



## **Criteria for affiliation to Co. Longford Community & Voluntary Forum**

### **All Groups must:**

- Be voluntary and community based.
- Have an adopted set of rules or constitution.
- Have a listed membership of at least ten people and be open to new members.
- Must be active within County Longford and have relevance in the locality.
- Hold an Annual General Meeting at which Officers are elected as well as other regular meetings with records/minutes kept of these.
- Be an independent body, with its own decision-making powers, and not a sub-committee of any other group entitled to affiliate to the Forum.
- Demonstrate that they have been in existence for twelve months prior to completing Application Form (although this criterion can be waived by the Steering Group in certain circumstances).

### **Points to Note:**

- An affiliated group that disbands shall lose its right of attendance and representation on Co. Longford Community & Voluntary Forum.
- Single issue groups with short-term task oriented focus or lobby groups shall not be entitled to affiliate.
- State or Semi-State Agencies will not be eligible to be represented on the CLCVF.
- Groups who have representative rights through other mechanisms will be most welcome to affiliate to Fora but will not be entitled to participate in selecting representatives to bodies to which they already have representative rights.

# Co. Longford Community & Voluntary Forum Affiliation Form

Name of Organisation: \_\_\_\_\_

Main Aims/Objectives: \_\_\_\_\_

\_\_\_\_\_

Name, Address, Phone No. and Email Address of Contact Person:

\_\_\_\_\_

\_\_\_\_\_

Name/Address of Officers

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

\_\_\_\_\_

Year Organisation Established: \_\_\_\_\_

Number Of Current Members: \_\_\_\_\_

Is your group affiliated to an umbrella group? Yes  No

If 'yes' please give details \_\_\_\_\_

Is your group a sub-committee of another group? Yes  No

If 'yes' please give details \_\_\_\_\_

Please classify your group's activities in one of the following areas:  
(please tick)

Social

Economic

Cultural

**Does your group have (please tick):**

**A written constitution/Statement of Aims/Objectives/ Memorandum of**

**Articles of Association:** Yes  No

(if 'yes' please enclose a copy)

**Public Liability Insurance:** Yes  No

**An Annual General Meeting:** Yes  No

**Regular Meetings:** Yes  No

**A record of minutes of meetings:** Yes  No

**Bank or other account:** Yes  No

**When was the last AGM held?** \_\_\_\_\_

**When is the next AGM to be held?** \_\_\_\_\_

**What could your group offer the Forum?**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(on behalf of group)**

Please tick this box if you give your permission for the above contact information on your group to be shared with other relevant parties.

Please return completed form to:

**Valerie Maguire**

Development Officer

Co. Longford Community & Voluntary Forum

6 Earl St., Longford.

Phone: 087-261 5583

Email: [longfordcandvforum@longfordcoco.ie](mailto:longfordcandvforum@longfordcoco.ie)