

## NEW MEMBERS Application for Membership and Insurance: v.1.16

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"/>

**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 LAYC/Youth Scotland email updates please tick: <input type="checkbox"/>

<p><b>Building we meet in:</b> (please tick type)</p> <p>Community Centre/Wing <input type="checkbox"/></p> <p>Youth Centre <input type="checkbox"/></p> <p>Village Hall <input type="checkbox"/></p> <p>School <input type="checkbox"/></p> <p>Faith Based Building <input type="checkbox"/></p> <p>Other <input type="checkbox"/> (please specify) <input style="width:100%;" type="text"/></p> <p><b>No. of youth groups:</b> (see guidance notes)</p> <p>How many youth groups are covered by this membership application? <input style="width:50%;" type="text"/></p>	<p><b>Type of Youth Provision:</b> (please tick all that apply)</p> <p>Junior <input type="checkbox"/> Senior <input type="checkbox"/></p> <p>Boys <input type="checkbox"/> Girls <input type="checkbox"/></p> <p>Drop-in <input type="checkbox"/> Sports <input type="checkbox"/></p> <p>Arts / Drama <input type="checkbox"/></p> <p>After School Club <input type="checkbox"/></p> <p>Detached Youth Work <input type="checkbox"/></p> <p>Youth Café <input type="checkbox"/></p> <p>Interest/Issue Based <input type="checkbox"/></p> <p>Faith Based <input type="checkbox"/></p> <p>Other (please specify) <input type="checkbox"/> <input style="width:100%;" type="text"/></p>	<p><b>Members/Contacts:</b> (please give numbers)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Ages</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <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> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Workers</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <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> </tbody> </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"/>	<p><b>Opening Days/Times:</b></p> <p>Sun <input style="width:80%;" type="text"/></p> <p>Mon <input style="width:80%;" type="text"/></p> <p>Tues <input style="width:80%;" type="text"/></p> <p>Wed <input style="width:80%;" type="text"/></p> <p>Thurs <input style="width:80%;" type="text"/></p> <p>Fri <input style="width:80%;" type="text"/></p> <p>Sat <input style="width:80%;" type="text"/></p> <p>Time of year group operates: <input style="width:100%; height:50px;" type="text"/></p>
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"/>																																					

Has your group ever previously been a member of LAYC?: Yes  No

<p><b>LAYC use only:</b></p> <p>Date Received: <input style="width:100%;" type="text"/></p> <p>Fee Received: <input style="width:100%;" type="text"/></p> <p>Status: New Group: <input type="checkbox"/></p>	<p><b>Youth Scotland use only:</b> Membership Number: <input style="width:50%;" type="text" value="350"/></p> <p>Date Received: <input style="width:100%;" type="text"/></p> <p>Fee Received: <input style="width:100%;" type="text"/></p> <p>On CRM: <input style="width:100%;" type="text"/></p> <p>Cheque No.: <input style="width:100%;" type="text"/></p> <p>Invoice No.: <input style="width:100%;" type="text"/></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Governance

### Our group:

Please tick

Please tick all that apply to your organisation

We have a written constitution (unincorporated assoc)

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)

### LAYC/Youth Scotland Services:

#### Policy and Procedures

The LAYC/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 LAYC/Youth Scotland members. LAYC/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"/>

#### 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 LAYC

• We would like to access the PVG Scheme through LAYC

\* Please see the notes contained in the 'Quick Guide to Membership'

Please tick if your group would prefer to receive the Youth Scotland Membership Pack electronically

## Declaration on behalf of group

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

### By signing this form, I confirm that:

- we meet the membership requirements to be 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
- we are a 'not for profit' organisation
- the information provided is accurate
- we will notify LAYC if there is a change to the named contact
- we will advise LAYC of any material changes to who is the primary service provider
- as a representative of the group, I shall become a member of LAYC and agree to abide by the constitution of LAYC

### Membership and Insurance Fees: (tick options)

#### Membership LAYC & Youth Scotland (£2m public cover)

For up to 100 members Fee : £290.00

For over 100 & up to 500 members : £340.00

#### Additional Public Liability Cover : £5m option

No. members		No. members	
1-25	£25.00 <input type="checkbox"/>	101-250	£80.00 <input type="checkbox"/>
26-50	£30.00 <input type="checkbox"/>	250-500	£110.00 <input type="checkbox"/>
51-100	£50.00 <input type="checkbox"/>		

Total Membership and Insurance Fee due: £

For groups with more than 500 members please contact: Lynne Tumilty, Torgate Insurance, tel: 0141 223 6907 email: [Lynne.tumilty@torgate.co.uk](mailto:Lynne.tumilty@torgate.co.uk) for a separate insurance quote. Please then complete a 'Membership Only' form.

See 'Insurance Matters 2016/17' for further details.

Signed:

Date:

Print name:

Capacity for signing:

(eg Chairperson of Management Committee/worker in charge)

## Law At Work

We agree to be registered with LAYC/Law at Work Employers HR Support Service and abide by their conditions of use:

Yes

No

## LAYC use only: Area Association Declaration:

I, the undersigned, acting on behalf of the Area Association, certify that this group has been accepted into membership of LAYC

Signed:

Date:

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

Return this form to: Gillian Stanway, LAYC, Dunford House, 7 Boroughloch Lane, Edinburgh EH8 9NL, tel: 0131 667 1828, email: [Gill@layc.org.uk](mailto:Gill@layc.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