



<b>FOR OFFICE USE ONLY</b>	
Membership No:	_____
Date Joined:	___/___/___
Membership Fee:	_____
Invoice Number:	_____

## General Membership Application

**Personal Details** – Please complete all sections. Please note, the personal information and addresses of members will not be passed onto any other organisation and will be treated with total confidentiality.

Name of Group : \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

County: \_\_\_\_\_ Postcode: \_\_\_\_\_

Address of Group (if different from above): \_\_\_\_\_

\_\_\_\_\_

Tel no (Group): \_\_\_\_\_ Fax no: \_\_\_\_\_

Email: \_\_\_\_\_ Tel No. (Contact): \_\_\_\_\_

Please indicate the box which most appropriately describes you group. If you have more than one type of group in the same centre, please tick all the appropriate boxes. This will not affect your membership fee.

£50 Membership fee	
Activity/Leisure Centre	<input type="checkbox"/>
Local Community Arts Group (Small)	<input type="checkbox"/>
After Schools Group	<input type="checkbox"/>
Church Group	<input type="checkbox"/>
Community/Drop In/Family Centre	<input type="checkbox"/>
Social Education Centre	<input type="checkbox"/>
Special Needs Group	<input type="checkbox"/>
Uniformed Group e.g. Scouts	<input type="checkbox"/>
Women's Centre	<input type="checkbox"/>
Youth Groups / YMCA's	<input type="checkbox"/>
Childminder Organisations	<input type="checkbox"/>
Children's Home	<input type="checkbox"/>
Local Library	<input type="checkbox"/>
Play Centre	<input type="checkbox"/>
Other	<input type="checkbox"/>

£100 Membership fee	
Private Day Care/Care Home	<input type="checkbox"/>
Arts Centre	<input type="checkbox"/>
Arts Organisation/Community Arts Organisation (See Note 1)	<input type="checkbox"/>
Other Organisation (See Note 1)	<input type="checkbox"/>

Playgroup (0 – 3 years ONLY)	£35	<input type="checkbox"/>
Nursery (2 ½- 5 years)	£50	<input type="checkbox"/>
Private Day Nursery	£100	<input type="checkbox"/>

Individual Childminder	£35	<input type="checkbox"/>
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1) Does your organisation have a constitution or Articles of Association?

2) Does your organisation have: Annual Report?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Audited Accounts?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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3) Is your organisation's management/ executive committee:

4) Which of the following best describes the nature of your organisation (please tick one only)?

Appointed by government	<input type="checkbox"/>
A voluntary committee	<input type="checkbox"/>
Elected by member organisations	<input type="checkbox"/>
Other	<input type="checkbox"/>

Voluntary	<input type="checkbox"/>	Community	<input type="checkbox"/>
Charity	<input type="checkbox"/>	Church Group	<input type="checkbox"/>
Statutory	<input type="checkbox"/>	Business	<input type="checkbox"/>
Housing Association	<input type="checkbox"/>	Other	<input type="checkbox"/>

Note 1: Organisation membership does not cover affiliated member groups. It is for the headquarter organisation's use only.

5) Please indicate from the list below the legal status of your group (only one answer may apply):

Trust	
Unincorporated Association (Constitution)	
Company limited by guarantee	
None of the above	

6) Please indicate from the list below the your organisation's annual turnover?

Less than £1,000	
£1,001 - £10,000	
£10,001 - £100,000	
£100,001 - £250,000	
£250,001 - £500,000	
£500,001 - £1 million	
£1 million plus	

7) Please tick who/what your organisation attempts to help/ address and how many people your group reaches:

Category	No of people	
Children/Young People		
Older People		
People with disabilities/special needs		
People of a particular ethnic or racial background		
Other charities/voluntary bodies		
Mental health		
Parents		
Drug/substance/alcohol abuse		
Unemployed		
Victim Support		
Women		
Adult training		
Gays/lesbians		
Carers		
The general public		
Volunteers		
Other defined groups (please specify below)		

8) Other than the District Council area your organisation is based in, please indicate which other areas your organisation covers (more than one may apply)

Antrim		Down	
Ards		Dungannon	
Armagh		Fermanagh	
Ballymena		Larne	
Ballymoney		Limavady	
Banbridge		Lisburn	
Belfast		Magherafelt	
Carrickfergus		Moyle	
Castlereagh		Newry & Mourne	
Coleraine		Newtownabbey	
Cookstown		North Down	
Craigavon		Omagh	
Derry		Strabane	
Regional Organisation			

9) Please indicate the number of paid or voluntary staff your organisation has:

Paid	Full-time	Part-time
Volunteers	Full-time	Part-time

10) Please briefly describe in your own words the overall role of your organisation.


11) How did you hear about Play Resource? Please tick as appropriate:

Word of Mouth  
  Website  
  Press/Media  
  Advert  
  Mailing  
  Other: specify

Please list the person responsible for arts/play training in your organisation:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please list four members of your organisation to collect materials from Play Resource Centre.

