



**BURNLEYPENDLE
& ROSSENDALE**
COUNCIL FOR VOLUNTARY SERVICE

BPRCVS
The CVS Centre
62-64 Yorkshire Street
BURNLEY BB11 3BT

Telephone: 01282 433740
Email: info@bprcvs.co.uk
Website: www.bprcvs.co.uk

Dear Organisation

Re: BPRCVS Membership

Thank you for expressing an interest in joining Burnley, Pendle & Rossendale Council for Voluntary Service as a member. Please find enclosed a membership pack which includes:

- Membership Information Booklet which contains
 - BPRCVS Aims and Objectives
 - Membership Criteria
 - BPRCVS Equal Opportunities Policy and Service Users Charter
- A Leaflet about BPRCVS and its Services
- Application Form

Membership costs £15 per annum and entitles you to:

- Voting rights at our AGM
- Eligibility to nominate a representative from your group to sit on our Board of Trustees
- Register to use our DBS (Disclosure and Barring Service)
- Register to use our Payroll service
- Discounts on some of our services e.g. room hire and photocopying

Please complete the membership application form and return it to us with a copy of your governing documents, these should include:

- Constitution or set of rules
- Committee members list
- Latest annual report
- Latest accounts
- Company registration information

If you need any help developing any of the above please contact us on 01282 433740.

Yours sincerely

Christine Blythe
BPRCVS Chief Officer

BURNLEY PENDLE & ROSSENDALE

COUNCIL FOR VOLUNTARY SERVICE



MEMBERSHIP INFORMATION BOOKLET

March 2016

THIS INFORMATION BOOKLET CONTAINS:

BPRCVS Aims and Objectives

Membership Criteria

Equal Opportunities Policy

Equal Opportunities – Service Users Charter

BPRCVS Registered Office:
The CVS Centre
62-64 Yorkshire Street
BURNLEY BB11 3BT

Company Limited by Guarantee: 3328219
Registered Charity: 1062446

Members of:

Lancashire Association of
Councils for Voluntary Services

AIM & OBJECTIVES

MISSION

Burnley, Pendle & Rossendale Council for Voluntary Service (BPRCVS) is a Local Development Agency which exists to promote, develop and support voluntary and community action in the county of Lancashire.

ALL BPRCVS activities and services are provided within the confines of its Equal Opportunities Policy and Practices Guidelines which were adopted by its membership at the AGM in September 2011.

AIMS (as expressed in the Articles of Association)

- 3(i) "To promote any charitable purposes for the benefit of the Community in the County of Lancashire hereinafter called 'the area of benefit' and in particular, the advancement of education, the preservation and protection of good health, the relief of poverty, distress and sickness, and to provide or assist in the provision of facilities for recreational and other leisure time activity with the object of improving the conditions of life in the said community.
- 3(ii) To promote and organise co-operation in the achievement of the above purposes or any of them and to that end bring together in Charity representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes or any of them within the area of Lancashire".

In practice these have been more explicitly interpreted for planning purposes as follows:

AIM 1

To assist the positive development of the voluntary and community groups in Lancashire.

Objectives

- 1.1 BPRCVS will seek to work with minority, disadvantaged and small groups.
- 1.2 Raise awareness of BPRCVS to ensure that both individuals and organisations know of the services available.
- 1.3 Assist existing groups to develop further and establish their needs.
- 1.4 Provide developmental support to new and emergent groups.

AIM 2

To maximize the involvement by voluntary and community groups in Community Care, community development and the regeneration of Lancashire.

Objectives

- 2.1 Provide high quality, appropriate and accessible advice to groups.
- 2.2 Generate and circulate concise, accurate and adequate information to groups.
- 2.3 Provide direct services to voluntary and community groups.
- 2.4 Provide advice on resource management, including fund-raising.
- 2.5 Provide information and opportunities to enable members of voluntary and community groups to participate in user involvement and consultation processes.
- 2.6 Refer on to other expert advisors.

AIM 3

To facilitate liaison between voluntary and community groups and other organisations (i.e. private, statutory and voluntary organisations).

Objectives

- 3.1 Facilitate and promote the involvement of voluntary groups and community groups in partnerships.
- 3.2 Raise awareness of other organisations of the value and potential contribution of Voluntary, community and faith groups.
- 3.3 Organise joint meetings between voluntary groups and other bodies.
- 3.4 Promote the BPRCVS role.

AIM 4

To maximize the effectiveness of the voluntary and community sectors by promoting coordinated effort and partnership.

