

# Tamworth Centre for Voluntary Services

Supporting Voluntary Action in Tamworth



## Membership Pack



## Membership Benefits

- **KNOW HOW** - stay ahead with the latest information, advice and quality accredited support to help secure the future of your organisation.
- **FINDING THE RIGHT PEOPLE** - we receive around 700 volunteer applications a year which we carefully filter and match to ensure that you get the right people with the right skills to help your organisation.
- **AN INFLUENTIAL NETWORK** - with more than 100 members, our combined voice has real strength. Tamworth Voluntary and Community Sector Forum and our links to Staffordshire Third Sector Network help provide access to local and countywide decision-makers.
- **RAISING YOUR PROFILE** - get your message out there! We can help with publicity and document design, along with providing opportunities to place articles and adverts in our regular *Tamworth Connects* newsletter, and to have a stand at events.



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## Tamworth CVS Mission Statement

**To help build strong and cohesive communities by promoting, developing and supporting an active and thriving voluntary and community sector in Tamworth, enabling local people to be involved in their community and influence the decisions and services that affect them.**

# Development Support

**A key benefit of membership of TCVS is Development Support.**

**Whether you are an established organisation or a new group just starting up, our experienced and professional team can provide you with a wide range of support and advice to help your group develop and succeed:**



TCVS has achieved the rigorous NAVCA Quality Award, for local third sector infrastructure organisations that meet NAVCA's performance standards.



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- **Running an Organisation**

We can offer support and advice on setting up a new voluntary or community group, writing a constitution or set of rules, options for organisational structure, forming an effective committee, writing policies and working to good practice.

- **Finance and Funding**

We can help in identifying funding streams, local, regional and national, and offer support in completing funding applications. We also offer an application checking service.

- **Planning and Reviewing**

We can help you to prepare or review a business or development plan, monitor and evaluate projects and identify and implement appropriate quality standards.

- **Managing People**

We can support you with recruiting and employing staff, writing terms and conditions of employment and policy development.

- **Training and Learning**

We can help you to determine learning needs, and provide you with access to training opportunities.



Also available from Development Support:

## Organisational Healthchecks



We can help you to assess your organisation's strengths and weaknesses. This will give a clearer idea of what information, advice, support and training you require to develop your group or service. We can then work with you to provide the support that you need.

*"Tamworth CVS has given us exactly the support we needed to be able to successfully apply for funding. They also helped us with promotion and put us in touch with some key contacts. The support from CVS has been invaluable, and has made it possible for our dance group to grow and to reach more people."*

John & Barbara  
Wheatley,  
Dance Yourself Fit

Services are available to local voluntary and community groups. The following charges will apply:

	TCVS Member Rates	Non-member Rates
Development support, including: <ul style="list-style-type: none"> <li>• Advice on structures</li> <li>• Quality frameworks</li> <li>• Funding advice and support</li> <li>• Organisational healthchecks</li> <li>• Policy development</li> <li>• Employment support</li> <li>• Support with monitoring and evaluation</li> </ul>	First hour FREE, then £20 per hour thereafter *	First hour FREE, then £40 per hour thereafter

\* Bursaries available

# Volunteering Support

A key benefit of TCVS membership is registration with Volunteer Centre Tamworth.

Volunteer Centre Tamworth promotes volunteering, recruits and refers volunteers and promotes good practice in volunteer management.

Volunteer Centre Tamworth is quality accredited by Volunteering England.



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**Volunteer Centre**  
Tamworth

- **Volunteer Brokerage**  
We will carefully match prospective volunteers to your organisation and the opportunities you have available.
- **Volunteer Management**  
We can help you to support, manage and retain your volunteers, with the best advice, information and support available in this region.
- **Developing New Opportunities**  
We can support you in developing new volunteering roles to support your organisation.
- **Advertising and Promotion**  
We will promote your volunteering opportunities to potential volunteers, including on the national volunteering website [www.do-it.org.uk](http://www.do-it.org.uk).





