

VCS Common Database registration form

North Yorkshire Forum for Voluntary Organisations (NYFVO) manages its subscription services using the VCS (Voluntary and Community Sector) Common Database for York and North Yorkshire – **our mailing list is a free service** (Forum Focus, Forum training programme and project information); to register please complete and return this form; you can also use this form to subscribe to NYFVOnet our **free** email news service. Please ensure you also complete the data protection details to confirm you are happy for us to include your details on the common database and how we can use those details – please do not hesitate to contact Claire Petty, Operations Manager on **01347 825710** or email **claire.petty@nyfvo.org.uk** if you have any queries.

York & North Yorkshire
Infrastructure Consortium
supporting the voluntary and
community sector

North Yorkshire
Forum for
Voluntary
Organisations

Registered Charity 518117

Forum membership is open to all who support the work and objects of the Forum and entitles VCS organisations to reduced charges for Forum events, training and services - if you would like to join the Forum further details and fees can be found on the reverse of this form (there is an annual subscription charge for membership).

Organisation Name	
Contact Person	
Address	
Town/City	
Postcode	
Telephone Number	
Fax Number	
Mobile	
Minicom	
Email	
Website	

NYFVOnet is a free email list which the Forum uses to circulate information about conferences and training, funding opportunities, and policy developments effecting the sector. If you would like to join NYFVOnet please ensure that we have your correct email address and tick this box

Which geographical area are you based in:

- Craven
 Harrogate/Ripon
 Ryedale
 Selby
 Hambleton
 Richmondshire
 Scarborough/Whitby/Filey
 York

Please turnover and complete the rest of the form, thank you.

Description/aim (please provide information about the work of your organisation, max 75 words):

Please indicate whether your organisation is: (you can ✓ more than one)

<input type="checkbox"/> voluntary/community (VCS)	<input type="checkbox"/> company limited by guarantee <i>company number.....</i>	<input type="checkbox"/> social enterprise
<input type="checkbox"/> registered charity <i>charity number.....</i>	<input type="checkbox"/> unincorporated association	<input type="checkbox"/> community interest company
<input type="checkbox"/> charitable trust	<input type="checkbox"/> industrial and provident society	<input type="checkbox"/> charitable inc. association
<input type="checkbox"/> other <i>please state</i>	<input type="checkbox"/> other legal status <i>please state</i>	

Year established:

Please tell us about the people your organisation works with and the activities you undertake. This will help us to provide you with information of interest to your organisation, and assist in signposting new users/clients. Please ✓ all the appropriate boxes:

Service Users

- All People
- Black and Minority Ethnic People
- Carers
- Children
- Ex-offenders
- Gay / Lesbian / bisexual / trans-gendered People
- Learning Disabilities
- Mental Health
- Older People
- Parents and Families
- Physical and/or Sensory Disabilities
- Unemployed People
- Victims of Crime
- Women
- Young People

Age range: min.....

Age range: max.....

Activities

- Advice and information
- Advocacy
- Animal Welfare
- Arts and Culture
- Bereavement
- Campaigning
- Charity Shops
- Community/Economic Development
- Community Safety / Criminal Justice
- Counselling
- Drugs and Alcohol
- Education and Training
- Environment
- Fundraising
- Health
- Housing and Homelessness
- International & Overseas Development
- Leisure and Social
- Money Advice - personal
- Money Advice – organisational
- Relationships
- Religious / Faith / Belief
- Resident Association/Community Groups
- Sport
- Transport
- VCS Support and Development Organisations
- Village Hall / Community Centre

Please tell us about the geographical areas in which your organisation works. Please ✓ all the appropriate boxes:

- | | | | |
|------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Craven | <input type="checkbox"/> Harrogate/Ripon | <input type="checkbox"/> Ryedale | <input type="checkbox"/> Selby |
| <input type="checkbox"/> Hambleton | <input type="checkbox"/> Richmondshire | <input type="checkbox"/> Scarborough/Whitby/Filey | <input type="checkbox"/> York |
| <input type="checkbox"/> Yorkshire | <input type="checkbox"/> Nationwide | | |

Data Protection

NYFVO uses the VCS Common Database to maintain its records of voluntary and community organisations and other relevant contacts. The common database was developed by all the Local Infrastructure Organisations (LIOs) working in York and North Yorkshire to improve the delivery of our services and support. The database is used to: compile mailing lists for circulating LIO magazines and newsletters, training, events etc; contains details of general contacts; and administer events, training and services e.g. membership, networks, and activities. The database is not accessible to anyone outside of the LIOs.

