



## Membership Application and Agreement

This Membership Application and Agreement should be read in conjunction with the Framework document which details the structure, objectives, requirements and benefits of ASDIC. It confirms that member organisations ascribe to the ethos, principles and culture therein. However, joining ASDIC does not mean that mature arrangements or well proven practice need to change, especially when they accord with local resources and conditions.

Members will be expected to conform to the spirit of this agreement, ensuring that their activities remain in the best interests of their service Users (SUs). The Association's aim is to help Drop-Ins 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.

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 Navy, and their families. It is the responsibility of Drop-Ins to ensure ASDIC is informed when contact details change. (See website information table overleaf)

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 their Regional Coordinator and the ASDIC Management Team and update their details for the website annually.

You are confirming that your Drop-In is open regularly, at least once per month, and it offers support to SUs without charge. You have volunteer/pro bono staff, you will attempt to have Associates regularly in attendance to advise your SUs, and you have been in operation for at least six months. If you are not already a member of Cobseo, final sponsorship of the application must be undertaken by a representative of ASDIC after a visit.

Drop-Ins aspiring to join ASDIC which are less than six months old, or do not yet qualify otherwise, may join as Prospective Members for a probationary period and benefit from the advice of RCs and other members as they become established.

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 the Membership Secretary at [admin@asdic.org.uk](mailto:admin@asdic.org.uk)

Welcome to ASDIC!

	Drop-In	ASDIC, or .....	.... Cobseo Member Y/N
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.* (eg refreshments, welfare advice, mentoring, job search etc)	(Max 50 words)
Approximate numbers attending for the first time and revisiting per month.	(eg New 9, Returning 25)
Which Associates normally visit your Drop-In?	
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.