Objectives

- 4.1 Consult with and act as a voice for voluntary and community groups.
- 4.2 Recognise the importance of networking; raise the quality of existing networks and help new networks.
- 4.3 Provide channels of communications between individuals, groups and networks.
- 4.4 Build strong partnerships and networks with bodies similar to BPRCVS.

MEMBERSHIP CRITERIA

This paper aims to give the criteria by which groups and individuals are admitted into membership.

STRUCTURE

BPRCVS is a membership organisation – it is a Council. There is an Executive Committee which runs the organisation made up of elected representatives from the members. The Executive Committee decides who can be a member.

WHO CAN BE MEMBERS

The membership of BPRCVS should reflect the whole breadth of the voluntary, community and faith sector, including non-traditional and disadvantaged groups. Membership will be open to all organisations and individuals who share BPRCVS aims and objectives.

Any group wishing to join should have:

- clearly defined aim(s), purpose or mission
- a committee
- a set of rules or constitution
- financial record keeping systems

BPRCVS can help any existing or prospective group to develop any or all of the above items if they do not have them.

Any individual wishing to join must confirm their acceptance of the BPRCVS aims and objectives.

Any group or individual wishing to join BPRCVS will:

- agree with BPRCVS Equal Opportunities Policy and Codes of Practice
- agree to the liability to pay £1 if BPRCVS ceases to exist (see appendix A)

ASSOCIATE MEMBERS

The trustees may (subject to any regulations, restrictions or conditions which may be prescribed by the Charity in general meetings) invite and permit to become associated to the charity bodies, expressing support for the objects of the Charity but not eligible for membership. These shall be known as associate members and shall not have voting rights. These groups will be permitted to access BPRCVS services.

GROUPS WHO MAY NOT JOIN BPRCVS

The following groups are unlikely to be accepted into membership by the BPRCVS Executive Committee:

- **Party Political Organisations:** a purely political purpose is not charitable and the objectives of an organisation which is party political are not consistent with the BPRCVS charitable objects.
- **Religious Organisations:** where the organisation is not involved in wider community activity or where the beliefs and activities are at odds with the BPRCVS Equal Opportunities Policy. Most churches, mosques, temples and synagogues are also involved in various community and voluntary activities and could be eligible.
- **Pressure Groups:** where the objectives of an organisation are solely to change the law in some particular direction its objects are not charitable and therefore not eligible. An organisation set up with charitable purposes but which also campaigns to improve the treatment of its client group would be eligible.

MEMBERSHIP PROCESS

On request an application pack will be sent out which will include:

- Introduction letter
- BPRCVS Aims & Objectives
- Application Form
- Information leaflets about BPRCVS and its services
- Membership criteria
- Equal Opportunities Policy

On receipt of a completed membership application form, membership fee and other supporting material:

- The Chief Officer will examine the application and make any further enquiries that are felt to be necessary.
- The application will be discussed and decision made by the Finance and Property Sub-committee on behalf of the Executive Committee, subject to ratification by the full Executive.
- The organisation will be informed about the decision.

APPEALS PROCESS

If the application is turned down the organisation has the right to appeal. This should be in writing to the Chief Officer within 28 days. The Chief Officer will investigate the appeal and report to the next Finance & Property Sub-committee. The Finance and Property Sub-committee will report to the Executive Committee. The Executive Committee's Decision, after discussing the report will then be final.

EQUAL OPPORTUNITIES POLICY

Burnley, Pendle and Rossendale Council for Voluntary Service wishes to secure genuine equality of opportunity in all aspects of its activities. This applies to job applicants, employees, volunteers and users of the organisation's services.

1. POLICY

- 1.1. Burnley, Pendle and Rossendale Council for Voluntary Service (BPRCVS) is set up to develop and promote voluntary activity in the Boroughs.
- 1.2. Burnley, Pendle and Rossendale CVS recognises that in our society groups and individuals have been and continue to be discriminated against. BPRCVS is committed to achieving Equal Opportunities in all aspects of its work.
- 1.3. We, therefore, oppose discrimination on the grounds of age, race, gender, religion, sexual orientation, disability; marital status, HIV status or other health related reasons and any forms of discrimination direct or indirect which restrict or hinder the promotion of equal opportunities.
- 1.4. Burnley, Pendle and Rossendale BPRCVS is committed to becoming an Equal Opportunity employer. Our policy aims to ensure that no job applicant, employee, volunteer or user of the organisation
 - Receives less favourable treatment on the above ground
 - Is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Positive action to attract applications from under-represented groups will also take place
- 1.5. All employees will be given equal opportunity and encouraged to progress within the organisation.
- 1.6. We are committed to a programme of action to make this policy effective.

