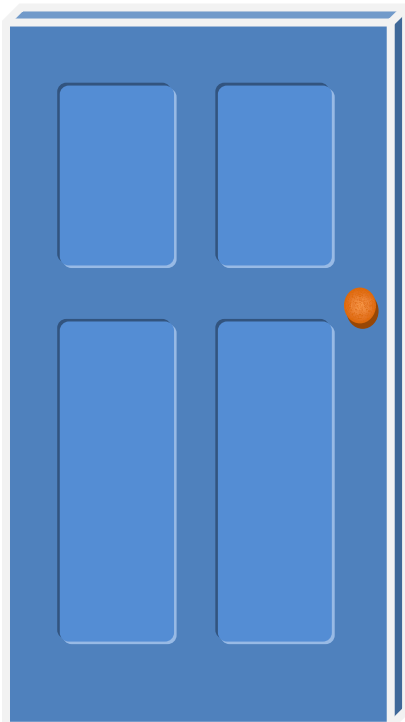




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Renfrewshire Council for Voluntary Services



**Opening doors for
Renfrewshire's
charity & voluntary
organisations**

Members Information and Services

RCVS
Airlink Business Centre
24 Clark Street
Paisley
PA3 1RB
Charity No: SC029783

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Who We Are

Our Mission statement: “RCVS exists to give assistance to voluntary and community organisations seeking to improve the quality of life for all citizens of Renfrewshire.”

Our goal at **Renfrewshire Council for Voluntary Services (RCVS)** is to work in partnership with every voluntary group, charity and social enterprise in Renfrewshire to build a better, stronger future for the area.

Established in January 2000, we deliver high quality services across every aspect of Renfrewshire’s charity and voluntary sector to all organisations, no matter their size or status. As a member organisation we are owned by, and acting for, the Third Sector in Renfrewshire.

We can help you start up a new community group, promote your upcoming events, find new volunteers, obtain equipment, handle your payroll, print your flyers, support you in the development of a new service, keep you informed of what’s going on in the sector or anything else that you require. We also run a range of events and training sessions throughout the year.

From legal and funding advice to capacity building and influencing local policy, we aim to be able to help you directly or put you in touch with someone who can. By working together we can create a better future for Renfrewshire.

Become a Member of the RCVS Network

Every charity, community group and social enterprise in Renfrewshire is welcome and encouraged to join our membership network. Organisations outwith Renfrewshire or from the public or private sector also have the opportunity to join as associate members*.

By becoming a member you gain numerous benefits, access to exclusive services and significant discounts on our services. A year-long membership costs very little and, as RCVS is a non-profit organisation, there's the additional benefit of membership fees being reinvested back into the local area.

Membership Costs Per Annum

£15 for unfunded organisations/individuals
£25 for those with an income of £5K to £25K
£40 for those with an income of £25K to £100K
£75 for those with an income of £100K

A membership form can be found on pg15.

**Associate members are unable to vote (see opposite)*

Further Information

Anne Keir
0141 587 2487
anne.keir@rcvsweb.co.uk

The Benefits of Becoming a RCVS Member

1. You will **save money**: reduced rates for specialist services offered by RCVS such as payroll (see pg8), printing (see pg9), equipment hire (see pg11) etc are offered to all our members.
2. You will also be entitled to **discounts** on all events and training sessions organised by RCVS.
3. You can come to us for **advice and support** with project development, obtaining funding, starting a new group etc.
4. You will have the **right to elect directors** to the RCVS board.
5. You will also have the **right to put forward members of your organisation** for election to the RCVS board of directors.
6. You will receive **weekly e-bulletins and bi-monthly newsletters** (see pg6).
7. Members who submit articles, promotional material, requests, vacancies etc for inclusion in RCVS' e-bulletins and newsletters are given **priority treatment**.
8. You can influence national and local policy through a collective voice.

Further Information

Anne Keir
0141 587 2487
anne.keir@rcvsweb.co.uk

Information and Communications Services

At RCVS we work hard to make sure you're up to date with all the latest charity and voluntary sector news, both locally and nationally. We also place great importance in enabling organisations and individuals the opportunity to publicise their services, events, news items, funding schemes etc. To this end we've established an extensive information network:

RCVS Website: on our website (rcvs.synthasite.com) you'll find a dedicated news page, details of the services we provide, free guides and reports, back issues of our newsletters, members list and numerous other sources of information on RCVS and the local sector.

RCVS E-bulletin: every week we send out an e-bulletin packed with information and opportunities to nearly 700 subscribers. If you want to know what's going on in Renfrewshire's voluntary and charity sector, are looking for new funding opportunities, want to promote an upcoming event, put out a request for volunteers or anything else sector related, our e-bulletin offers an unparalleled service.

