

CHILDREN'S S.C.R.A.P. PROJECT

137 HOMERTON HIGH STREET
LONDON E9 6AS
TEL: 020 8985 6290
www.childrensscrap.co.uk

REG. CHARITY
No. 281010

FAX: 020 8533 6617
e-mail: childrensscrap@btconnect.com

2010/11 MEMBERSHIP APPLICATION FORM

Please print clearly and complete all sections

NAME OF SCHOOL/GROUP.....
ADDRESS.....
TELEPHONE NUMBER.....FAX NUMBER.....
E-MAIL ADDRESS.....
BOROUGH.....TYPE OF GROUP.....
NUMBER OF CHILDREN/ADULT TO BE RESOURCED.....

The Children's Scrap Project requires additional information on the number of children/adult in your group.
Please enclose a copy of:

- Schools:** Total number of children on roll if the whole school is joining, or a letter stating certain year groups.
- Non school:** Insurance/grant application or other written evidence confirmation of number of children on a signed letterhead paper by the person in charge of the organisation. Groups who run workshops or do outreach work must state how many sessions per year and group sizes.

Only names below will be allowed to collect materials from the project.

- 1) Please complete all sections of the form.
- 2) Confirm numbers on a letterhead.
- 3) Enclose cheque payable to *Children's Scrap Project*.

WE CAN NOT ACCEPT YOUR APPLICATION WITHOUT THIS INFORMATION

The method of payment should be by cheque payable to *Children's Scrap Project*.

I, the undersigned confirm that the information here stated is correct agree on behalf of my group to be bound by the condition of membership which I have read. I understand that failure to observe this condition could result in forfeit of membership.

PRINT NAME	POSITION/OFFICE HELD	SIGNATURE

(To be signed by Head Teacher/Youth Leader/Officer in Charge/Etc.)

MATERIALS MAY ONLY BE COLLECTED ON PRODUCTION OF THE MEMBERSHIP CARD BY A PERSON SO AUTHORISED.

Please list ALL those you wish to authorise

PRINT NAME	ROLE IN ORGANISATION	SIGNATURE



2010/11 MEMBERSHIP FEES

MEMBERSHIP STARTS FROM 1ST APRIL AND 1ST SEPTEMBER EVERY YEAR

DISCOUNTS ARE NEGOTIABLE FOR MEMBERS WHO JOIN LATE.

ADULTS WITH LEARNING DIFFICULTIES ARE CHARGED THE SAME TOP UP FEE AS CHILDREN.

DISCOUNTS ARE NEGOTIABLE FOR BLOCK-BOOKING

ALL MEMBERS PAY A FIXED CHARGE OF

£88 PER ANNUM

PLUS A TOP UP + VAT

- **TOP UP (A):** GROUPS WITH CHILDREN UNDER OR OF PRIMARY SCHOOL AGE, YOUTH CLUBS AND ADVENTURE PLAYGROUNDS AND SPECIAL NEEDS GROUPS.
 - **GROUPS WITH 30 CHILDREN AND UNDER: £1.50 PER CHILD.**
 - **GROUPS WITH BETWEEN 31 TO 100 CHILDREN: £1.00 PER CHILD.**
 - **GROUPS WITH BETWEEN 101 TO 200 CHILDREN: 75P PER CHILD.**
 - **GROUPS WITH OVER 100 TO 200 CHILDREN: 50p PER CHILD.**
 - **GROUPS WITH OVER 500 A CEILING APPLIES: £388.70.**

EXAMPLE:

A GROUP OF 20 CHILDREN WILL THEREFORE PAY

£88 + £30 + VAT

A PRIMARY SCHOOL OF 210 CHILDREN WILL PAY

£88 + £105 + VAT

ADULT EDUCATION COURSES, TRAINING COLLEGES AND COMMUNITY GROUPS WILL BE ASSESSED ON THEIR NUMBER OF ACTIVITIES/WORKSHOPS AND THE NUMBER OF PARTICIPANTS INVOLVED.

- **TOP UP (B):** SECONDARY SCHOOLS.
 - **£2 PER DEPARTMENT PLACE (NUMBER OF PUPILS PER CLASS IN DEPARTMENT).**

EXAMPLE:

ART DEPARTMENT HAS 2 CLASSROOMS = 2 DEPARTMENTS

AVERAGE CLASS SIZE 30 PUPILS x 2 = 60 PUPILS

£88 + £120 + VAT

TOP UP (A)

Membership fees for 2009 – 2010. Last year's membership no:

Company Fee £88.00 Project Fee ---- x = V.A.T..... Total.....

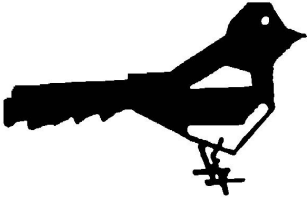
This is based off of last year's number of children/adults. If your number has changed please see application form enclosed for fees.

TOP UP (B)

Membership fees for 2010 – 2011. Last year's membership no:

Company Fee £88.00 Project Fee ---- x = V.A.T..... Total.....

This is based off of last year's number of children/adults. If your number has changed please see application form enclosed for fees.