2. RECRUITMENT AND SELECTION

- 2.1. It is the intention of the organisation that recruitment decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff selection do not discriminate, whether directly or indirectly, in the making of those decisions.
- 2.2. The policy will apply equally to internal promotion and external recruitment arrangements.
- 2.3. All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post, unless this is relevant to the post and specific exemption from equal opportunities legislation has been sought.
- 2.4. Vacancies will be advertised broadly to ensure that all groups are informed. Use will be made of newspapers/periodicals, and other media, job centres and careers offices.

- 2.5. Vacancies will be aimed at as wide a group of suitable candidates as possible.
- 2.6. Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms. The application form will be free of personal questions, particularly those about marital status and number and ages of children.
- 2.7. Job descriptions and associated conditions will relate to the particular job. All person specifications for posts shall include only requirements that are justifiable for the effective and safe performance of the job.
- 2.8. All applicants shall be informed that the organisation operates an Equal Opportunities Policy. Such information will be conveyed in all application forms and advertisements. A copy of the Policy Statement will be provided to all job applicants.
- 2.9. All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job. Questions and Selection Tests will relate to the requirements of the job. Tests are to be made only of skills which are essential to the job and to a standard no higher than is required for the job.
- 2.10. The Staff or Management who conduct the recruitment interviews will be trained to take an unbiased approach regardless of the applicants race, disability, gender and marital status to ask only questions which relate to the job that are non-discriminatory. Questions relating to the following topics will not be asked at interviews - marriage plans, marital status, occupation of spouse, number and age of children, family intentions, religious or political beliefs, race/nationality.

3. TRAINING

- 3.1. Training is a key factor in the continuing development of our organisation; it is the Policy of the organisation that it will not directly or indirectly discriminate in the provision of training courses.
- 3.2. All new employees and volunteers will be given an understanding of the organisation via induction training.
- 3.3. Training opportunities will be made available to all employees, full-time and part-time and also to volunteers.
- 3.4. All staff shall be encouraged to discuss their career prospects and training needs with their line manager. As training needs are identified, and subject to the availability of resources, appropriate training will be provided to enable staff to perform their jobs effectively.

4. SEX DISCRIMINATION

- 4.1. The provisions of the Sex Discrimination Act apply to both Men and Women. The Sex Discrimination Act 1975 and of 1986 makes it unlawful for employers, unless the job is covered by an exemption, to discriminate on the grounds of sexual orientation or marriage. (Discrimination occurs when a condition, or requirement is applied which cannot be justified). Burnley, Pendle and Rossendale Council for Voluntary Service fully supports the Sex Discrimination Acts.

- 4.2. Direct Sex Discrimination occurs when a person is treated less favourably on the grounds of sexual orientation than a person of a different sexual orientation would be in the same circumstances.
- 4.3. Indirect Sex Discrimination may still occur when a requirement or condition is applied equally to men and women. Such a condition may nevertheless discriminate against one sex because the proportion of one sex that can comply with it is much smaller than the proportion of the other sex that can comply with it.
- 4.4. Marriage Discrimination occurs when a married person is treated less favourably on the grounds of marital status than an unmarried person would be, in the same circumstances. This discrimination may be direct or indirect as explained above.
- 4.5. The organisation allows time off work for employees for regular cancer screening. The organisation will consider ways of encouraging all employees to take advantage of screening and other services available to promote good health and wellbeing.
- 4.6. All women are informed of the rights of pregnant women under the Social Security Act 1986. Time off work with pay, for receiving ante-natal care, is given.
- 4.7. Provision of the Paternity Scheme shall apply to those employees who have been in continuous employment with the Organisation for a period of 12 months, at 11 weeks before the week of confinement.

5. SEXUAL HARASSMENT

- 5.1. The Organisation wishes to make it quite clear that sexual harassment is unlawful and that the Organisation views it very seriously.
- 5.2. The definition adopted by the Organisation is: *'Repeated and unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks made by someone in the workplace which are offensive to the worker involved, which cause the worker to feel threatened, humiliated, patronised or harassed or which interfere with the workers job security or create a threatening or intimidating work environment'*.