**PLEASE NOTE THAT THE FOUR CARDHOLDERS ARE THE ONLY PEOPLE ALLOWED TO USE THE CENTRE.**

FULL NAME (PRINT)	OFFICIAL POSITION	EMAIL ADDRESS

A valid membership card must be produced on every visit.

Please let cardholders know if they have been taken off the cardholder list.

*ANYONE FOUND USING THEIR MEMBERSHIP CARD ON BEHALF OF ANOTHER ORGANISATION/ INDIVIDUAL WILL HAVE THEIR OWN MEMBERSHIP WITHDRAWN.*

The email contacts supplied will automatically be added to our e-bulletin mailing list.

Childminders – Individual childminders may only hold one card.

**To be signed by the head of the organisation:**

I agree on behalf of my organisation to be bound by the terms and conditions of membership which I have read and that the information on this form is correct. I also confirm that the above named are employees (paid or voluntary) and are authorised to collect on our behalf.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### **CHECKLIST**

Please ensure before you return this form you have included the following:

*N.B. If you are paying by a company cheque in the name of the group we do not need this information (Playgroups will still need to provide their Social Services Certificate of Registration)*

Your constitution	
Your latest set of audited accounts or a copy of your latest bank statement	
Your membership fee	
Social Services Certificate of Registration – Playgroups, Childminders, After Schools etc. <i>If you hold more than one Social Services Certificate of Registration you must provide a copy of each.</i>	
Uniformed Groups – name of body which you are registered with. (Scoutlink, CGI, CBS etc)	

**Please make a photocopy of this form for your records**

# Terms & Conditions of Membership



*Play Resource* is a Belfast based voluntary organisation and registered charity. Membership of *Play Resource* is open to any group who adheres to its **Aims** and **Equal Opportunity Policy**.

Membership of *Play Resource* entitles groups and individuals to use the services provided by the charity.

- Anyone or any group using these services must be a current member.
- If your membership is out of date by more than two weeks you will not be able to use the centre.
- Only the person named on the card can use the centre.
- Cardholders cannot bring non-members into *Play Resource* to make collections or purchases.

## Visiting *Play Resource*

- Upon arrival at *Play Resource* membership cards must be handed into the reception and scanned by a member of staff. Barcodes tell us if you're out of date! NOTE: No card - no collection/purchase of materials.
- Children must be accompanied by an adult on the grounds of Health & Safety.
- *Play Resource* reserves the right to refuse admission to a member on reasonable grounds.

## Collection of Waste Materials

- Any waste materials supplied by *Play Resource* must be used solely for the activities of the member group named on the membership. The materials must not be resold, exchanged or used for any other purpose.
- Waste materials must not be used for commercial or private use. Any member found selling our free materials will have their membership withdrawn.
- *Play Resource* will take all reasonable steps to ensure that the waste materials supplied are safe when appropriately used. Please heed any safety advice regarding waste materials and pass it on to others who may use them.
- *Play Resource* reserves the right to place limits on quantities of materials collected.

## Membership Administration

- Membership is processed by the Administrator and can no longer be renewed at the shop desk.
- Renewal of Membership will be backdated to the date of expiry, and will last one year from that date, regardless of the date of the renewal fee was received.

## Payments

- **Visa, Switch and MasterCard** is accepted at *Play Resource* with a £10 minimum amount for card transactions.
- **Personal cheques** will be accepted only when covered by a valid banker's card.
- **Credit invoices** will not be issued unless accompanied by an official order (applies to groups funded by borough councils or library boards). £15 is the minimum amount accepted for a credit invoice. £2 + VAT handling charge is added to all credit invoices. Groups applying for credit facilities will be required to complete a credit application.
- If your organisation has an invoice which is more than one month overdue, no further invoices will be issued.

*Play Resource* has the right to refuse or rescind membership to any group whom they feel contravenes the Conditions of Membership. A member has the right to appeal to the Management Board against such a decision.

*Play Resource* reserves the right to alter or otherwise add to these conditions by giving written notice.

## AIMS

*Play Resource* aims to promote creative play and encourage environmental responsibility, by collecting non-toxic reusable waste materials from industry and providing them, together with other low cost play resources, to groups working with children, young people and community groups throughout Northern Ireland.

## EQUAL OPPORTUNITIES STATEMENT

*Play Resource* is committed to the practice and promotion of equal opportunities in its role as an employer and as a provider of goods and services.

The centre is opposed to discrimination against people on the grounds of sex, race, nationality, age, class, religion, marital status, disability, sexuality, culture, family background, colour, political opinion and having a criminal record.

*Play Resource* urges its own member groups to develop their own clear policies of inclusive play provision – encouraging initiatives that will enhance the quality of opportunity for children and young people in Northern Ireland.

In pursuit of these aims the *Play Resource* will examine and regularly review policy and criteria and adapt them in accordance with changing needs.