

**Association of ex-Service Drop-In Centres (ASDIC)****Membership Agreement****Appendix 1 to the ASDIC Framework document**

1. The Association of ex-Service Drop-In Centres (ASDIC) is an Action Group within the Welfare, Health and Wellbeing Arena of the Confederation of Service Charities (Cobseo). It comprises a group of like-minded organisations which provide Drop-In centres serving the needs of veterans and their families, referred to as Service Users (SUs) throughout the United Kingdom. This agreement confirms that member organisations ascribe to the ethos, principles and culture which are expected of all members of ASDIC as described in the Framework document.
2. The ASDIC network links member Drop-Ins together for their mutual benefit and makes them more accessible to SUs. Each organisation will already have its own way of doing business and joining ASDIC does not mean that mature arrangements or well proven practice need to change, especially when they accord with local resources and conditions. However, members will be expected to conform to the spirit of this agreement and make sure their activities remain in the best interests of SUs. The aim is to build on existing frameworks and help Drop-Ins to provide and improve services in a coherent way, thereby reflecting the principles of the ASDIC brand. To this end, all member organisations are expected to use the ASDIC branding on their promotional material, making it clear that they are part of the ASDIC family.
3. ASDIC welcomes new members and looks forward to their contribution to the association, expanding the help and support we, collectively, are able to offer to people who served in the Armed Forces and the merchant marine, and their families. It is the responsibility of Drop-Ins to ensure ASDIC is informed when contact details change. (See website information table overleaf)
4. In signing this document, the representative enters the agreement on behalf of all those in their organisation and agrees for their contact details to be shared with other members and used for ASDIC activities. They undertake to abide by the ASDIC Framework document, keep in close touch with the ASDIC General Secretary and update their details for the website as things develop.
5. Please answer the following question to confirm the eligibility status of your Drop-In:

Is your Drop-In a member of Cobseo? (Yes/No)	
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6. Please sign the agreement below, ask your sponsor to sign (if you are not a member of Cobseo), give full details of your Drop-In in the information table on the back of this form for the ASDIC website and send the completed application as a Word doc (not PDF) to Susie Horton at [admin@asdic.org.uk](mailto:admin@asdic.org.uk)

Welcome to ASDIC!

	Drop-In	Sponsor (if not a member of Cobseo)	ASDIC
Signature			
Position			
Organisation			ASDIC
Date			

## Information for the ASDIC Website

Please send us your logo (Digital image of at least 300dpi) and complete the following details so that we can populate your entry on the [ASDIC Directory](#) web page:

(\* Means this is essential)

Name of Drop-In* (add the town in brackets so people know where it is)	
Charity Number (if you have one)	
Company Number (if you have one)	
Date of first opening*	
Main point of contact (name)*	
Tel No (landline / mobile) *	
Email address*	
Website or Facebook page link	
Opening days & hours (eg First Tue each month, 1000-1500)*	
Address of the Drop-In (Don't forget the post code)*	
Office address (if different from above)*	
Brief description of what you offer veterans.* Include the format of Drop-In (eg tea & biscuits, activity based), what support and services are available (eg financial & legal advice, job search, peer mentors).	(Max 50 words)
Approximate numbers attending for the first time and revisiting per month.	(eg New 9, Returning 25)
Delivery Partners. You need at least 2 Delivery Partners in support. These could include Service charities (eg TRBL, SSAFA, Combat Stress) and state or private health/welfare organisations (eg NHS Transition and Intervention and Liaison mental health Service (TILS), Citizens' Advice, Men's Sheds).	
Does your Drop-In support a. Blue light (emergency) services b. Veterans in the Criminal Justice System	(Yes/No) (Yes/No)

On receipt of the information above, we will populate the ASDIC Directory and provide you with the ASDIC logo. You may then include the logo on your marketing/promotional material to demonstrate membership of ASDIC.