



Membership Application and Agreement

This Membership Application and Agreement should be read in conjunction with the Association's details and descriptions on the 'About ASDIC' section of the website. It confirms that member organisations subscribe 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, the merchant navy, emergency services, and their families. It is the responsibility of Drop-Ins to ensure ASDIC is informed when contact details change. (See website information table overleaf)

Veterans Gateway

It is also important that ASDIC members are represented on Veterans Gateway, to give our community the widest possible visibility and enable any veteran anywhere to find help. To this end, members are asked to complete sheet 2 of the application, identifying the wide range of support that their Drop-In is able to access. This will ensure that a local ASDIC affiliated Drop-In will come up in response to a relevant search.

Code of Conduct

Whatever their size or type (public sector, charity sector or private organisation), all ASDIC members will remain independent and responsible for their own conduct and governance. All members will be expected to meet the highest practical standards of overall ethos, culture and conduct. There will be wide variations in the way Drop-Ins are organised, and one size definitely does not fit all. Support Organisations attending a Drop-in will be expected to work cooperatively, and Drop-Ins should agree a similar code with them.

Drop-Ins wishing to join ASDIC will therefore agree to:

- a. Act with kindness and consideration to SUs
- b. Work together harmoniously to deliver the best possible service to SUs.
- c. Signpost to other organisations when the support required is beyond their capability.
- d. Be covered by appropriate professional indemnity insurance.
- e. Be committed to monitoring standards and improving performance.
- f. Where relevant, conform to statutory regulations for provision of clinical services.
- g. Open at least once per month and publish opening hours.
- h. Conform to the highest standards of behaviour in a relaxed and informal setting.
- i. Follow appropriate legislation for data protection, safe-guarding, equality and confidentiality.
- j. Never compete with other members or support organisations, and in the event of an unresolved dispute enter Alternative Dispute Resolution.
- k. Share contacts, developments and experiences that may be of interest to other members, either individually or through Regional Coordinators or ASDIC HQ.
- l. Maintain contact with the ASDIC Chief Executive, Regional Director and/or Regional Coordinators as appropriate.
- m. Share contact details with ASDIC and other members for the purposes of giving access to SUs, providing their services and showing their attendance on lists at events.
- n. Display the ASDIC logo provided and use ASDIC and AFCT branding on promotional material.

- o. Provide appropriate training to volunteers.
- p. Attend periodic ASDIC meetings and conferences as appropriate.
- q. Provide certain items of data as requested by the ASDIC Management Team
- r. Not to engage in any overtly political activity.

Should it become known that a member falls short of this code of conduct, the Trustee Board will reserve the right to revoke membership.

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 Code of Conduct, keep in close touch with their Regional Coordinator and the ASDIC Chief Executive 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 at least two local support organisations 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 and benefit from the advice of RCs and other members as they become established.

Please sign the agreement below, ask your ASDIC sponsor to sign (when COVID restrictions allow), give full details of your Drop-In in the information table for the ASDIC website, complete the Veterans Gateway requirements and send the completed application as a Word doc (not PDF) to Susie Horton at admin@asdic.org.uk (Should you require any assistance with downloading, completing and returning the application form electronically then please contact Susie Horton susie.horton@asdic.org.uk)

Welcome to ASDIC!

	Drop-In	ASDIC Sponsor, 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 local Support Organisations 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 (full members only). You may then include the logo on your marketing/promotional material to demonstrate membership of ASDIC.

Additional Information for Veterans Gateway

Please tick all categories of support offered by your organisation, either directly or indirectly, taking into account the network of any contacts and facilities you have dealings with in your region. There are repeated categories across some groupings – please be sure to repeat your tick where this happens to ensure maximum exposure of your delivery. This reflects the requirements of the Veterans Gateway process.

Employment	Please tick	Legal Support and Advocacy	Please tick
Education and Training		Legal Advice	
Job Seeking		Legal Aid	
Self Employment		Legal Advocacy	
Support for Offenders		Support for Gurkha Community	
Transition			
Volunteering		Mental Wellbeing	Please tick
		Accessing Support	
Family and Communities	Please tick	Bereavement	
Bereavement		Drug and Alcohol Abuse	
Drug and Alcohol Abuse		GPs	
GPs		Sports	
Recreation		Emotional Support	
Support for Carers		Treatment	
Support for Gurkha Community			
Emotional Support		Physical Health	Please tick
		Blind Veterans	
Finances	Please tick	Drug and Alcohol Abuse	
Benefits		End of Life Care	
Financial Services		GPs	
Grants		Healthcare Services	
Money and Debt Advice		Home and Mobility Aids	
Pensions and Compensation		Limb Loss	
Support for Gurkha Community		Rehabilitation and Recovery	
		Nursing and Dementia Care	
Housing	Please tick	Sports	
Eviction and Repossession		Emotional Support	
Homelessness			
Housing Advice and Support		COVID-19 Local Support	Please tick
Independent Living		East Midlands	
Nursing and Dementia Care		East of England	
Respite Care		London	
Retirement		North East	
Supported Living		North West	
		Northern Ireland	
		Scotland	
		South East	
		South West	
		Wales	
		West Midlands	
		Yorkshire/The Humber	

Please note: The ASDIC logo will be used to identify Drop-Ins on the Veterans Gateway map. Individual organisation names will be used in the link to the listings.