

# Applying for Membership of VOLA Consortium Ltd



## 1. To apply for membership online:

1. Navigate to our membership site <http://itaspera.com/vola/>
2. Log in as a 'guest'.
  - a. Click the arrow next to *Login* top right.
  - b. Enter '**guest**' as *Email Address* and '**Guest\$**' as *Password* (case sensitive).
3. Complete the details on the Registration form (first page).
4. Click *Register* bottom left.
5. VOLA will send you your permanent username and starting password.
  - a. You should receive this within 2 working days. If you do not, please contact the VOLA office - 0151 920 0726 x 213.
6. You can then log in with your new password and complete your membership application
  - a. See section 2 below for advised preparation (info/ documents required) to enable ease of completion.
7. **Save details inputted page by page as you go.** You will get a message directing you to any required fields you have missed. You should see a saving message and a final 'successfully saved' message
8. Note there is no log-out facility. It will save all data up to the last point you clicked 'save'.
9. You can save and log back in after a break as necessary.
10. The application form is in two sections - the first section (Associate Membership) is required for all applicants. The second section is a requirement for applicants for Full Membership.  
***NB we strongly advise all applicants to complete ALL sections as fully as possible, whether they wish to be associate or full members. This will help us to (a) develop as full picture as possible of the consortium's collective service offer, strengths and track record and; (b) tailor communications to your organisation, e.g. when contacting members with a view to involvement in a tender or contract delivery.***
11. Your application, when received, will first be reviewed by the VOLA management team and, if complete, will then be reviewed/ approved by the VOLA Consortium Board of Directors. If incomplete, the management team will contact you for outstanding information and your application will not be processed for Board consideration/ approval until all outstanding information is received.
  - a. In the unlikely event that your application is declined, you will be informed, including the reasons for refusal, within 21 days. See VOLA membership Prospectus for more details.
12. Once you are a full or associate member you can update your membership details at any time.

## 2. Preparation: Info and documents you will need to complete your application

### Details

1. Contact details of colleagues you want to be included on mail-outs
2. Company/ Charity / CIC (or other) organisational registration number
3. Postcodes of delivery venues in each borough
4. Short summary of what your organisation does . **NB - if you are copying from another document - we advise you to copy into Notepad (on Accessories), save that and then copy from there.**
5. Size of your organisation – including number of paid staff/ volunteers (0-9, 10-49, 50-249, 250+)
6. Insurance information (level of cover and expiry date) – employers, public liability and professional indemnity
7. Turnover in each of your last 3 financial years
8. Track record and experience – funders (tick) and contracts information (x3 relevant ones)
9. Externally assessed kite mark information

### Documents

1. Health & Safety policy
2. Safeguarding Policy
3. Equality and Diversity Policy
4. Data Protection/ Information Security Policy
5. Anti-Fraud Policy (if not a standalone document, these are often contained within financial procedures)