



# Membership Form

## APPLICANT DETAILS

Date of Joining: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have any skills or experience to bring to the shed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What activities interest you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be on the Shed Committee?

Yes ☐ No ☐

Do you have any disabilities?

Yes ☐ No ☐

If yes please detail

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup>Terms: In order to be accepted as a member of the Church Crookham & Fleet Men's Shed you need to complete the Membership Form in full, acknowledge the Disclaimer and Privacy Statement, agree to comply with both the Code of Conduct and the Health & Safety Policy. You will also need to have paid the Annual Membership fee.  
All data collected shall be managed in accordance with Church Crookham and Fleet Mens Shed Data Protection Policy.



## EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Do you have any medical conditions we should know about? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DISCLAIMER

I confirm that I have read and understand the terms<sup>1</sup> of this Membership Form, and fully understand and accept the risks associated with participating in the Church Crookham & Fleet Men's Shed programme, including the risk of personal injury or death. I agree to wear any safety equipment provided to me, to comply with any safety instructions provided to me, and to take all other steps reasonably necessary to ensure my safety and the safety of others at all times. I further acknowledge and accept that (to the fullest extent permitted by law) neither the Church Crookham & Fleet Men's Shed nor any of its trustees, employees or affiliates shall be liable for any direct or indirect loss, damage of injury (except in instances of death or personal injury caused by the negligence of such persons) arising from or in connection with my participation in the Church Crookham & Fleet Men's Shed programme, and I waive all and any claims in this respect. I accept that I will be responsible for an injury I cause to others, and I undertake to comply fully with any instruction I may have received from the Church Crookham & Fleet Men's Shed or any of its affiliates with regards to the use of the facilities and equipment provided. I confirm that, to the best of my knowledge (having made all reasonable checks and enquiries), I do not suffer from any medical or other conditions which might increase the likelihood of my involvement in an incident which could result in injury to myself or others.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## INDUCTION

As you will appreciate workshops can be dangerous places and in order to comply with our Insurance Requirements all new members are required to undertake an Induction Program that will be given by our Health and Safety Officer.

Any member not undertaking the Induction Program within 4 weeks of joining will have their Membership temporarily suspended until such time as the Induction Program is successfully complete.

## PRIVACY STATEMENT

This **Privacy Statement** tells you what to expect when Church Crookham and Fleet Mens Shed collects personal information. It applies to information we collect on this form and elsewhere about you and to members and trustees of the Trust; volunteers; speakers and other event organisers; participants in events; applicants or grants; and people who use our website and our social media pages (Facebook and Twitter).

**Who we are and how to contact us**

We are Church Crookham and Fleet Mens Shed, Charity number CIO1171613.

Our address is:

c/o Church Crookham Parish Council  
Church Crookham Community Centre  
Boyce Road  
Church Crookham  
GU52 8AQ

We can be contacted at this address or by email to our Data Controller at: [info@ccandfmensshed.org.uk](mailto:info@ccandfmensshed.org.uk)

**What information we collect from you and what we do with it**

The provision of information by you on page 1, at events and on our website and social media pages is entirely voluntary. We collect this information to manage the membership of the "Shed" so that we can send you newsletters and event invitations, to process orders for any products you purchase from us, to record attendance at our events, so that we can process grant applications, and for administration and regulatory purposes.

More information about the types of data we collect and what we do with it is in our Data Protection Policy published on our website at <http://www.ccandfmensshed.org.uk>.

**What we will not do with your data**

We will not sell or rent your personal information to third parties or transfer it to other countries. Your data will not be used for automated decision making.

**Who might we share your information with and why?**

We share your information with trusted third parties for administrative purposes. These organisations have systems to protect your data and will not share your data with third parties. We use Google Drive to store electronic membership forms. We use MailChimp to administer membership records including applications and renewals, payments, and email distribution. We use Eventbrite for online event registration and administration. We use JustGiving to collect donations to the Trust. We use Mailchimp to mail our newsletters. We use QuickFile to store member details for financial transactions with the shed.

**How long do we keep hold of your information?**

We will not retain it for longer than is necessary to comply with legal requirements.

**How can I access the information you hold about me?**

You can write to us or email us at the addresses provided above. If we do hold information about you, you can ask us to correct any mistakes by contacting us and providing us with the correct information.



### **Your rights in respect of your data**

You have rights which you can exercise in relation to the information we hold about you. You can read more about these rights at <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>. These include the right to withdraw consent at any time and the right to lodge a complaint with the Information Commissioner's Office.

### **Cookies**

You can read more about how we use cookies on our website at <http://www.bvct.org.uk/cookie-policy/>. Other websites

This Privacy Notice does not cover the links within our website or Social Media pages linking to other websites.

### **Changes to our Privacy Statement**

We keep our Privacy Notice under regular review. This privacy notice was last updated in March 2018.

