

AVOW is committed to providing support to Voluntary and Community Groups and Organisations in the Wrexham County Borough Area. We are committed to helping individuals to access services all over Wrexham County.

Please take the time to fill in this form to provide us with information about your organisation / group.

Section 1 Initial Details

Name of Your Organisation / Group					
Address of Organisation / Where does your Group meet?					Post Code
Correspondence Address if Different from above					Post Code
Switch Board phone Number / Main contact + Name					
Secondary Phone Number					
Details.	<i>E.g. Second Site/ Chairman.</i>				
Website address					
Main e-mail contact	<i>E.g. info@avow.org</i>				
Is your Organisation	IPS	Limited Company	Partnership	Charity	Unincorporated Org *
* An unincorporated group is a group that has a constitution as a governing document (a set of rules which guides committee members). PLEASE SEE NOTE 1					
Which best describes your Organisation / Group	Private Sector / Business		Public Sector / Statutory		Voluntary Sector / Third Sector
Please provide your Charity and or Company Number					

Section 2 Your Organisation

If you were describing to someone what your organisation did, what would you say? How would you describe what activities / services / support your organisation offers. (Approx. 150 Words Max, continuing on extra paper if needed)

Which of the following headings best describe your Organisation / Group? Please tick as many as apply to you , but indicate the ONE that BEST describes your Organisation / Group with a * (Star).					
Addiction	<input type="checkbox"/>	Education and Training	<input type="checkbox"/>	Faith Groups	<input type="checkbox"/>
Advice and Advocacy	<input type="checkbox"/>	Older People	<input type="checkbox"/>	Research	<input type="checkbox"/>
Animal Welfare	<input type="checkbox"/>	International / Emergency Relief	<input type="checkbox"/>	Sport and Recreation	<input type="checkbox"/>
Arts, Culture and Heritage	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Benevolent Organisations	<input type="checkbox"/>	Environment	<input type="checkbox"/>	Volunteering	<input type="checkbox"/>
Carers	<input type="checkbox"/>	Ethnic Minorities	<input type="checkbox"/>	Youth	<input type="checkbox"/>
Children and Families	<input type="checkbox"/>	Health and Social Care	<input type="checkbox"/>	Sexuality	<input type="checkbox"/>
Community	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Social Enterprise	<input type="checkbox"/>
Community Justice	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Intermediaries	<input type="checkbox"/>
Emotional Support	<input type="checkbox"/>	Disability / Mental Health	<input type="checkbox"/>	Community Building	<input type="checkbox"/>

When was your Organisation / Group established

Where does your organisation offer services Wrexham County Borough* Regional National

Please use this list to identify specific Area / Wards of Wrexham your service is based in :

All areas of Wrexham					
All Places in the NORTH area of Wrexham (All in this list).		All Places in the CENTRAL area of Wrexham (All in this list)		All Places in the South area of Wrexham (All in this list)	
Minera	<input type="checkbox"/>	Acton	<input type="checkbox"/>	Ceiriog Vally	<input type="checkbox"/>
Brymbo	<input type="checkbox"/>	Borras Park	<input type="checkbox"/>	Chirk South	<input type="checkbox"/>
Coedpoeth	<input type="checkbox"/>	Brynyffynnon	<input type="checkbox"/>	Chirk North	<input type="checkbox"/>
Gwenfro	<input type="checkbox"/>	Cartrefle	<input type="checkbox"/>	Llangollen Rural	<input type="checkbox"/>
Offa	<input type="checkbox"/>	Erddig	<input type="checkbox"/>	Cefn	<input type="checkbox"/>
Gwersyllt West	<input type="checkbox"/>	Garden Village	<input type="checkbox"/>	Plas Madoc	<input type="checkbox"/>
Gwersyllt East and South	<input type="checkbox"/>	Grosvenor	<input type="checkbox"/>	Penycae and Ruabon South	<input type="checkbox"/>
Gwersyllt North	<input type="checkbox"/>	Hermitage	<input type="checkbox"/>	Penycae	<input type="checkbox"/>
Bryn Cefn	<input type="checkbox"/>	Little Acton	<input type="checkbox"/>	Ruabon	<input type="checkbox"/>
Llay	<input type="checkbox"/>	Maesdre	<input type="checkbox"/>	Pant	<input type="checkbox"/>
Gresford East and West	<input type="checkbox"/>	New Broughton	<input type="checkbox"/>	Johnstown	<input type="checkbox"/>
Holt	<input type="checkbox"/>	Queensway	<input type="checkbox"/>	Ponciau	<input type="checkbox"/>
Marford and Hoseley	<input type="checkbox"/>	Rhosnesni	<input type="checkbox"/>	Esclusham	<input type="checkbox"/>
Rossett	<input type="checkbox"/>	Smithfield	<input type="checkbox"/>	Marchwiell	<input type="checkbox"/>
	<input type="checkbox"/>	Stansty	<input type="checkbox"/>	OvertonBronington	<input type="checkbox"/>
	<input type="checkbox"/>	Whaitegate	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Wynnstay	<input type="checkbox"/>		<input type="checkbox"/>

Does your Organisation / Group engage in Recycling / being green? Yes No

Which of the following age groups use your service / attend your community Group? Tick all appropriate.

