**Detention Forum Membership Application Form – May 2018**

Thank you for your interest in joining the Detention Forum. Please complete this form and email it to Susannah Willcox at [detentionforumcoordinator@gmail.com](mailto:detentionforumcoordinator@gmail.com)

What is a member organisation?

* Overall decisions about the Detention Forum’s direction are made by Detention Forum Members. They are outlined in our Theory of Change document.
* Members are organisations who endorse the Detention Forum Theory of Change and strategy and who are committed to working together collaboratively and taking actions in accordance with the agreed strategy and beyond.
* Organisations who meet these criteria will be welcomed as new members to ensure that the Detention Forum continues to grow and its voice becomes bigger.

How we process your application

* The applicant organisation completes the application form. If at all possible, please speak to one of us beforehand so that you understand fully what the Detention Forum is about or attend one of our Quarterly Meetings as an observer before making a decision.
* Before making a decision to apply to join, please read our current Theory of Change available on our website.
* As soon as the application form is submitted, we will contact you for an initial discussion. Your application form will also be shared amongst the members. Members are given one week to submit any questions they have, which will be passed onto the applicant to respond. We will do our best to ensure that these questions are answered and dealt with before Quarterly Meetings.
* The application will be considered by members at a Quarterly Meeting. If the existing members still have concerns, these will be put to the applicant directly. For new members to be accepted, we need 2/3 votes of the members who are present at the meeting.
* If the application is received more than a month before the next Quarterly Meeting and if the Co-ordination Group members know the applicant and are happy to endorse their application, the application form will be emailed to members for consideration. If no objection regarding their application is raised by members within a set time-limit, the application is accepted. If any objections are raised, they will be passed onto the applicant so that they have a chance to respond to them at the Quarterly Meeting.
* If you have any questions, please feel free to contact us at [detentionforumcoordinator@gmail.com](mailto:detentionforumcoordinator@gmail.com)

Applicant information

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| --- | --- |
| Name of the organisation |  |
| Name of the contact person (please appoint a single point of contact) |  |
| Contact details (email & telephone) |  |
| Website address |  |
| Twitter |  |
| Tell us briefly what your organisation’s aim is and activities are |  |
| Tell us briefly why you want to join the Detention Forum |  |
| In what way will your organisation contribute towards delivering our Theory of Change? |  |

Applicant declaration

We confirm that we agree with the Detention Forum objectives and strategy as outlined in its Theory of Change document. We agree to abide by the requirements and conditions of being a member and that we will update the Detention Forum annually on how our organisation’s work is contributing to the Detention Forum’s work. We agree to support the work of the Detention Forum, work collaboratively and amicably with others and respect different strengths that each of us bring to the Detention Forum.

Signed

Date