

## NEW MEMBERS Application for **Membership Only**: V.1.16

£150

Please ensure that **all sections** are completed in full and in **BLOCK CAPITALS**.

If you require Insurance, complete the 'Membership and Insurance' 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: 60%;" type="text"/>
Email: <input style="width: 30%;" type="text"/>	Website: <input style="width: 60%;" 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: 60%;" type="text"/>
Email: <input style="width: 30%;" type="text"/>	For regular LAYC/Youth Scotland email updates please tick: <input type="checkbox"/>

Building we meet in: (please tick type)	Type of Youth Provision: (please tick all that apply)	Members/Contacts: (please give numbers)	Opening Days/Times:																																				
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: 100%;" type="text"/>	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 style="width: 100%;" type="text"/>	<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"/>	Sun <input style="width: 100%;" type="text"/> Mon <input style="width: 100%;" type="text"/> Tues <input style="width: 100%;" type="text"/> Wed <input style="width: 100%;" type="text"/> Thurs <input style="width: 100%;" type="text"/> Fri <input style="width: 100%;" type="text"/> Sat <input style="width: 100%;" type="text"/> Time of year group operates: <input style="width: 100%; height: 40px;" type="text"/>
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>No. of youth groups:</b> (see guidance notes) How many youth groups are covered by this membership application? <input style="width: 50%;" type="text"/>																																							

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

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

## 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

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 Only Declaration

We do not want to participate in the Youth Scotland insurance scheme. I understand that to do this we MUST provide the details below and sign this declaration.

	Employers' Liability	Public Liability
Insurance Company:	<input type="text"/>	<input type="text"/>
Policy No.:	<input type="text"/>	<input type="text"/>
Renewal Date:	<input type="text"/>	<input type="text"/>
Indemnity limit:	<input type="text"/>	<input type="text"/>

I certify that the above information is accurate and that the policies cover the activities of the youth group both inside and outside the premises. These will be in place for the duration of our affiliation. I understand that the youth group is not covered by the Youth Scotland insurance scheme.

Signed:

Date:

Print name:

Capacity for signing:

(eg Chair of Management Committee/worker in charge)

We enclose the Membership fee: £

## 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:

(Person signing this Declaration should be an appropriate 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