

3. Becoming a Member of the Woodcraft Folk – An Overview

Membership types

Friends of the Folk – For those who wish to support and show a commitment to the aims and principles of the Woodcraft Folk and receive regular information about the organisation.

Active Member – For those adults and young people who demonstrate their commitment to the aims and principles of the Woodcraft Folk by actively volunteering with children and young people in group settings or residential activities.

- *Membership needs to be renewed on an annual basis from the date on which the individual joined.*
- *If a Friends of the Folk member wanted to increase their involvement and begin to volunteer in any of the circumstances described below they would need to become an active member and contact the Membership & Groups Officer on either 020 7703 4173 or membership@woodcraft.org.uk.*

Who needs to be a member?

In the following circumstances these people should be members of the Woodcraft Folk:

1. All adult members who have the intention of regularly volunteering with children and young people aged under 18years at group nights or in other Woodcraft Folk settings.
2. All adult members intending to participate in and support an overnight camp or residential for Woodchip, Elfins, Pioneers and Venturers.
3. All adults who take up a group, district, regional and national officer role e.g. Chair, Treasurer, Secretary, Group Leader
4. District Fellows (Dfs)

In addition Under 16's should be encouraged to become members of the organisation. Under 16 Membership is free up until a young person's 16th birthday. Parents and occasional helpers should be encouraged to learn more about the Woodcraft Folk by becoming a member.

Membership Benefits

The following table describes some of the other member benefits:

Friends of the Folk	In addition Active Members receive
Receive regular copies of the Courier and the monthly e-newsletter	Access to training on a local, regional and national level
Contribution financially to a worthwhile organisation	Opportunities to influence the organisation through existing democratic structures
Subsidised bookings at Woodcraft Folk Centres	Free activity guides and resources for group work
Signing up to the aims, principles and programme of Woodcraft Folk	Insurance for group activities and individuals
Being part of a movement with social and political objectives	Taking part in regional, national and international projects, camps and meetings

Ways to sign up for Woodcraft Folk Membership:

Individuals can now sign up for Woodcraft Folk membership either by **paper application form** or via the **online sign up** on the woodcraft website.

- Applicants for Friends of the Folk members need only complete the Woodcraft membership form (paper/online) or Friends of the Folk leaflet.
- Applicants for active membership must also complete a DBS/ PVG disclosure application form. It is important that the individual completes both the membership (paper/online) and DBS/PVG application forms.
- Members in England must now complete their DBS applications online. Scottish members must still continue to complete a paper PVG form.

Online Membership Sign Up

Members who apply online (www.woodcraft.org.uk/join) are required to provide all their personal information, contact details, referee contact details and membership type via the online sign up. They can then continue and pay their membership fee either by credit/debit card or direct debit.

What happens at Folk Office?

Once we've received notification via the website that a new member has signed up. The Membership & Groups Officer will do the following:

1. Email the new members welcoming them to the Woodcraft Folk and advising them that they need to complete a DBS/PVG disclosure, get in touch with their local Membership Secretary and complete any missing information on their online form.

2. Members in England will receive instructions on how to complete a DBS application form online by email.
3. Members in Scotland will receive a paper PVG application form in the post to complete with the support of their Membership Secretary.
4. Advise new online members to signpost their two referees to the online reference form available on the website. Routine chase emails will be sent to new members who do not have two references.

Role of the Membership Secretary (Online Membership Applications)

1. Routinely check the Membership database to see whether new members have applied for membership online in your district.
2. Using the contact details available on the database contact the new applicant advising them you have received notification of their membership, request the contact details of their two referees (if details not provided) and offer support with completing their DBS/PVG application form.
3. If an applicant pops up on your list and is not a member of your District contact Folk office who will contact the new member for further information.
4. Seek references for the new member. You may need to chase the new members if they've not provided you with the contact details of their two referees or have signposted their referees to the online form.
5. Support new applicants with completing their online DBS/PVG form.

Do's, Don'ts and things to know

1. If a new member is not involved in your district we will continue to chase them by email and letter to establish what role they have in the folk.
2. Please do not send or verify DBS/PVG applications for members who have not yet applied for membership as there application forms will be returned to them as we have no record of them here at Folk office which creates more work. Also DBS applications carry a £7 charge so we should try our best to ensure only members make applications via the online system.
3. New members who sign up via our website do not need to complete a paper membership application form. All personal details have been provided via their online sign up.
4. We will continue to chase members for their DBS/PVG applications if they do not provide one in reasonable time of submitting their membership application. New members who do not provide one should not attend overnight stays or regularly help out at group nights as per our [Safeguarding – vetting procedures 2014](#).

Completing a paper Membership Application

Paper application forms are available from Folk Office or available for download on our website.

www.woodcraft.org.uk/resources/membership-application-form

Applicants must ensure to complete the form in the full, including details of both their referee and signing & dating the declaration. As Membership Secretary you will need to complete the 'Membership Secretary Declaration Box' on their application forms.

It should be noted that we only have the right to ask people to complete a DBS/PVG Disclosure application if they clearly and voluntarily show that they want to become a member and wish to regularly volunteer with children and young people or take on other responsible positions.

Membership Secretaries MUST complete the 'Membership Secretary Declaration Box' on every application. Below are notes on completing the Membership Secretary Declaration box. There are a series of statements with tick boxes. You must tick any and all the boxes that apply to the application and then sign the declaration, clearly writing you name district/ lone group and date.

The applicant is under 18 years of age and does not volunteer	Venturer and DFs under 18 can also use this membership form. They do not have to complete a DBS disclosure application unless that are actively involved in volunteering with children and young people or taking on a role of responsibility.
I have checked the applicant's ID	Comprehensive notes on checking ID are included in this pack and should be done by Membership Secretaries.
I have met the applicant and checked their PVG form	Check that forms are filled correctly, that the print is clear (black or blue ink and block capitals) and the forms have been signed and dated as per the guidance (<i>Scotland only</i>)
I have signposted the applicant to complete an online DBS application form	Members in England & Wales should be signposted to www.woodcraft.org.uk/dbs-online along with the code word 'icamp' to create and complete their online DBS application form.
I have verified the applicants online DBS application	Once a member has completed their online DBS application form the Membership Secretary needs to witness their identity documents and input these details onto the online system. Once this is completed the application is sent directly to the Disclosure & Barring Service for processing.
I have requested a reference	Requesting references is a requirement for all new membership. Use the standard letter provided by Folk Office or the online reference form available on the website (<i>more details available on page 9</i>). Normally, you can send forms etc to Folk Office before you've received a response from the referee. When you get the reference, fill in a reference notification form and send to the Membership and Groups officer. More information in Reference Request Guidance.
I have received a satisfactory reference	Where time allows or a referee supplies a satisfactory reference by return tick this box. If you have doubts about suitability of an applicant as a result of the response from a referee contact the Membership & Groups Officer.

They will be a supervised members

Members who volunteer in a group but do not provide personal care or attend overnight stays can select to be a supervised member. They must ensure to tick the relevant box on the application form and give us the named member who they've chosen to be their supervisor.