6. RACIAL HARASSMENT

- 6.1. The Race Relations Act 1976 makes it unlawful to discriminate against a person directly or indirectly in the field of employment. Burnley, Pendle and Rossendale Council for Voluntary Service fully supports the Race Relations Act.
- 6.2. Direct discrimination consists of treating a person differently and less favourably on the grounds of their racial origin.
- 6.3. Indirect discrimination consists of treating everyone the same, but in a way which results in some people not being able to comply where others from another racial background can.

- 6.4. The Organisation will ensure that if any employee, volunteer or user of the Organisation's services has any difficulty in understanding any regulation or instruction suitable measures will be taken to remedy this. These may include use of interpreters, written signs in the appropriate language or the use of pictures or diagrams.
- 6.5. Demands of Religion (e.g. prayer times and religious holidays) and of culture (traditional dress), are accepted.
- 6.6. It is imperative that employees, volunteers and user are aware of the Organisation's legal commitments under Race Discrimination legislation and of its opposition to all forms of racism. Racist incidents will be dealt with under procedure described in the Complaints, Grievances and Disciplinary codes. Incidents subject to such procedures are:
- Physical assaults/threats against a person or group because of colour or ethnicity.
 - Racist insult/joke/name calling.
 - Racist graffiti/any other written insult.
 - Provocative behaviour (e.g. wearing racist badges or insignia).
 - Racial comments in meetings conversation/workshops.
 - Attempting to recruit for racist organisations or groups.
 - Racist literature (leaflets, comics, magazines) brought into the Organisation's premises.
 - Providing a platform for racism.

EQUAL OPPORTUNITIES

Service Users Charter

From time to time BPRCVS will prioritise work with certain groups and communities. This will be formalised in the Annual Plans that are agreed and monitored by the Executive Board. Within the context of the Organisation's Equal Opportunities Policy, Burnley, Pendle & Rossendale CVS, its staff and volunteers will not intentionally discriminate against any individuals or groups of people in their provision of services and will seek to take positive action to avoid discrimination. We will endeavour to use non-judgmental and appropriate language in the provision of all our services. This Charter identifies the current position and possible future actions. The Charter recognises the public accessibility position of the The CVS Centre which is home to BPRCVS.

ENQUIRIES

1. All enquirers, members, volunteers and the general public will be greeted courteously, be provided with the level of service appropriate to their individual need, be given access to the same quality of information, be provided with the same opportunities to ask questions and seek advice.
2. All telephone enquiries will be answered promptly and courteously and responded to within three working days.
3. BPRCVS will seek to offer information and advice in appropriate language, format or complexity.

| Issue | Position | Action |
|-------------------------------|--|--|
| Community Languages | A number of Trustees and Carers Contact workers have knowledge of community languages. | Specialist advice is available from Trustees and member organisations. |
| Appropriate Technology | The public rooms in the centre have induction loops and there is a deaf alert system in the Centre | None |
| Appropriate Language | BPRCVS staff ensure visitors clearly understand any conversation. | None |

INFORMATION

4. Information provided will be in plain language and be available to anyone who requests it
5. BPRCVS Newsletters, e-bulletins, leaflets, web site and BPRCVS Membership Pack will aim to provide information in a non-discriminatory way which is accessible to all.
6. Publicity and promotional material will seek to convey the message that BPRCVS services are accessible to all groups. Material of a racist or sexist nature or material that is offensive will not be produced, displayed, circulated or sold.

| Issue | Position | Action |
|-------------------------------|--|--|
| Community Languages | BPRCVS endeavours to provide translated material when requested (within budgetary limits) | None |
| Appropriate Technology | BPRCVS will produce written material in large print on request. | Maintain awareness training for staff. |
| Complexity | Where possible BPRCVS staff will use plain language, avoid using unexplained abbreviations and attempt to simply express technical concepts. | None |

SERVICES

7. Voluntary groups and individuals should be able to expect equality of services from BPRCVS staff and volunteers subject to professional judgement of priorities, staff availability and the priorities of BPRCVS Annual Plans.
8. Development work with groups will not involve discrimination either in the amount of time spent with them, the complexity of work undertaken, or relationship with development works subject to professional judgement of priorities and the priorities of BPRCVS Annual Plans.

| Issue | Position | Action |
|-------------------------------|--|---------------------------------------|
| Community Languages | BPRCVS endeavours to provide Services in the first language of participants where budgets permit | None |
| Appropriate Technology | BPRCVS will ensure services use appropriate formats for participants. | Maintain awareness training for staff |
| Complexity | Where possible BPRCVS staff will use plain language, avoid using unexplained abbreviations and attempt to simply express technical concepts. | None |

