

Devon Memory Café Consortium

Reg Charity Number 1170159. Registered in UK.

Website <http://dmcc.org.uk> Email: info@dmcc.org.uk



Application to join Devon Memory Café Consortium

Organisation Membership

Devon Memory Café Consortium (DMCC) uses a broad and inclusive definition of what a memory café does: A Memory Café offers a social session in a stimulating and safe environment for those living with dementia and their carers, to providing an opportunity for group support and sharing of information.

We ask that members recognise themselves in the above definition and meet the following requirements and if not are willing to work with us towards achieving them.

The Organisation Membership subscription is £10 for each Memory Café (due on 1st April each year). To become a Member the Devon Memory Café Consortium please return the completed form by email to: info@dmcc.org.uk adding the information about each Memory Café on the form below.

| | | | | |
|--|-------|------|-------|--------|
| Company / Organisation name | | | | |
| Address (main location) | | | | |
| Post code | | | | |
| Name (of person completing the form) | | | | |
| Tel No | | | | |
| Position in company | | | | |
| Email address | | | | |
| Tell us your preferred way for us to contact you | Email | Text | Phone | Mobile |
| Website | | | | |
| Contact name of person for Memory Cafés (if different) | | | | |
| Tel No | | | | |
| Email | | | | |
| Memory Café Charity number or organisation status (eg. CIO, Rotary Etc.) | | | | |
| Number of Memory Cafés to be included | | | | |

DMCC Agreement

Please complete this section below to give us information about your Memory Cafés, tick all statements that apply to your Memory Cafés by adding: In Place (IP), Working Towards' (WT) or Not Appropriate (NA)

I/we confirm that our Memory Cafés will:

| | | IP, WT or NA |
|----|--|--------------|
| 1 | Regularly offer a social session and provide a stimulating and safe environment for those living with dementia or other memory difficulties and their carers | |
| 2 | Offer those living with dementia and their carers support and information. | |
| 3 | Actively support carers to enable those living with dementia to remain in a home environment for the longest time possible. | |
| 4 | Work towards reducing loneliness and isolation for those living with dementia and their carers | |
| 5 | Work collaboratively with mental health and social care professionals in the best interests of those living with dementia and their carers | |
| 6 | Have trained volunteers to meet the needs of a Memory Café in the following: | |
| | (a) First Aid | |
| | (b) Food Safety | |
| | (c) Health and Safety | |
| | (d) Dementia Awareness Training | |
| 7 | Have a safeguarding process in place so that volunteers know what to do if someone says that they are not safe or appears to be in danger or at risk of abuse. | |
| 8 | Have a health & safety policy/statement and one person who takes responsibility for health & safety at the memory café (this might include things like checking that the room is safe and free from trip hazards for example, before the start of a session) | |
| 9 | Have a Trustees or a Management Committee, have suitable financial arrangements in place and hold a yearly AGM and elections - if applicable | |
| 10 | Have appropriate insurance in place, including public liability | |
| 11 | Provide some information about how many people you support and the types of activities you run during the year that will contribute to an evaluation of the effectiveness of Devon Memory Cafés as an approach to supporting people who have dementia and their carers and families. | |
| 12 | We would like to apply to join the DMCC Quality Assurance Mark (information available on the DMCC website) | |

What to do next

Please email the completed form to: info@dmcc.org.uk and make your payment:

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Annual membership fee of £10 per Memory Café (it then is due on 1st April of each year.)
Tick (or cross) in the box as appropriate below for the method of payment.

PAYMENT OPTIONS:

| | | |
|---|--|---|
| 1 | BY DIRECT DEBIT Deposit the payment to: Account: Devon Memory Café Consortium. Sort code: 40 34 31. Account No: 71639137 (HSBC BANK Plc 42 Courtenay Street. Newton Abbot. Devon. TQ12 2EB) (if paying by direct debit please send us an email to say it has been paid) | |
| 2 | BY CHEQUE Email us if you would like to pay by cheque and we will forward you the postal address | |
| 3 | Total amount to pay | £ |

AGREEMENT

I / we wish to apply for our Memory Cafés to become an Organisation member of Devon Memory Café Consortium.

| | |
|----------------------------|--|
| Signature | |
| Printed Name | |
| Date | |
| Position of person signing | |

For office use

| | | | |
|-----------------------------|--|------------------------|--|
| <i>Membership Number</i> | | <i>Date received</i> | |
| <i>Date receipt sent</i> | | | |
| <i>Added to:</i> | | | |
| <i>DMCC Membership list</i> | | <i>DMCC email list</i> | |

Devon Memory Café Consortium. Reg Charity Number 1170159. Registered in UK.
Registered place of business 16 Nash Gardens. Dawlish. Devon. EX7 9RR
Website <http://dmcc.org.uk> Email info@dmcc.org.uk

Rev July 2019

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DETAILS OF MEMORY CAFÉS TO BE INCLUDED IN DMCC MEMBERSHIP

| | |
|--------------------------------------|--|
| Memory Café name | |
| Memory Café address | |
| Memory Café co-ordinator | |
| Memory Café contact telephone number | |
| Memory Café website | |
| Opening hours/days | |

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(add additional Memory Cafés on another page if needed)