

Membership Application Form

Please complete all sections of the form and return to us at the postal or email address above

1. Your organisation and its work

Name of organisation: _____ Registered Charity Number (if applicable) _____

Address: _____

Contact phone number: _____ Contact email: _____

How many people in total (paid and voluntary) are involved in running your advice activities?

How many Full Time Equivalentents is this (at 35 hours per week)?

What will it cost (to the nearest £1,000) to run your advice activities in the current year?*(
 (If you're not sure how to calculate this, please contact us.) £

How many separate enquiries, approximately, did you handle in the last 12 months?

How many people, approximately, presented those enquiries?

Do you charge for any of your advice services? (This does not affect your membership fee.)

*e.g. in the case of an advice team or unit within a larger organisation please give only the cost, including overheads, of running that team or unit

2. Membership Fee

Our membership period runs from January to December each year. Your membership fee will be pro-rata on a quarterly basis up until December if you join on or after the 2nd quarter of the year.

Our membership fees comprise of two elements: a flat-fee element and a graduated element.

- The flat-fee element relates to type of organisation:

Charity	- Volunteers only	£124
	- Paid employees	£247
Public *		£371
Commercial		£494

* Includes quangos, housing associations, educational & academic bodies and large charities (£10m+ annual income)

- The graduated element is calculated at 0.001 of your running costs above £100,000 (i.e. £1 per £1,000 above £100,000). It does not apply to 100% voluntary organisations.

Please calculate your fee:

Enter the amount of the appropriate flat-fee £

Enter the amount of the appropriate graduated fee £

Add the two amounts for the total Membership fee **Total to pay** £

3. Your insurance

Professional Indemnity Insurance (PII) is a prerequisite of membership. Please provide the following details.

Who do you have your PII with? _____

What is the indemnity level? _____

When is your PII due for renewal? _____

4. Declaration

I wish us to become a member of AdviceUK and agree to the terms and conditions of membership. I have read the eligibility criteria and declare that we are eligible for membership

I declare that all of the information given in section 1 of this application is correct to the best of my knowledge

I enclose the appropriate fee / will pay by BACS transfer / please act upon the accompanying Direct Debit mandate / please invoice me (delete as appropriate)

I understand that membership will not become effective until payment has been received

Name:

Position:

Date:

Payment methods:

(please tick payment method of choice)

**INTERNET/BACS
PAYMENTS:**

- Please ensure you quote your organisation's name with your payment.
Account Name: **AdviceUK** Sort Code: **60 83 01** Account Number: **53017150**

CHEQUE:

- Send a cheque for the above amount made payable to AdviceUK.

DIRECT DEBIT:

- I would like to set up a Direct Debit. (We will contact you when we receive your paperwork. Payment will be taken as soon as possible after receipt of paperwork.)

Invoice:

- Please send me an invoice for the membership amount.
Purchase order number (optional): _____

The application form must be completed and returned to AdviceUK together with your payment in order for your membership to be valid.

OPT IN TO HELP ACHIEVE CHARITABLE GOALS BY SUSTAINABLE MEANS

- We'd like to keep you informed by email/phone/letter about our latest special offers and other similar AdviceUK services. We offer many services and products tailored to the advice sector helping you run better and more efficient services, and giving you the freedom to concentrate your efforts and resources on helping the most vulnerable in the community. Please tick this box to let us know that you are happy for us to do this.**

AdviceUK is registered in accordance with and seeks to comply with the UK Data Protection Act 1998/GDPR. Information submitted in this form may be stored and processed electronically for the purposes of delivering services, supplying information and to enable statistical analysis. Data may be passed to other parts of the organisation, partner organisations (IAS, VCS, ACMS), companies or contractors operating on our behalf to enable this to take place. This may include transferring or holding your data outside the European Economic Area (EEA). We follow appropriate security procedures in the storage and disclosure of personal information so as to prevent unauthorised access by third parties. We also require those parties to whom we transfer personal information to comply with the same.

Please see our [Privacy Policy \(http://www.adviceuk.org.uk/privacy-policy\)](http://www.adviceuk.org.uk/privacy-policy) for more information on how we use your personal data. (Don't forget, you can change your contact preferences at any time. By sending an email to the dataprotection@adviceuk.org.uk mailbox stating 'OPT OUT' in the subject field or using the unsubscribe links on our marketing emails)