

Devon Memory Café Consortium

Registered place of business

Hansford Bell, Culver House, 13 West Street, TAVISTOCK. PL19 8AN

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



Application to join Devon Memory Café Consortium

Organisation Membership (more than one Memory Café)

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 fee is £10 for each Memory Café in Devon to be included in the membership (with the subscription renewed on 1st April each year) although you will only be allowed one voting right at any meeting, AGM etc. Your information will be stored according to our Privacy Policy in accordance with GDPR.

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 as below:

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 (if paying by direct debit please send us an email to say it has been paid)	
2	BY CHEQUE To: DMCC Treasurer, Hansford Bell, Culver House, 13 West Street, TAVISTOCK. PL19	
3	Tell us the amount you will pay	£

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	

DETAILS OF MEMORY CAFÉS TO BE INCLUDED IN DMCC MEMBERSHIP

Memory Café name (1)	
Memory Café address	
Memory Café co-ordinator	
Memory Café contact telephone number	
Memory Café website	
Opening hours/days	

Memory Café name (2)	
Memory Café address	
Memory Café co-ordinator	
Memory Café contact telephone number	
Memory Café website	
Opening hours/days	

Memory Café name (3)	
Memory Café address	
Memory Café co-ordinator	
Memory Café contact telephone number	
Memory Café website	
Opening hours/days	

Memory Café name (4)	
Memory Café address	
Memory Café co-ordinator	
Memory Café contact telephone number	
Memory Café website	
Opening hours/days	

(add additional Memory Cafés on another page if needed)

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>	