The LIOs have created a web directory www.vcsdirectory.org.uk which can be accessed by anyone over the internet and can be used to search for voluntary and community organisations in York and North Yorkshire. The website displays organisation name, contact person, address, telephone, fax, email, website, and aims/objectives. FREE publicity for your project - VCS organisations working in York & North Yorkshire are entitled to a free listing on the web directory (✓ the options under web directory to be included).

Please ✓ the following boxes to agree that you are happy with your details to be used as stated:

- We would like to be included on LIO mailing lists (postal and/or email) e.g. NYFVO and local district LIO (e.g. York CVS or Ryedale VA or Harrogate CVS), to receive relevant voluntary sector information for example on funding, training, legislation etc.
- We agree that our details can be shared with selected non-commercial organisations e.g. North Yorkshire County Council, NHS North Yorkshire & York (PCT), and local district authority.
- Please indicate which fields you are happy to have published in online directories or printed guides by putting a ✓ in the boxes below:

	Web directory	Printed directory
Organisation	<input type="checkbox"/>	<input type="checkbox"/>
Contact person	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Fax	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>
Description/aim	<input type="checkbox"/>	<input type="checkbox"/>

By signing this form you are agreeing that this information can be included on the Common Database. *Once you have given your permission you will not have to give separate permission to any individual organisations within the consortium, they will all be bound by the permissions given here, and comply with the Data Protection Act 1998.*

Signed..... **Print name**.....

Position **Date**

For and on behalf of

If you would like to subscribe to NYFVO membership please also complete the section below; otherwise once you have completed and signed this form please return it to NYFVO using our FREEPOST address:

FREEPOST RSCE-ZZLC-TKGG

NYFVO, Unit 7 & 7a, The Hawk Creative Business Park, Hawkhills Estate, Easingwold, York YO61 3FE

Forum Membership

Organisations and individuals are invited to become members of the North Yorkshire Forum for Voluntary Organisations. We do value the support of our members - a large and active membership helps the Forum in our work supporting voluntary organisations throughout York and North Yorkshire through:

- **providing high quality and accessible information, support and training for voluntary organisations and volunteers**
- **ensuring that voluntary sector views and interests are well represented.**

You are entitled to a **20% discount** if your organisation is already a member of a York and North Yorkshire local infrastructure organisation (council for voluntary service, voluntary action or community care association) - discounted rates shown in brackets (please ✓ to indicate)

- £15.50 (£12.40) voluntary organisations (working in York and North Yorkshire) with no paid staff
- £36.00 (£28.80) voluntary organisations (working in York and North Yorkshire) with paid staff
- £36.00 (£28.80) individuals (non-voting membership)
- £66.00 (£82.50) other organisations (non-voting membership)

Membership also entitles your organisation to reduced charges for Forum training, events and services; free registration with Language Line (the telephone interpreting service; free registration to Community Care Briefings (find out what statutory authorities in North Yorkshire are planning and doing about community care, health and related issues via a weekly email bulletin). Membership is for 12 months and renewals will be sent automatically on a rolling basis. Please contact Jeanette Lilley at the Forum on **01347 825710** or email **jeanette.lilley@nyfvo.org.uk** if you require further information.

Application for Forum membership [12 months]

name of organisation/individual:

contact person:

address including postcode:

.....

telephone number:

fax number:.....

email address:

amount enclosed (please make cheques payable to **NYFVO**): £

If you are claiming the 20% discount please state which York and North Yorkshire local infrastructure organisation (council for voluntary service, voluntary action or community care association) you are a member of: