1 Organisation contact details

Organisation name			
Primary contact name			
Organisation address (postal address where we will send your copy of inform magazine and any correspondence)			
		Postcode	
Telephone number			
Primary contact email address			
Website			
Twitter user name		Facebook page	

Please refer to Section Six about how we use this information

## Section two: voting rights and data protection

### 2.1 Voting rights

As a member of Newcastle CVS, you have the right to name a voting representative to participate in democratic events such as the Annual General Meeting (note: associate members do not have this right). **If your voting representative changes you need to inform Newcastle CVS of their name and contact details as soon as possible.**

Name of representative:

email address and telephone for representative:

## Section three: about your organisation

Information contained in this section will be used for monitoring and administration purposes and to help us to target our services appropriately. It will also be used to provide general statistics about VCSE organisations e.g. the size of organisations

### 3.1 What is your organisation's type and legal structure? (tick all that apply)

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Community group

Unincorporated association

Faith group

Charitable trust

Self-help / service-user led

Social enterprise

Community forum / development trust

Charitable incorporated organisation (CIO)

Company limited by guarantee  
(please write company number below)

Registered charity  
(please write charity number below)

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### 3.2 Briefly describe what your organisation does

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### 3.3 What is your organisation's approximate annual income from all sources?

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This will only be used by Newcastle CVS to target our services to you and to provide anonymous general statistics about Newcastle and Gateshead's VCSE sector. It will not be made public.

under £10,000

£51,000 - £150,000

Over £250,000

£11,000 - £50,000

£151,000 - £250,000

### 3.4 What are your main services and areas of work?

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Please mark in number order your organisation's main focus (**up to 4**) where 1 is your main focus. Your main focus will be used to categorise your organisation on the online directory.

- |  |  |
|--|--|
| Accommodation                          | International aid                      |
| Advice/information services            | Lunch clubs                            |
| Advocacy                               | Mediation                              |
| Animal welfare                         | Mental health services                 |
| Arts, culture and media                | Mentoring                              |
| Befriending                            | Out of school provision/play work      |
| Business and social enterprise support | Poverty/low income                     |
| Campaigning                            | Regeneration                           |
| Carers services                        | Sexual health                          |
| Community development                  | Social activities                      |
| Community services and/or facilities   | Social and community care services     |
| Counselling and therapy services       | Sports and leisure                     |
| Crime and community safety             | Substance misuse                       |
| Day care services                      | Telephone helpline                     |
| Domestic abuse and/or sexual abuse     | Tenants and residents services         |
| Education/training                     | Translating and/or interpreting        |
| Employment                             | Transport                              |
| Environment and conservation           | Voluntary and community sector support |
| Faith and/or religion                  | Volunteering                           |
| Family services                        | Youth work                             |
| Financial services                     | Other (please specify)                 |
| Funding and grants                     |  |
| Health                                 |  |
| Homelessness                           |  |
| Housing and related support            |  |

### 3.5 Who do you work with?

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Do you work with all client groups?

Yes

No (please tick below)

Or are your services aimed at particular groups of people?

Please tick up to **four** groups and **only** tick those client groups that you mainly work with.

For example, if your organisation provides mental health services open to everyone; only tick 'mental health problems'. If you deliver a mental health service specifically for women who use drugs, you would tick *mental health problems, substance misusers, and women*.

Asylum seekers and/or refugees

Gypsy or Traveller communities

Black and ethnic minority (all)

Homeless people

Carers

Learning disabilities (people with)

Children (0 -14)

Lone parents

Disabled people (all)

Long-term/chronic illness (people with)

Employed

Low income (people with)

Faith groups

Men

Families and/or parents

Mental health problems (people with)

Gay/lesbian/bisexual/transgender

Offenders and/or ex-offenders

Older people

Voluntary and community groups

Physical disabilities (people with)

Volunteers

Sensory impairment (people with)

Women

Social entrepreneurs

Young people (14-25)

Substance misusers (drugs/alcohol)

Other (please specify)

Survivors of abuse/victims of crime

Tenants and residents

Unemployed

### 3.6 Where do you work?

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Part of Newcastle	All or part of Tyne and Wear
Part of Gateshead	All or part of the North East
All of Newcastle	All or part of England or UK
All of Gateshead	Other (please specify below)

If you work in specific areas of Newcastle and / or Gateshead, please tell us where:



## Section four: our publications

### 4.1 Email subscriptions

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Please make sure you've given us your email address in question 1.1.

If any others would like to subscribe, please write their names and email addresses below.

<b>I'd like to receive e-inform (fortnightly email bulletin for VCSE news and job opportunities)</b>	Yes	No
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<b>I'd like to receive On the Hoof, health, wellbeing and social care news for VCSE organisations (11 times a year)</b>	Yes	No
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<b>I'd like to receive of HAREF, for VCSE organisations working to reduce health inequalities linked to ethnicity and culture (12 times a year)</b>	Yes	No
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<b>I'd like to receive occasional updates from CHYP IN Network, for VCSE organisations working with children and young people (includes invitation to three meetings per year)</b>	Yes	No
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<b>I'd like to receive occasional updates from the Wellbeing and Health Open Forum, for organisations focused on health, wellbeing and social care (includes invitation to meetings)</b>	Yes	No
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## Section five: applying for Newcastle CVS membership

You must also include a copy of your governing document with this form unless your organisation is a registered charity or community interest company (CIC).

## Section six: your consent and signature

By signing this form you are confirming that you have read our General Data Protection Regulations (GDPR) Data Privacy Notice which came with this form and that you are consenting to Newcastle CVS holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent):

To manage your membership of Newcastle CVS;

To provide you with information that we consider will be useful for your organisation and the it does work to achieve its aims;

To promote your organisation and what you do to people who may benefit from your services via a public database;

Contribute to knowledge about the shape and size of the local voluntary, community and social enterprise sector, especially but not exclusively, in those areas where Newcastle CVS is delivering contracted or grant aided services;

Promote the role and significance of the local voluntary, community and social enterprise sector, especially but not exclusively, in those areas where Newcastle CVS is delivering contracted or grant aided services;

To keep you up to date with information, by using electronic and printed material, ebulletins, printed newsletters and emails as defined in Section 4 of this form, about what is happening locally, specifically in those areas where Newcastle CVS is delivering contracted or grant aided services, to let you know about the services and support Newcastle CVS can provide to your organisation; and

To help us to monitor whether we are being effective in the work we do.

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. We endeavour to only call you in special circumstances.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting Judith Temple on 0191 235 7012 or [judith.temple@cvsnewcastle.org.uk](mailto:judith.temple@cvsnewcastle.org.uk)

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

By signing this form you agree to become a member of Newcastle CVS, which is a charitable company. If the company is wound up, you promise to pay the sum of £1 towards its debts, if asked.

By signing this form you confirm that you support Newcastle CVS' aims and objects.

Newcastle CVS will treat all information submitted in line with GDPR requirements.

## Signature

Signed

Name (please print)

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Date

Role in organisation

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## Returning this form

Paper versions can be posted to:

Newcastle CVS  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF

Electronic versions can be emailed to [information@cvsnewcastle.org.uk](mailto:information@cvsnewcastle.org.uk)

You can download this form on our website at [www.cvsnewcastle.org.uk/aboutus/membership](http://www.cvsnewcastle.org.uk/aboutus/membership)