*"It is important to have the right policies and procedures in place when recruiting volunteers to make sure that they and your organisation are protected. It can be daunting but the Volunteer Centre has supported us through every step of the process. As a result we now have a full induction pack for our volunteers and policies that are an encouragement to volunteering."*

Lee Bates,  
Community Together CIC

**Services are available to local volunteer-involving organisations in the voluntary and community sector and public sector.**

**The following charges will apply:**

	TCVS Member Rates	Non-member Rates
Volunteering support, including: <ul style="list-style-type: none"> <li>• Advertising &amp; promoting volunteering opportunities</li> <li>• Volunteer referrals</li> <li>• Access to good practice materials</li> </ul>	FREE	Annual registration fee of £20
<ul style="list-style-type: none"> <li>• One-to-one support on volunteering issues</li> </ul>	First hour FREE, then £20 per hour thereafter *	First hour FREE, then £40 per hour thereafter
<ul style="list-style-type: none"> <li>• Opportunities to exhibit at volunteering events</li> </ul>	Discounted rate	POA

\* Bursaries available

# Office & Information Support

A key benefit of TCVS membership is Office & Information Support.

We can support your organisation by providing you with regular up to date and relevant information, and access to office and design services.



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- **Information**

Our weekly e-bulletin and bi-monthly newsletter - *Tamworth Connects* - will keep you up to date with the latest news. Our website is also a great source of information and advice.

- **Office Support**

Members benefit from reduced rates on office services such as photocopying, printing and laminating.

- **Design Services**

We can help you with the design and layout of your leaflets and brochures, newsletters, annual reviews, and setting up of online surveys.



## Other support from Tamworth CVS:

- **Voluntary & Community Sector Forum**

The forum meets regularly throughout the year, giving you the opportunity to network with other organisations, share local information and hear speakers on relevant, topical issues.

- **Advertising**

If you have news or events that you would like to publicise through our e-bulletin, *Tamworth Connects* newsletter or on our website, contact us and 'get your message out there'.

### The following charges will apply:

	TCVS Member Rates	Non-member Rates	Commercial Rates
Advertising: <ul style="list-style-type: none"><li>• Newsletter</li><li>• E-bulletin</li></ul>	FREE FREE	£20 per year £20 per year	£62.50 (1/4 page) £50 per edition
Networking opportunities, VCS Forum	FREE	£20	
Stands at events/conferences	Discounted rate	POA	POA
Office support/design services	Contact us	POA	

# Membership Rates

## Membership Rates

**Tamworth CVS provides valuable services within the voluntary and community sector. To become a member of Tamworth CVS you must be a voluntary organisation, community group or other third sector organisation supporting people in or around Tamworth.**

Annual income	Annual membership fee
Up to £1,000	FREE
£1,000 - £20,000	£10
£20,001 - £50,000	£20
£50,001 - £100,000	£35
£100,001 - £500,000	£50
Over £500,000	£100

For organisations in membership of another CVS in Staffordshire the fee will be reduced by 50%.

# TCVS Membership Application Form

## Organisation Details

Name of Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

*Membership is open to voluntary and community organisations who aims support those of Tamworth CVS.  
Please enclose a copy of your organisation's constitution (or other governing document) so we can assess this.*

**Please describe the purpose and activities/service of your organisation or group.**

**Please give your organisation or group's mission statement (if applicable):**

## Location

Which wards in Tamworth does your organisation/group operate in? *(Please tick all that apply)*

Amington	<input type="checkbox"/>	<input type="checkbox"/>	Mercian	<input type="checkbox"/>
Belgrave	<input type="checkbox"/>	<input type="checkbox"/>	Spital	<input type="checkbox"/>
Bolehall	<input type="checkbox"/>	<input type="checkbox"/>	Stonydelph	<input type="checkbox"/>
Castle	<input type="checkbox"/>	<input type="checkbox"/>	Trinity	<input type="checkbox"/>
Glascote	<input type="checkbox"/>	<input type="checkbox"/>	Wilnecote	<input type="checkbox"/>
Outside Tamworth	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

## Volunteering

Does your organisation . . .

currently work with volunteers       plan to work with volunteers

*(If your organisation has no plans to work with volunteers, please go to the next section of this form)*

Do you have immediate vacancies for volunteers?      YES       NO

Your volunteer recruitment procedures

When recruiting volunteers, what process(es) does your organisation use? *(Please tick as appropriate)*

	Yes	No	Maybe
Application form			
Informal discussion			
Interviews			
Take references			
Carry out police checks			
Trial period			
Other (please specify)			

	Yes	No
Does your organisation hold public liability insurance?		