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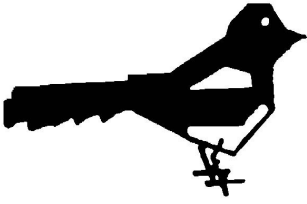
RULES OF MEMBERSHIP CARD

1. **VALIDATE THE CARD BY HAVING IT SIGNED BY ALL PERSONS AUTHORISED TO USE IT. RATIO 5 CHILDREN/USERS TO 1 COLLECTOR. (EXAMPLE: 30 CHILDREN = 6 COLLECTORS).**

2. **DO NOT BRING CHILDREN** UNDER 16 YEARS OF AGE. OUR INSURANCE DOES NOT COVER THIS AGE GROUP. MEMBERS ARE ALSO REMINDED NOT TO BRING UNAUTHORISED PERSONS INTO THE PROJECT.

3. **YOU MUST BRING YOUR CARD** WITH YOU WHEN YOU VISIT. LET US KNOW IMMEDIATELY IF IT IS LOST OR STOLEN. FOR REPLACEMENT CARDS, LETTER OF CONFIRMATION SIGNED BY THE PERSON IN CHARGE/HEAD TEACHER WILL BE REQUIRED.

4. **DO NOT ABUSE** YOUR MEMBERSHIP. IT IS AN ABUSE OF MEMBERSHIP TO:
 - a) SELL, BARTER OR EXCHANGE MATERIALS WITHOUT C.S.P. CONSENT.
 - b) TAKE MATERIALS FOR PERSONAL USE.
 - c) SERVICE ANOTHER GROUP ON YOUR MEMBERSHIP BY LOANING YOUR CARD TO THEM OR COLLECTING FOR THEM.



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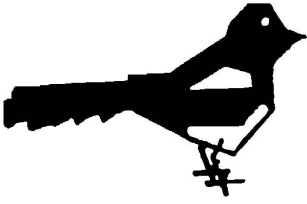
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CONDITIONS OF MEMBERSHIP

CHILDREN'S SCRAP PROJECT is the registered trading name of the London Scrap Project Limited, a company limited by guarantee and registered as an educational charity (No. 281010). Its main objective is to advance education in particular by the distribution of donated materials to schools, youth clubs, and nurseries play schemes, other groups of young or disadvantaged persons and educational projects. Membership is open only to groups meeting the above criteria who have paid the appropriate membership fee and have agreed to abide by the following conditions.

1. Materials taken from LSP (London Scrap Project) shall be used exclusively for educational purposes, for the use and benefit of the children, young people or disadvantaged adults in the group.
2. Any surplus material shall be returned to LSP.
3. No material shall be resold, bartered, or exchanged without the agreement of LSP.
4. LSP reserve the right to prevent at any time a member removing material which the LSP in its absolute discretion thinks is unsuitable for the Member Group's use, and to place limits on that quantity of any particular material which a member may remove.
5. LSP does not undertake to make available any material of any description whatsoever.
6. A Member shall take proper care and attention in collecting, handling, distributing and supervising the use of all and any materials collected from LSP and without prejudice to the generality of the foregoing, shall ensure that such collection, handling, distribution and supervision shall be carried out by responsible and qualified people, and in particular any qualities, characteristics and dangers in any such materials pointed out by LSP shall be brought to the attention of all persons collecting, handling, distributing and supervising the use of any such materials.
7. That person/s collecting materials from the Children's Scrap Project must have had experience of working with the user groups of their organisation and their particular needs and/or problems.
8. That a Project member shall properly insure against any damage, loss or injury which may occur from the negligence or act or omission of their servant or agent to any property or to any person by or arising in connection with any materials supplied by LSP against any claims, demands, expenses, proceedings, costs, charges, whatsoever in respect of any loss, damage, or injury as aforesaid.
9. LSP shall not be responsible for any economic loss, nor for any loss of, or damage to, any property whatsoever whether or not arising from the negligence of LSP.
10. The financial liability of each member is limited, in the event of the Company being wound up, to a guarantee to pay £1.
11. The London Scrap Project is administered by a Board of Directors, elected at the AGM by the members.
12. Membership gives the Member full right to participate in the Company's affairs and to receive a copy of the Annual Report.
13. All member organisations must undertake to record all unpredicted reactions, accidents or incidents associated with the use of any materials provided by the Project. The member organisations must inform the Project of that incident or reaction as soon as possible after the event and in any event must submit a full written report no later than two weeks after the event.
14. LSP reserve the right to alter or otherwise add to these conditions by giving written notice.



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OPENING TIMES

MONDAY	10.00 - 6.45
TUESDAY	12.00 - 4.45
WEDNESDAY	12.00 - 4.45
THURSDAY	12.00 - 4.45
FRIDAY	CLOSED

NO CARD NO ADMISSION

MEMBERS ARE ALLOWED TO PARK CARS IN C.S.P. YARD
WE DO OUR BEST TO ACCOMMODATE VANS BUT WE
CAN NOT GUARANTEE SPACE FOR IT
DUE TO REDUCED SPACE, PLEASE FOLLOW PARKING
INSTRUCTIONS AS TOLD FOR A SMOOTH USE OF THE
PARKING FACILITIES FOR ALL MEMBERS

THANK YOU