**Charity Membership Application Form (Non-Voting Status)**

**About ISMAUK**

The International Stress Management Association (ISMAUK) is a registered charity and the leading professional body for both personal and workplace stress management. We have been supporting

mental health, wellbeing and performance for over 50 years, assisting around 40,000 people every year.

ISMAUK promotes sound knowledge and best practice in all these areas, both nationally and internationally. We are also the proud founder of International Stress Awareness Week, founded in 1998 and held annually in the first week of November, and is a major part of our charitable contributions.

**Membership is open to Charities fulfilling the following criteria** **Tick to agree**

* **The Charity agrees to comply with the ISMAUK Charter**  [ ]

The ISMAUK Charter promotes wellbeing, particularly psychological wellbeing, which

enables effective performance at work. This Charter provides the information and

guidelines for all those who wish to demonstrate this openly and pledge their positive

commitment to the above. (See link below to download the Charter)

* **The Charity confirms it has a current health and safety policy**  [ ]

Every business is legally required to have a health and safety policy outlining its general

approach. If there are five or more employees, it must be documented; for fewer than five,

it's optional but recommended. Stress is recognised as a hazard by the HSE.

* **The Charity understands and applies the requirements for a stress risk assessment**  [ ]

Employers must legally protect employees from workplace stress by conducting a stress risk

assessment, as mandated by the HSE. For businesses with fewer than five employees,

documentation is optional but recommended. However, for organisations with five or more

employees, it is a legal requirement to document the stress risk assessment.

The HSE's [Management Standards](https://www.hse.gov.uk/stress/standards/index.htm) can be a helpful guide in this process.

**Further information can be found on the HSE website** <http://www.hse.gov.uk/stress>

For additional details of ISMAUK trainers and consultants who can offer both advice and provide organisational stress risk assessments please contactmembership@isma.org.uk

 Please download and keep for future reference this PDF to assist with your application:

* [ISMAUK Charter](https://isma.org.uk/sites/default/files/clients/413/ISMAUK-Charter.pdf)

**Charity Membership – Annual Fee Tick to agree**

**There is one Charity membership category and the annual fee is £175**  (Plus a one-off non-refundable administration fee of £30) [ ]

Now please complete this Application Form, then save and return it, with a copy of your Health and Safety policy, in PDF format by email to membership@isma.org.uk

**SECTION A – General Information**

Name of Charity: Click or tap here to enter text.

Registered Charity Number: Click or tap here to enter text.

Name of primary contact: Click or tap here to enter text.

Registered address/ Head office: Click or tap here to enter text.

Email: Click or tap here to enter text.

Preferred contact number: Landline: Click or tap here to enter text.

 Mobile: Click or tap here to enter text.

Website: Click or tap here to enter text.

**Profile: About your Charity**

1. Specify the primary focus or sector of your charity's work. For example: Homelessness, Mental Health, Children, Elderly, or other?

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1. Provide a brief overview of your charity's mission and specify the UK geographical regions or other countries where your charity/organisation operates.

****

1. Approximately how many employees do you have?

****

1. Do you provide any support services for your employees? e.g. EAP, counselling,

Mental Health First Aiders, others?

****

**SECTION B**

**Terms and Conditions** **Tick to agree**

1. You confirm and agree, that by accepting Charity Membership of ISMAUK,

your charity has a current health and safety policy, if you employ five or more people. [ ]

*Please attach a copy of your policy*

1. You confirm that a stress risk assessment has been undertaken in your [ ]

charity within the last three years

**NB:** If you haven’t undertaken a stress risk assessment or it was more than three

years ago, please contact Claire at membership@isma.org.uk for assistance

1. Upon becoming a Charity Member of ISMAUK, you commit to facilitating the [ ]  implementation of the ISMAUK Charter within the scope of your charity

**Once we receive this application, an invoice will be raised for your membership fee:**

Please confirm that payment of **£175** will be made upon receipt of our invoice [ ]

 Please confirm below the email address(s) for both your invoice and receipt:

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Upon receipt of your cleared payment, expect a membership confirmation, receipt, certificates, logos, and a benefits list, sent to you typically within 72 hours.

 **Tick to confirm**

**Please save this Application Form in Word, including the PDF copy of**

**your** **Health and Safety Policy, and return to:** membership@isma.org.uk [ ]

When submitting your application please pay

**a non-refundable administration fee of £30** [ ]

Please pay via the ISMAUK website <https://isma.org.uk/administration-fee>

*(In the unlikely event of the application being declined, a full refund minus £30 administrative fee will be made)*

**SECTION C**

**FOR ISMAUK OFFICIAL USE ONLY Tick to confirm**

**Application Form:**

All sections have been correctly completed:  Yes [ ]  No [ ]  Registered Charity Number is valid: Yes [ ]  No [ ]

**Payment received:** Yes [ ]  No [ ]

**Approved:** To become a Charity Member of ISMAUK Yes: [ ]  No [ ]

**Declined:**

Reason if not approved: Refund if required minus £30 admin fee made: Yes: [ ]

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Any comments or actions recommended? e.g., assistance with a stress risk assessment:

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**ISMAUK Membership Secretary – Action Taken Tick to confirm**

Send a welcome & letter of congratulation from the Chair to the Charity with the following

PDFs on receipt of payment: [ ]

* Charity membership certificate and logo (x2) [ ]
* Charter PDF - plus certificate and logo (x3) [ ]
* Conditions of Use relating to ISMAUK logo (x1) [ ]
* List of Benefits (x1) [ ]