## **PHOTOGRAPHIC/MEDIA CONSENT**

I hereby consent to the collection and use of my personal images by photography or video recording. I acknowledge these may be used on the Church Crookham & Fleet Men's Shed website ([www.ccandfmensshed.org.uk](http://www.ccandfmensshed.org.uk)), in newsletters, publications in future events as well as distributed to members. I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that this consent can be withdrawn at any time in writing to the Church Crookham & Fleet Men's Shed, c/o Church Crookham Parish Council, Church Crookham Community Centre, Boyce Road, Fleet GU52 8AQ (or by email to [info@ccandfmensshed.org.uk](mailto:info@ccandfmensshed.org.uk))

I consent to the use of photographs or video footage for use on the Church Crookham & Fleet Men's Shed website ([www.ccandfmensshed.org.uk](http://www.ccandfmensshed.org.uk)), in newsletters, publications in future events as well as distributed to members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **DECLARATION**

The details provided by me are correct and I have read and understand the above 'Privacy Statement'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete this form and return to:**

Membership Secretary  
Church Crookham & Fleet Men's Shed  
c/o Church Crookham Parish Council  
Church Crookham Community Centre  
Boyce Road, Fleet GU52 8QA



### **Fees associated with Membership**

The annual fee for Membership of the Church Crookham & Fleet Men's Shed is £96 (£8 per month) or £80 if paying for the year in advance. Fees for attendance of the Church Crookham & Fleet Men's Shed workshop is £1 per session, although we operate on the basis of "Pay what you can" (You can pay more)

#### **Methods of payment:**

1. In person - payment can be made by visiting the Church Crookham & Fleet Men's Shed
2. By Cheque - a personal cheque, made payable to Church Crookham & Fleet Men's Shed
3. By Standing Order to: Church Crookham & Fleet Men's Shed  
Account No: 60-08-42  
Sort Code: 66219701
4. By payment through PayPal to: [paypal@ccandfmensshed.org.uk](mailto:paypal@ccandfmensshed.org.uk)



## **CODE OF CONDUCT**

### **PURPOSE OF THE CHURCH CROOKHAM & FLEET MEN'S SHED**

- To provide a venue for men to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space, expertise and facilities for men to pursue hobbies, crafts and other creative activities.
- To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.

To achieve this, we will:

- Maintain an open-door policy and will not reject any person on the basis of race, sex, disability, religion or age, though some conditions may apply.
- Certain restrictions may be placed on participation for physical safety reasons or in if a participant needs the assistance of a carer (which must be provided by the participant).
- Provide a safe physical environment
- Provide a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested
- Respect the rights and decisions of participants
- Respect the confidentiality and privacy of participants

### **THE WORK ENVIRONMENT IN "THE SHED":**

- We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others - persons indulging in this type of behaviour will be asked to leave the Shed.
- Neither Alcohol nor drugs are allowed in the Shed - Any person arriving at the Shed obviously suffering from alcohol or drugs, will be invited to leave immediately and return when sober.
- Participants are expected to conduct themselves in a courteous manner towards Duty Managers, Management Committee members, key holders and other users of "The Shed" - this includes being considerate of other persons need for space, tools, materials and equipment.
- Each and all of the members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times. Each member is responsible for the safety of his fellow members. Everyone is a safety officer. Fortunately it mostly calls for care and common sense. See attached the Health & Safety Policy for the Church Crookham & Fleet Men's Shed.
- We will share learning, celebrate success and acknowledge and recognise participants.
- Have respect and consideration for life outside the shed.

### **GENERAL SHED RULES**

- Always clean equipment after use and return tools to the appropriate place.
- Always ensure tools and equipment are in safe working order
- If a fault is noticed you must immediately notify the Shed Duty Manager.
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

### **CODE OF PRACTICE**

- "The Shed" resources are for "collective profit" not for personal profit.
- Programs and activities need to be suitable to the aims and objectives of the project.
- To commence a community or major project, a brief written proposal needs to be submitted to the "The Shed" Committee who will assess the proposals for suitability.
- No projects are to compete unfairly with local business
- The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability.



## HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of the Church Crookham & Fleet Men's Shed

Our statement of general policy is:

- We encourage and support a culture whereby all members may identify, report, assess and control safety risks in their sheds;
- Continuously improve their safety to reduce the risk of work related injury, illness and harm;
- Provide induction training and briefings to ensure all members, and visitors have the relevant skills and knowledge to understand risks, and their safety obligations;
- Comply with all applicable laws, regulations, statutory obligations, and other relevant requirements;
- Ensure they have the resources and skills necessary to effectively manage our identified safety risks;
- Maintain and improve a safety management system;
- Consult and communicate with their members about safety;
- Provide information and documentation to assist with effective safety management.
- We also accept our duty of care for the health and safety of other people who may be affected by our activities, such as the general public who visit the Church Crookham & Fleet Men's Shed or attend events held by the Church Crookham & Fleet Men's Shed at other venues.

This policy will be reviewed and revised as necessary.

### RESPONSIBILITIES

Day to day responsibility for ensuring this policy is put into practice at the Church Crookham & Fleet Men's Shed is delegated to the Appointed Health and Safety Officer. (Usually the Duty Manager)

Members of the Church Crookham & Fleet Men's Shed taking part in activities should ensure that they understand the limits of their own competence and responsibility to deal with any Health and Safety issues that arise.

All volunteers have a duty to:

- co-operate with the Duty Manager and the committee on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own and others' health and safety;
- use equipment correctly in accordance with training and instructions.

# Charity Gift Aid Declaration

(Multiple Donation)

*In order to Gift Aid your donation you must tick the box below:*

☐ I want to Gift Aid my donation of £ \_\_\_\_ . \_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

Name of Charity: **CHURCH CROOKHAM AND FLEET MENS SHED**

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of the Gift Aid claimed on all my donations in that tax year it is my responsibility to pay and difference.

## My Details

Title: \_\_\_\_\_ First Name or Initial(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Full Home Address:

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you , you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM revenue to adjust your tax code.