ORGANISED EVENTS

9. Organisation of meetings/events/training will take account of different needs of potential participants.
10. When engaging trainers, a copy of this Code of Practice must be given to them and they will be expected to adhere to it whilst providing training in the name of BPRCVS.
11. In all catering, every effort should be made to meet the dietary requirements of all users and appropriate food should be served.

| Issue | Position | Action |
|-------------------------------|---|---|
| Community Languages | Where required, BPRCVS will deliver services in the first languages of participants. (budget permitting) | None |
| Appropriate Technology | Where resources permit, BPRCVS will seek to provide the necessary technology to allow full participation, (e.g. Loop System, signers, large print, translated material). | Maintain awareness training for staff |
| Other needs | BPRCVS always seeks to minimise the cost to participants at any event. We recognise however that particular individuals may have additional expenses in attending events (e.g. transport) | BPRCVS will endeavour, when budget permits, to assist with such expenses. |

ACCESS REQUIREMENTS

12. There is level access to BPRCVS offices. There is a wheelchair accessible toilet within centre. Disabled people can park in the rear yard of our building. There is a wheelchair available for use on the premises. The CVS Centre is in the centre of town with easy access to all bus routes, the train station and centre car parks.
13. Events held at BPRCVS are fully accessible. BPRCVS will endeavour to ensure that other services used will also be accessible.
14. BPRCVS welcomes feedback from service users; an annual feedback form is issued with the Newsletter and feedback is invited at events and training sessions. BPRCVS has a Complaints Procedure and this is made available on the BPRCVS website.

| Issue | Position | Action |
|-------------------------------|---|---------------------------------------|
| Appropriate Technology | Where resources permit BPRCVS will seek to provide the necessary technology to allow full participation, (e.g. Loop System, signers, large print, translated material). | Maintain awareness training for staff |

COMMITMENT TO POLICY

Any inequality of treatment must be dealt with or investigated, in the first instance, by the relevant line manager.

Organisations/individuals are able to make use of the Organisation's Complaints Procedure if they feel the Charter has been breached in any way. All complaints will be fully investigated and follow the procedure laid down.

BURNLEY PENDLE & ROSSENDALE

COUNCIL FOR VOLUNTARY SERVICE



Helping people to
help others

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62-64 Yorkshire Street
BURNLEY BB11 3BT

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Registered Charity: 1062446

Members of: 
Lancashire Association of
Councils for Voluntary Service



ABOUT BPRCVS

Burnley, Pendle & Rossendale Council for Voluntary Service is an infrastructure organisation that aims to support and promote voluntary action within the local communities in Lancashire.

We are a membership led organisation with Trustees elected by our members. Local authority representatives also attend our board meetings.

BPRCVS:

- ◆ aims to identify gaps in the provision of services and can offer legal, constitutional, financial and organisational support
- ◆ brings together voluntary and statutory agencies to ensure that everyone works together and provides a better service for vulnerable people
- ◆ represents the views of the voluntary sector on many statutory led committees, especially local strategic partnerships
- ◆ is affiliated to the National Association for Voluntary and Community Action (NAVCA) and The Lancashire Association of Councils for Voluntary Service (LACVS)



CORE SERVICES

GROUP SUPPORT 01282 433740

info@bprcv.co.uk

Our Development Officers can help with:

- ◆ Governance
- ◆ Organisation/Project Development
- ◆ Grant Applications
- ◆ PQASSO
Practical Quality Assurance System for Small Organisations

VOLUNTEER CENTRE

01282 433740



volunteerinfo@bprcv.co.uk

This service is for people who are looking for a volunteering opportunity or for organisations who want to recruit volunteers.

BPRCVS CENTRE 01282 433740

reception@bprcv.co.uk

BPRCVS accommodates a range of voluntary organisations and community groups.

Rooms are available to hire for meetings and training sessions; equipment can also be hired.

The CVS Centre



PROJECTS

COMMUNICARS 01282 412096

cars@bprcv.co.uk

A volunteer transport scheme for elderly, disabled and/or infirm people who have difficulty accessing public transport. Booking line is open Monday to Friday 9am– 2pm.

TRAINING 01282 433740

training@bprcv.co.uk

The training courses are at introductory level and are free to individuals and members of voluntary, community and faith organisations.

YOUNG CARERS

01282 433740



youngcarers@bprcv.co.uk

This service provides information and support to Young Carers under 18 years of age who are significantly affected by caring for a person with a mental health or substance misuse problem.

