

REGISTRATION GUIDANCE NOTES

NOTES FOR GUIDANCE TO COMPLETING VOLUNTARY YOUTH SERVICE ORGANISATIONS APPLICATION TO REGISTER

1 YOUTH ORGANISATION

Name of youth organisation/group	Correct full title of organisation
Name of Affiliations	e.g. parent group, National, Regional, District, other local authority departments
Address of Meeting Place	e.g. School, Unit, HQ, Village Hall, Church Hall, Youth Centre etc.
Are premises owned or rented	Tick Applicable Rented = not directly owned by organisation e.g. School, Village Hall, - even if no money paid

2 WORKER IN CHARGE

Name	Senior Leader (if several sections the overall leader)
Address for correspondence	All correspondence will be sent to this address.
E mail address	Updates will be sent to this email account
Telephone Number	Daytime and evening telephone numbers if different will be useful.

3 SUPPORTING GROUP

Name and address of three supporting members of supporting group	Usually Chairperson, Secretary, Treasurer
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4 MEMBERSHIP

Insert current number of members, or if new group estimated

5 DAYS AND TIMES OF OPENING

Days and times of regular opening for Youth Work Activities	Times and frequency e.g. 7.00 – 9.00 p.m. every week, every week in school term time, every week September to Easter, 1st week of month etc.
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Staff Involved	List of staff with training undertaken and proposing to train and Dates of CRB checks.
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6 Disclosure and Barring Services

7 AIMS

Aims of Organisation

Insert aims of organisation – this should be included in constitution.

Please list details of the activities offered by your organisation:

Regular activities included in meetings shown above
i.e. what does organisation/membership do on days shown above.

If organisation has more than one section include names and age range of each section.

8 INSURANCE

Public Liability – Insert name of company and amount of cover. **To register you must have public liability insurance.**
Personal Accident – delete yes/no as applicable.
YES – insert name of company and amount of cover.

9 ACCOUNTS

Details of where funds are kept.
Name of account(s)
Details of method of withdrawal of funds e.g. any two of three authorised signatures – delete Yes/No as applicable.
You must have at least 2 signatories to be eligible to register

10 GDPR / Declaration

11 The following must accompany the completed form:

1. Copy of Organisation's Constitution –or other appropriate authorised documentation if constitution does not show aims and objectives of organisation.
2. Safeguarding children/ child protection policy
3. Copy of latest available audited annual financial records showing details of how income was obtained, where money was expended and all financial balances.

The financial records must be signed by an auditor, who is independent of the group.