0-10	<input type="checkbox"/>	11-25	<input type="checkbox"/>	26-40	<input type="checkbox"/>	41-60	<input type="checkbox"/>	61+	<input type="checkbox"/>
------	--------------------------	-------	--------------------------	-------	--------------------------	-------	--------------------------	-----	--------------------------

If your organisation / group has different opening / meeting times at different times of the year, please use both columns to indicate the different times.

Opening times for	<i>e.g. Jan - Aug</i>		<i>e.g. Sept - Dec</i>	
Monday Times	From	to	From	to
Tuesday Times	From	to	From	to
Wednesday Times	From	to	From	to
Thursday Times	From	to	From	to
Friday Times	From	to	From	to
Saturday Times	From	to	From	to
Sunday Times	From	to	From	to

Is there a charge payable to use your organisations services?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If so, what are the fees?	
---------------------------	--

Section 3 Staff and Volunteers

Please detail any relevant contact details for people working / volunteering in your organisation: If you require more space, or it is more convenient to provide a print out of your staff list please use an additional sheet of paper and attach to this document.

Name	<i>Lead Contact</i>	Phone	
Role			
E-Mail			
Name		Phone	
Role			
E-Mail			
Name		Phone	
Role			
E-Mail			
Name		Phone	
Role			
E-Mail			

How many members of paid staff do you employ?	
How many Volunteers are involved with your Organisation (Excluding Trustees / Committee Members)	
How many (if any) Trustees / Committee Members does your organisation have?	

In which of these capacities do you use volunteers in your Organisation?					
Admin	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Mentoring / Befriending	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	Events	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Main Staffing	<input type="checkbox"/>	Training / Education	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	Language	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
Other	<input type="text"/>				

Section 4 Feedback

Do you currently use the services of AVOW?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	--------------------------	-----	--------------------------	----	--------------------------

Which of the following services does your organisation either use / would like to use? If you have used a service please indicate your level of satisfaction with a 1:Very unsatisfied 2:Unsatisfied 3: Satisfied 4:Very Satisfied					
Peer mentoring	<input type="checkbox"/>	Funding Advice	<input type="checkbox"/>	Carers Service	<input type="checkbox"/>
Volunteers Centre	<input type="checkbox"/>	Room Hire	<input type="checkbox"/>	Printing / Photocopying	<input type="checkbox"/>
Payroll and Finance	<input type="checkbox"/>	Support for Committees	<input type="checkbox"/>	Signposting	<input type="checkbox"/>
Grants	<input type="checkbox"/>	Training	<input type="checkbox"/>	Health and Social care Forums	<input type="checkbox"/>
Equipment Loan	<input type="checkbox"/>	Events	<input type="checkbox"/>	Community Forums	<input type="checkbox"/>
Other	<input type="text"/>				

Please use this space to comment on any services you have received

Are there any services / events you would like to see planned for the future with AVOW, or are there any other support requirements for you / your organisation or Community group. Please explain:

What is your preferred method of communication	<input type="checkbox"/>	E-mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
--	--------------------------	--------	--------------------------	------	--------------------------

Type of membership applying for:	Organisation £10.00	Individual £1.00
Although associate members and other statutory agencies have access to all AVOW services in the same way that a full member organisation has, they do not have voting rights in elections.	Associate £15.00	Private Sector £25.00
Named Representative (note 2):		

Section 5 Declaration

The information given will be used by AVOW for the administration of the Membership Scheme, the Community Directory and related services such as AVOW events and new grant schemes. In addition to core e-Group communications, you may occasionally be contacted to update you about other AVOW services and events. The information may also be shared with our other partners only if it benefits the voluntary and community sector.

I give permission for the data provided to be used included in the Community Directory (The Community Directory will help individuals access your organisation and will provide Wrexham residents and agencies with a place to find out what is available in the way of services, groups and meetings).	Yes
---	-----

As part of the Community Directory you will be enrolled on our e-distribution list. Please tick if YOU DO NOT WISH to receive communications. (AVOW will still distribute any electronic communications you wish to promote on your behalf).	Yes
---	-----

Print Name	
Role / Job title	
Signature	
Date	

If there is any Data / Information you would like **NOT MADE AVAILABLE TO THE PUBLIC** Please clearly indicate those fields. (A highlighter to selection sections is an appropriate method).

Note 1: Please note it is essential for a voluntary organisation to have a written constitution or rules for it to become a member of AVOW, but does not need to be a registered charity.

However, the Executive Committee will need to be satisfied that your organisation is bona fide and that it is genuinely of a voluntary nature before it can be accepted into membership.

Note 2: The constitution of AVOW requires that each member organisation nominates a *named representative* for the purposes of voting on its behalf at general meetings (each member organisation has one vote). This representative may be different from the contact person(s) identified previously. Periodically AVOW will contact you to ensure that your named representative has not changed and that she or he is still authorised to vote on your behalf. If he or she is no longer connected with your organisation, or if you wish to nominate somebody else in her/his place, you should contact AVOW and ask us to amend our records.

FOR OFFICE USE ONLY

DATE RECEIVED	APPROVED FOR MEMBERSHIP [INITIALS]	UPDATED ON EVOL [INITIALS]	MEMBERSHIP NUMBER
---------------	------------------------------------	----------------------------	-------------------



Please forward application form and payment to:

Ty AVOW, 21 Egerton Street, Wrexham, LL11 1ND.