### National Volunteering Database

Volunteer Centre Tamworth regularly post and update volunteer opportunities in the Tamworth area on the National Volunteering Database found at [www.do-it.org.uk](http://www.do-it.org.uk). Members of the public who are interested in volunteering can access the website to find opportunities in their area which match their skills and interests.

If you would prefer for us **not** to post your volunteering opportunities on the website, please tick this box\*

\* Please note that any volunteering opportunities posted on the do-it website will have Volunteer Centre Tamworth's contact details.

## Organisational / Volunteer Support

In order for us to assess the type of support we may be able to offer, please could you indicate which of the following you have in place or where you would value support or training (please tick as appropriate).

		Already in place	Training and/or support needed
<b>POLICIES</b>	Child protection policy		
	Equal opportunities policy		
	Health & safety policy		
<b>BUSINESS AND PLANNING</b>	Business planning		
	Charity registration		
	Company registration		
	Governing document		
	Quality standards		
	Monitoring & evaluation		
<b>STAFF AND TRUSTEES</b>	Induction for trustees		
	Trustee development		
	Staff handbook / employment policies		
	Staff / volunteer training plans		
	Skills in managing staff		
<b>FUNDING AND ACCOUNTS</b>	Access to information about sources of funding		
	Financial procedures and processes		
	Accounts and payroll		
<b>VOLUNTEERING</b>	Volunteer agreements		
	Volunteer task descriptions		
	Volunteering policy		
	Volunteer management		
<b>COMMUNICATION</b>	Marketing or promotional plan		
	Annual report / leaflet design / website		
	Electronic communication / newsletter		

Please list the three most significant support needs:

1. ....
2. ....
3. ....

## Declaration

We confirm that we support the aims and objectives of Tamworth CVS and that our organisation/ group operates within (all or part of) the Borough of Tamworth.

**We enclose the following: (please tick)**

- A copy of our constitution \*
- Information describing the purpose and activities of the organisation \*
- SCIO VCS Profile Form (completed) \*
- Volunteer opportunity form(s), if applicable

**\* Mandatory**

If accepted into membership, we promise to pay the sum of £1.00 towards the company's debts if the company subsequently dissolves, if asked to do so.

If Volunteer Centre Tamworth refers potential volunteers to our organisation, we agree to undertake our own selection procedures and take up references and other checks necessary.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

