

Membership Application Form - 2016-2017

Please complete **BOTH** sides – thank you.



Organisation:			
We wish to join ACFA as:	<input type="checkbox"/> a Full member* <input type="checkbox"/> an Affiliate member* *see over for membership definitions		
Main Contact:	Name: Email: Telephone:		
Website Contact:	Name: Email: Telephone:		
The person named as the website contact is responsible for ensuring that relevant information about services, personnel etc is up-to-date on the ACFA website. Furthermore any information added to must comply with the new ACFA style guidelines (a copy of which will be supplied in your membership pack).			
Address (including post code):			
Tel No: (Public)		Ex. Directory:	
E-Mail addresses:	1. 2. 3.		
Regular mailings regarding consultations, events, service provision etc are emailed to the three email addresses that are included in your membership fee; extra email addresses can be added at an extra cost of £5 per address.			
Please provide details of any special requirements you may have with regards to written materials (eg large font) and we will do our best to accommodate you.			

ACFA: The Advice Network

c/o St Pauls Advice Centre, 146 Grosvenor Rd, Bristol BS2 8YA

E-mail: acfa.admin@gmail.com Web site: www.acfa.org.uk

Membership criteria

Full Member:

Only available to non-statutory agencies whose work involves the provision of advice and information around people's legal rights. In addition, you will need to submit a completed application together with evidence of each of the following:

- Full membership of a national advice network (eg Advice UK) or such other network as shall be accepted by a majority of those attending an ACFA meeting, or evidence of an application for membership of one or more of the above having been made and currently being considered
- Professional Indemnity Insurance
- Consumer Credit Act licence, if appropriate to area of advice given
- Equal Opportunities Policy reflecting current legislation

Affiliate Member:

To be eligible for affiliation, a completed application together with evidence of each of the following must be submitted to the Administrator:

- An appropriate legal structure, set out in a constitution or memorandum and articles of association, which sets out the aims and rules governing the organisation;
- Evidence that the agency provides free advice, information and/or legal services;
- An Equal Opportunities policy, which reflects current Equalities legislation.

Annual Fee:

Please choose the appropriate option and return form with full payment or purchase order.

£50.00 (income less than £250K)

£90.00 (income over £250K)

PLUS

£10.00 donation to website running costs (optional but appreciated)

plus

£5.00 per additional e-mail address (if extra mailings required)

Cheque enclosed for £.....

OR

Purchase Number: for £.....

REQUIRED for Full Membership

We are a member of:

- Advice UK
- National Association of CABx
- Law Centre Federation
- Disability Information Advice Line
- Money Advice Association
- Shelter
- Age UK (England)
- Other (please specify)

Professional Indemnity Insurance No:

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Authorised Signatory:

We confirm that our organisation has an up-to-date Equal Opportunities and Translating & Interpreting Policies.

In addition, we have read and agree to abide by the terms and conditions of the constitution of ACFA: The Advice Network

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Date:

ACFA: The Advice Network

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