

Charity Membership Application Form

Membership runs until 31 March 2013. Please do not send payment with this form as you will be invoiced. Full details of fees are given overleaf.

Membership Categories and the Code of Charity Retailing

The Code of Charity Retailing is the code of practice for charity retailing in the UK. Please read the Code carefully. It is mandatory for full members. To be awarded status as a member of the Charity Retail Association you must tick **ONE** of the boxes below:

Full Membership

We undertake to abide by the Code of Charity Retailing, and apply for full membership of the Charity Retail Association.

Provisional Membership (only open to new members)

We will abide by the Code of Charity Retailing within 12 months of joining the Charity Retail Association. (Provisional Membership lapses at the end of the current membership year, when full membership should then be sought.)

No Shops yet

We do not run shops, but are interested in doing so and will develop our retail activity in line with the Code of Charity Retailing.

Overseas Membership

We are a charity that run shops outside the UK, including the Channel Islands and Isle of Man.

Your Details

Organisation name	<input type="text"/>		
Registered charity no. or equivalent for Northern Ireland	<input type="text"/>		
Main contact person	<input type="text"/>		
Job title	<input type="text"/>		
Address	Invoice Address (if different from left)	<input type="text"/>	
Postcode	Telephone	<input type="text"/>	
Fax	Website	<input type="text"/>	
Email	<input type="text"/>		

Communication by email preferred Yes No Purchase order number (if required)

No. of permanent charity shops (at 1 January 2012) We operate collection banks Yes No
(See overleaf for more details)

No. of temporary charity shops (at 1 January 2012) If yes, how many collection banks do you operate?
(See overleaf for more details)

We have no shops (please tick if so) We carry out house to house collections for goods* Yes No

* Whether direct or in partnership

Member Consent: This information is a requirement under Company law, and under our constitution, that member organisations give their formal consent to be a member of the Association and nominate an individual as their representative.

We hereby consent to become a member of the Charity Retail Association and we nominate _____
_____ (name) as our representative until further notice.

For and on behalf of _____ (name of charity)

Declaration: I _____ (print name) apply for membership of the Charity Retail Association on behalf of _____ (charity name) and consent to pay the relevant fees. I declare that I have read and understood the Code of Charity Retailing, I am responsible for the charity's retail operations and I am authorised to apply for membership on behalf of the above organisation.

Signed _____ Date _____

Charity Membership applications are subject to approval by the Board of Directors.

www.charityretail.org.uk

Further Information

Membership Fees 2012-2013 – FEES HELD FROM 2009

Please read carefully as your invoice will be based on the following information. The appropriate fee band will be calculated based on the number of permanent shops.

Permanent shops

The minimum charity membership fee is £200 plus VAT p.a.

Charities with 0-4 shops	£200 plus VAT p.a. (i.e. the minimum fee)
Charities with 5-20 shops	£47.50 plus VAT per shop p.a.
Charities with 21-100 shops	£40 plus VAT per shop p.a.
Charities with 101 or more shops	£36 plus VAT per shop p.a. up to a maximum of 500 shops

Applications received after 1 September 2012 will be charged at half price, **for charities with UK permanent shops only** (please note the membership year ends 31 March 2013).

Temporary and overseas shops

Temporary shops are shops in operation or expected to be in operation for less than 6 months at 1 January 2012.

Overseas shops are shops run outside the scope of charity law in the UK.

Temporary and overseas shops are charged at half the rate for permanent shops plus VAT (subject to the minimum membership fee above).

Payment

Please **do not** send payment with your application as you will be invoiced for your membership fees. You can then pay either by cheque or by BACS. The Association does not accept credit card payments.

Purchase Order Numbers

If your application requires a purchase order number, please provide this with your application in the box provided overleaf, and not after you receive your invoice.

The Code of Charity Retailing

All UK members that run shops must adhere to the Code of Charity Retailing, the self-regulatory scheme for the sector that promotes high standards, best practice and increased public support (see attached).

Find a Charity Shop

Please return the 'Find a Charity Shop' form or email a spreadsheet (required for 20 shops or more) with up-to-date details of all your shops so that we can promote them through our website. This is particularly important if shops have opened or closed in the last year.

See www.charityretail.org.uk/findashop

Contact

Please return your completed application to: Charity Membership Applications, Charity Retail Association, Central House, 14 Upper Woburn Place, London WC1H 0AE or fax 020 7255 4475

Apply online at: www.charityretail.org.uk/membership

For further information: Contact Paula Melville at paula@charityretail.org.uk or call 020 7255 4470