

## NEW MEMBERS Application for Membership and Insurance: V.1.18

Please ensure that **all sections** are completed in full and in **BLOCK CAPITALS**. Failure to do this will delay your insurance cover. If you require Membership Only, complete the 'Membership Only' form.

Group name: <input style="width:90%;" type="text"/>	
Group contact: <input style="width:45%;" type="text"/>	Role within group: <input style="width:45%;" type="text"/>
Meeting Address: (where group meets) <input style="width:90%;" type="text"/>	
<input style="width:40%;" type="text"/>	Postcode: <input style="width:40%;" type="text"/>
Tel No: <input style="width:30%;" type="text"/>	Local Authority area: <input style="width:50%;" type="text"/>
Email: <input style="width:30%;" type="text"/>	Website: <input style="width:50%;" type="text"/>

**Important:** If your group meets regularly in several locations, you must provide these on the additional sheet overleaf (giving full postal addresses and post codes) to ensure adequate insurance cover is provided.

Correspondence address if different from above:

Address: <input style="width:90%;" type="text"/>	
Postcode: <input style="width:30%;" type="text"/>	Tel No: <input style="width:50%;" type="text"/>
Email: <input style="width:30%;" type="text"/>	For regular YouthBorders email updates please tick box: <input type="checkbox"/>
	For regular Youth Scotland email updates please tick box: <input type="checkbox"/>

<b>Building we meet in:</b> (please tick type) Community Centre/Wing <input type="checkbox"/> Youth Centre <input type="checkbox"/> Village Hall <input type="checkbox"/> School <input type="checkbox"/> Faith Based Building <input type="checkbox"/> Other <input type="checkbox"/> (please specify) <input style="width:90%;" type="text"/>	<b>Type of Youth Provision:</b> (please tick all that apply) Junior <input type="checkbox"/> Senior <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Drop-in <input type="checkbox"/> Sports <input type="checkbox"/> Arts / Drama <input type="checkbox"/> After School Club <input type="checkbox"/> Detached Youth Work <input type="checkbox"/> Youth Café <input type="checkbox"/> Interest/Issue Based <input type="checkbox"/> Faith Based <input type="checkbox"/> Other (please specify) <input type="checkbox"/> <b>Please enter a short descriptor of your group and how it operates on the additional sheet provided overleaf.</b>	<b>Members/Contacts:</b> (please give numbers) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Ages</th> <th>Male</th> <th>Female</th> </tr> <tr> <td>5-7</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>8-11</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>12-14</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>15-17</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>18+</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><b>Totals</b></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Workers</th> <th>Male</th> <th>Female</th> </tr> <tr> <td>Full-Time</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Part-Time</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Volunteers</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><b>Totals</b></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Ages	Male	Female	5-7	<input type="text"/>	<input type="text"/>	8-11	<input type="text"/>	<input type="text"/>	12-14	<input type="text"/>	<input type="text"/>	15-17	<input type="text"/>	<input type="text"/>	18+	<input type="text"/>	<input type="text"/>	<b>Totals</b>	<input type="text"/>	<input type="text"/>	Workers	Male	Female	Full-Time	<input type="text"/>	<input type="text"/>	Part-Time	<input type="text"/>	<input type="text"/>	Volunteers	<input type="text"/>	<input type="text"/>	<b>Totals</b>	<input type="text"/>	<input type="text"/>	<b>Opening Days/Times:</b> Sun <input style="width:80%;" type="text"/> Mon <input style="width:80%;" type="text"/> Tues <input style="width:80%;" type="text"/> Wed <input style="width:80%;" type="text"/> Thurs <input style="width:80%;" type="text"/> Fri <input style="width:80%;" type="text"/> Sat <input style="width:80%;" type="text"/> Time of year group operates: <input style="width:90%; height: 40px;" type="text"/>
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Has your group ever previously been a member of YouthBorders?: Yes  No

<b>YouthBorders use only:</b> Date Received: <input style="width:80%;" type="text"/> Fee Received: <input style="width:80%;" type="text"/> Status: New Group <input type="checkbox"/>	<b>Youth Scotland use only:</b> Membership Number: <input style="width:80%; text-align: center; value: 350;" type="text"/> Date Received: <input style="width:80%;" type="text"/> Fee Received: <input style="width:80%;" type="text"/> On CRM: <input style="width:80%;" type="text"/> Cheque No.: <input style="width:80%;" type="text"/> Invoice No.: <input style="width:80%;" type="text"/>
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## Governance

Our group:

Please tick

Please tick all that apply to your organisation:

We have a written constitution

We are registered as a charity with the Office of the Scottish Charity Regulator (OSCR)