COMMUNITY CARE NAVIGATORS

01282 433740

navigators@bprcv.co.uk

The Project matches vulnerable and socially isolated people, who have been identified by GP's and other health and social care professionals, with a Community Care Navigator to improve confidence, inclusion and independence.



WHAT WE OFFER

- Regular E-Bulletins
- Funding Searches
- Grant Application Support
- Disclosure & Barring Service
- Payroll Service
- Low Cost Office Services
- Training
- Organisational Development
- Circulating Information



**FOR MORE
INFORMATION OUR
SERVICES PLEASE
CONTACT US**

Tel: 01282 433740

Email: info@bprcvs.co.uk

Web: www.bprcvs.co.uk

BURNLEYPENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE



HOW TO CONTACT US

The CVS Centre
62-64 Yorkshire Street
BURNLEY
BB11 3BT

Tel: 01282 433740

Email: info@bprcvs.co.uk

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BURNLEYPENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE



**Helping people to
help others**

Tel: 01282 433740

www.bprcvs.co.uk



Membership Application April _____ – March _____

Contact Details:

| | | | |
|--|--|-----------------------|---|
| Group / Organisation | | | |
| Primary Group Contact: | | | |
| Position in Group: | | | |
| Group / Organisation Address: (Including postcode) | | | Please tick here if this is a personal home address <input type="checkbox"/> |
| Primary Telephone Number: | | Mobile Number: | |
| Primary Group E-mail: | | | |
| Website: | | | |
| Membership/Admin Details: If different to Primary <ul style="list-style-type: none"> • Contact • E-mail • Telephone | | | |
| | | | |
| | | Mobile Number: | |

| | | |
|--|---------------------------------|--------------------------------|
| Please indicate your preferred method of contact: | Email: <input type="checkbox"/> | Post: <input type="checkbox"/> |
|--|---------------------------------|--------------------------------|

Details about your Group:

(Tick all that apply)

In which area(s) do you operate? Burnley Pendle Rossendale Other

Sector: Voluntary / Community / Faith Statutory Private

Registered Charity: **If yes** please provide Charity No:

Company Limited by Guarantee: **If yes** please provide Company No:

Community Interest Company: **If yes** please provide CIC No:

Other:
(Please specify)

Number of paid staff: 0 1-10 11-50 51+

Number of Volunteers: 0 1-10 11-50 51+
Please include Trustees

Please provide a brief description of your Group / Organisation's aims:

Who does your Group support:

(Tick all that apply)

- Adults Families Offenders / Ex-Offenders
- Older Adults Women Faith
- Children / Young People Carers Sports / Leisure
- Mental Health BME Culture / Arts / Music
- Substance Misuse Armed Forces Environmental

Other Disabilities (Please specify)

Any other area of support (Please specify)

Would you like more information on the following services:

(Tick all that apply)

- DBS Service Payroll Service Volunteer Centre
- Communicars Care Navigators Young Carers

Please tick here to receive our regular e-bulletins which include information on funding, sector news, volunteering & events etc.

In accordance with the Data Protection Act 1998 the data provided will be stored on BPRCVS's database. This will enable our service to send you e-bulletins plus any other information relevant to your group/organisation. Your records are completely confidential and only BPRCVS staff have access to them. You are welcome to see a copy of your records at any time by writing to the Data Controller at BPRCVS.

We would like to pass your details to appropriate external organisations who may wish to send you information about their services and activities etc.
If you DO NOT want your details passed on for these purposes please tick here.

Full membership costs per year: £15

Please indicate your choice of payment below

PAY by BACS

PAY by CHEQUE

Name of account:

B P & R Council for Voluntary Service

Your cheque should be made payable to

Sort Code: 05-03-53 Account No: 66972144

'Council for Voluntary Service'

Please ensure you enter the name of your group for reference

Alternatively you can call into our office and pay by cash

Members Agreement & Guarantee

Our group/organisation agrees to BPRCVS aims & objectives, membership criteria and equal opportunity policy provided with the application pack.

| | |
|-----------------------------------|--------------------|
| Name (Please Print): | |
| Signature: | Date: |

Please return your completed form with a copy of your Governing Document(s) and payment to:

Membership at BPRCVS
The CVS Centre, 62-64 Yorkshire Street, BURNLEY BB11 3BT

OFFICE USE Paid: ___ / ___ / ___ Cheque BACS Cash Added to CRM: ___ / ___ / ___

Chief Officer passed: _____ Date: ___ / ___ / ___ Ratified at Board Meeting: ___ / ___ / ___