On behalf of (name of organisation) \_\_\_\_\_

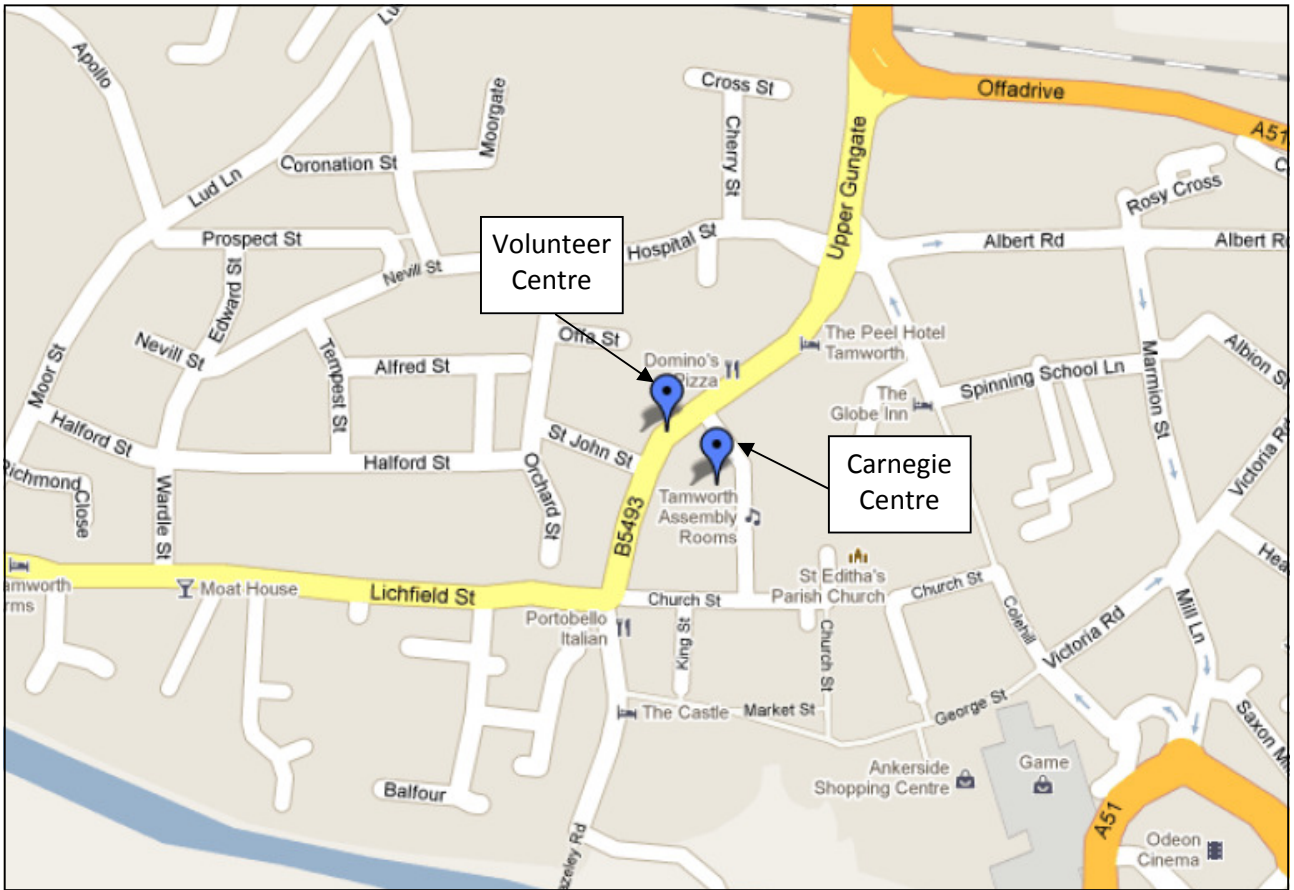
## Membership

**We wish to become a member of Tamworth CVS.** *Please tick the appropriate membership fee below*

**We do not want to be a member but would like to register volunteering opportunities - annual registration fee £20.**

Annual Income	Membership Fee	✓	Fee paid	Please note, for organisations in membership of another CVS in Staffordshire, the membership fee will be reduced by 50%. <input type="checkbox"/> Cheque enclosed <input type="checkbox"/> Paid by BACS
Up to £1,000	FREE			
£1,000 - £20,000	£10			
£20,001 - £50,000	£20			
£50,001 - £100,000	£35			
£100,001 - £500,000	£50			
Over £500,000	£100			
Registration for volunteering opportunities only	£20			

**Please return your forms to Tamworth CVS, Carnegie Centre, Corporation Street, Tamworth, Staffordshire, B79 7DN. Tel: 01827 709657, email: enquiries@tamworth-cvs.org.uk**



# Tamworth Centre for Voluntary Services

## Carnegie Centre

Corporation Street,

Tamworth, B79 7DN

Telephone: 01827 709657

Email: [enquiries@tamworth-cvs.org.uk](mailto:enquiries@tamworth-cvs.org.uk)

## Volunteer Centre Tamworth

8 Aldergate,

Tamworth, B79 7DL

Telephone: 01827 736090

Email: [info@volunteercentretamworth.org.uk](mailto:info@volunteercentretamworth.org.uk)

[www.tamworth-cvs.org.uk](http://www.tamworth-cvs.org.uk)

Charity registration no: 513398

Company Limited by Guarantee: 1658271



Quality accredited by