We are registered as a Company Limited by Guarantee with Companies House

We are a Scottish Charitable Incorporated Organisation (SCIO)

We are a Community Interest Company (CIC)

We are a Social Enterprise

We are part of a larger organisation (e.g. YMCA, Housing Association, Local Authority)

Name of larger organisation/s:

## Our Youth Group

Yes No

Employs its own staff

If yes, you must provide your group's Employer

PAYE Reference Number \*

Recruits its own volunteer staff

Uses staff/volunteers from other organisations (e.g. Local Authority)

## YouthBorders/Youth Scotland Services:

### Policy and Procedures

The YouthBorders/Youth Scotland Network is committed to supporting and promoting a safe youth work environment. The two policies stated below are the minimum requirements for all YouthBorders/Youth Scotland members. YouthBorders/ Youth Scotland can give help and advice on producing and implementing these policies.

	in place	not in place	need assistance
Child Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of the Child Protection Officer for your group:

Name of the PVG Main Contact for your group:

## How does your youth group access the PVG Scheme?

The PVG Scheme replaced the Disclosure system in 2011.

We are registered: Yes No

• directly with Volunteer Scotland

• directly with Disclosure Scotland

• through another organisation

• through YouthBorders

We would like to access the PVG Scheme through YouthBorders

\* Please see the notes contained in 'A Guide to Membership & Insurance'

Please tick if your group would prefer to receive the Youth Scotland Membership Pack by hard copy

## Declaration (to be completed by all groups)

I, the undersigned, acting on behalf of the group hereby apply for membership to YouthBorders.

By signing this form, I confirm that:

- we meet the membership requirements to become a full member \*
- we agree to maintain the quality standards for membership in order to develop and support a safe environment for young people.
- the individuals named in the membership form have been notified
- the information provided is accurate

If requested, we agree to provide a copy of the relevant policies and procedures within 7 days of the request.

## Membership and Insurance Fees: (tick option)

No. of members	Public Liability	
	£2m option	£5m option
1-25	£60.00 <input type="checkbox"/>	or £85.00 <input type="checkbox"/>
26-50	£105.00 <input type="checkbox"/>	or £140.00 <input type="checkbox"/>
51-100	£190.00 <input type="checkbox"/>	or £240.00 <input type="checkbox"/>
101-250	£230.00 <input type="checkbox"/>	or £315.00 <input type="checkbox"/>
250-500	£245.00 <input type="checkbox"/>	or £360.00 <input type="checkbox"/>
500-750	£315.00 <input type="checkbox"/>	or £460.00 <input type="checkbox"/>
750-1000	£345.00 <input type="checkbox"/>	or £600.00 <input type="checkbox"/>

## + YouthBorders and Youth Scotland

Membership Fee: £100.00

Total Membership and Insurance Fee: £

For groups with more than 1000 members, please contact Youth Scotland for a separate insurance quote.

See 'A Guide to Membership & Insurance' for further details

Signed:

Date:

Print name:

Capacity for signing:

(eg Chairperson of Management Committee/worker in charge)

## YouthBorders use only: YouthBorders Declaration:

I, the undersigned, acting on behalf of YouthBorders, certify that this group has been accepted into membership of YouthBorders.

Signed:

Date:

(The person signing this Declaration should be an appropriate designated officer of YouthBorders).

Return this form to: YouthBorders, Langlee Complex, Marigold Drive, Galashiels TD1 2LP, Tel: 01896 755110  
Fax: 01896 756535 Email: [info@youthborders.org.uk](mailto:info@youthborders.org.uk)

Please make cheques payable to: Youth Scotland

And return with your form to the above address.

You can also pay by BACS – please contact Youth Scotland

**Group Descriptor - Please enter a short descriptor of your group and how it operates:**

Tell us about your management committee / governance and how it works. Please also tell us about your activities and how you take a youth work approach. Finally tell us about your child protection arrangements and what you have in place to keep young people safe and sound. If you need help with this area of work, let us know and we can give support.

**If you group operates in more than one meeting address:**

If your group meets regularly in several locations, you must provide these additional address below (giving full postal addresses and post codes) to ensure adequate insurance cover is provided.

Meeting Address 2:

Meeting Address 3:

Meeting Address 4:

Meeting Address 5:

We will only use your information to provide the membership and youth work services you have chosen to participate in. YouthBorders and Youth Scotland takes its obligations to any personal data held very seriously and has updated our privacy policy to accommodate new General Data Protection Regulations (GDPR).

You may see all of Youth Scotland's policy online at [youthscotland.org.uk/privacy](https://youthscotland.org.uk/privacy) and YouthBorders policy online at [www.youthborders.org.uk/privacy](https://www.youthborders.org.uk/privacy)