



FRIENDS OF SEDBURY SPACE

Principal

For an annual subscription of £10 people from the community can become a 'Friend of Sedbury Space.'

In return for their annual donation, they will receive:

- a Sedbury Space mug (in year 1 and while stocks last)
- a termly newsletter informing them of news, events and activities at Sedbury Space and opportunities for participation and volunteering.
- an invitation to the Annual General Meeting and celebration event for volunteers and Friends.

Friends will be required to complete a simple proforma providing contact details and including a Gift Aid declaration where appropriate.

There will be two annual renewal dates 1st May and 1st November each year. When people subscribe they will be added to the renewal list nearest to their date of application.

N.B. This is not the same as a membership scheme in which members have rights and can vote at an AGM. That would be governed by our constitution and is a separate consideration.

Implementation & Management implications

- Records will need to be kept securely by the 'Data Protection Officer'.
- Subscriptions can earn Gift Aid since the benefits are within 25% of the value of the subscription.
- Termly newsletter to be written and distributed.
- Annual letters inviting renewal of subscription to be sent out prior to 1st May and 1st November.
- Annual celebration event for volunteers and Friends to be organised.
- Forms to be readily available at Sedbury Space for all activities and special events.

3. Approval and Review

This policy has been approved by the Trustees and will be reviewed on a biannual basis.

Signed:  (Chair of Sedbury Space)

Date approved: May 2023 Review date: May 2025