

New Members Pack

Each new member should receive

Introductory letter from Chairman

Membership Form

Induction Checklist

Gift Aid Form

Give as you Live information

Poringland & District Men's Shed – New Members Pack

Welcome!

Whilst we try to make the shed as informal as possible there are a few formalities and house rules we ask you to complete and abide by for the safety and benefit of everyone.

What forms must be completed?

Within the pack you will find a Membership Form, your personal Induction list and an Equipment Competency checklist (this must be completed before using machinery and tools).

What other information should I be aware of?

The Members Handbook contains guidelines we ask all members to follow. Additionally as a Registered Charity (No 1171564) we have to have a formal constitution. We ask all members to familiarise themselves with these documents. Both are available at the shed or if you prefer to view on our website Go To www.pdmensshed.org/membership

What does membership cost?

There are no membership charges! We suggest a £2 donation at each session. For this you can have unlimited tea, coffee and biscuits and use of all the tools and equipment (on completion of the Equipment Competency checklist)....we do not wish to have accidents! This also pays for utilities & sundries.

As we rely on grants and members donations to cover essential costs we have included some information regarding ways you can help boost the shed income. Firstly we are able to claim Gift Aid and a " multiple donation" form is included which will allow us to claim 25% tax relief on your donations. Secondly we are registered with an online shopping platform Give as you Live and members (and their families) that use this platform can boost our income at no cost to themselves.

What next?

Once the formalities are completed you are welcome to visit and work on projects and most of all enjoy the camaraderie of the shed as often as you wish.

Henry Gowman
Chair PDMS

www.pdmensshed.org

Poringland & District Men's Shed Membership Form

Name*

Address*

Postcode*email.....

Telephone (h/m)*

Poringland & District Men's Shed uses information about you from this form to process your membership. We are committed to transparent and lawful data processing and are collecting this data through legitimate interest. We need all of the information indicated with a *

In addition to the above, if you agree, we would like to keep you updated with Shed news, but we will only do this with your consent. Your information will be stored securely and never shared with a third party without specifically asking you first. If you would like to be kept updated, please tick

What activities would you like to be involved with?

Have you had any experience with machinery or craft tools?

Professional (please specify eg Carpenter).....

Experienced amateur..... Home handyman..... Novice.....

Have you any interests, skills or experience that you would like to share with other shed members?

Medical circumstances

Do you have any medical or wellbeing conditions or taking any medication that would be useful for us to know about?

Induction

I have received an induction on shed procedures and have received, read and fully understand the Members Handbook.

I agree to abide by the Members Handbook and other safety measures that may be introduced and have read and agree with the constitution.

Signed.....Dated.....

Emergency Contact*

Please give details of someone we can contact in the event of an emergency.

Name.....Relationship to you.....Telephone.....

Poringland & District Men's Shed

Induction of New Members

Date of Induction.....

Full Name.....

- Has completed a Membership Form
- Has received a copy of Members Handbook
- Has been made aware of the location of:-

<input type="checkbox"/> Sign in book	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Kitchen Area
<input type="checkbox"/> Honesty box	<input type="checkbox"/> Accident Book	<input type="checkbox"/> Tea/Coffee
<input type="checkbox"/> Toilets	<input type="checkbox"/> Fire Extinguishers	<input type="checkbox"/> Parking
<input type="checkbox"/> Noticeboard	<input type="checkbox"/> Fire Exit	<input type="checkbox"/> Smoking area-outside
<input type="checkbox"/> Website Address	<input type="checkbox"/> Risk Assessments File	<input type="checkbox"/>
<input type="checkbox"/> Constitution	<input type="checkbox"/> PPE	<input type="checkbox"/>
<input type="checkbox"/> Emergency Phone	<input type="checkbox"/> H&S Notices	<input type="checkbox"/>

- Has been made aware of the need to:-
 - Observe Shed Rules, Procedures & Policies
 - Respect decisions of the Responsible Person
 - Wear appropriate footwear & clothing
 - Wear PPE when using power tools
 - Be accredited before using power tools
 - Clean as you go
 - Clean all workspaces & machines at end of session
 - Report any safety issues to Responsible Person
 - Report all accidents to Responsible Person
 - Refrain from smoking on Shed property

Member's Signature..... Date.....

Inducted by Name.....Signature..... Date.....

November 2016

Charity Gift Aid Declaration – multiple donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

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 _____

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

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

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 and Customs to adjust your tax code.



Raise **FREE funds** for us every time you shop online!

www.giveasyoulive.com/join/pdms

Simply visit the above link and raise **FREE funds** for us every time you shop online via Give as you Live!

Raise **FREE funds** through Give as you Live at over 4,000 top online stores

Shop at 4,000+ stores