RCVS Newsletters: we produce two bi-monthly newsletters that enable us to offer you large, in-depth news articles, interviews, opinion pieces and organisation profiles. *Connections* is our main newsletter, covering Renfrewshire's voluntary and charity sector. *SE Connections* focuses upon Renfrewshire's social enterprise sector.

E-alerts and Press Releases: we also produce special e-mails to highlight particularly important news items or those with too short a deadline to promote via our normal information network.

To be added to our mailing list please contact our Information & Communications Officer Gordon Mclean using the details below.

Further Information

Gordon Mclean
0141 587 2487
gordon.mclean@rcvsweb.co.uk

Submission Details for News Items

Do you have any news you'd like to share with a mailing list of nearly 700 organisations and individuals in the local area?

Maybe you have a new service, upcoming event or training course you'd like to promote? Maybe you've won an award or have an anniversary coming up? Are you looking at the possibility of establishing a new network, partnership or organisation? Would you like us to do a profile on your organisation to let everyone know who you are and what you can offer?

Whatever it is that you wish to share with a wider audience, we can help. Simply e-mail your news item to our Information & Communications Officer Gordon Mclean (details below) or post it using the address provided on the cover.

E-bulletin deadline: our e-bulletin goes out every Friday afternoon. The deadline for submissions is Thursday 5pm if you want to make that week's edition.

Newsletter deadline: our newsletters are sent on the last week of every second month (ie the last week of February, last week of April etc). Each issue's deadline is the second week of their publication month (second week of February, second week of April etc).

Please note: space in our e-bulletins and newsletters is limited. Priority is given to articles submitted by members of RCVS (see pg5).

Further Information

Gordon Mclean
0141 587 2487
gordon.mclean@rcvsweb.co.uk

Payroll Service

Our experienced finance team can take care of your organisation's payroll, saving you a lot of time each month while ensuring your staff are paid correctly and on time.

Payments are made through Bacs (www.bacs.co.uk) to staff bank accounts. Inland Revenue payments, tax credits, statutory sick pay, statutory maternity/paternity/adoption pay, student loan payments, end of year returns and P60s are also handled by our finance officers and processed through Bacs.

We offer this service to all organisations at a very affordable price. Furthermore, members of the RCVS network (see pg4) are able to take advantage of this service at a reduced rate, saving you even more money.

The base rate for members is £150 per year plus £4 per payslip.

For non-members the cost is £180 per year plus £4 per payslip.

Please note: there is also a **one-off start up cost of £25.**

Further Information

Sheila Connery
0141 587 2487
Sheila.connery@rcvsweb.co.uk

Print Shop

Our Print Shop is a one-stop shop for your printing and photocopying needs.

We produce everything from fliers, booklets and posters to ID badges, annual reports and calendars.

We offer a fast, affordable service for all organisations in the local area, specialising in small to medium print runs.



Our Print Shop is open Monday to Friday.

Orders are taken from 11am to 4pm.

A full list of printing options and costs can be found on page 14.

Further Information

Anne Keir
0141 587 2487
anne.keir@rcvsweb.co.uk

Promotional Films

RCVS has a complete film making service available to all.

Promotional films are a great way of showing what your organisation can do and where the funding goes. Maybe you have an upcoming event you would really like to have a visual record of forever? Whatever you'd like filmed, we can help.

We can take care of:

- **filming**
- **editing**
- **production of final version of film in various formats**
- **production and duplication of DVD copies**

Organisations we've made films for in the past include the Scottish Council for Voluntary Organisations, Renfrewshire Youthlink, Momentum Scotland, Paisley Development Trust, Community Learning & Development, Youthbuild, Renfrewshire Community Health Initiative and many more.

Further Information

Gordon Mclean
0141 587 2487
gordon.mclean@rcvsweb.co.uk

Equipment Hire

We have a number of items available for hire:

Item	Daily Hire Rates	
	<i>Members</i>	<i>Non-members</i>
6ft Front Projection Screen	£20	£30
Desktop Screen	£10	£20
Digital Projector	£15	£25
Flip Chart Stand	£10	£15
Laptop Computer	£25	£45
Large Display Boards	£35	£50
OHP Projector	£25	£35
Panel Display Boards	£15	£25

Further Information

Gordon Mclean
 0141 587 2487
gordon.mclean@rcvsweb.co.uk

Room Hire

From our central offices located in Paisley's Airlink Business Centre we have a meeting room available for hire at a very low cost.

Our staff can also take care of your refreshment needs.

Room hire costs £15 per hour.

Tea/coffee and biscuits costs £1.50 per person.

Location:

**Airlink Business Centre
24 Clark Street
Paisley
PA3 1RB**



Further Information

Anne Keir
0141 587 2487
anne.keir@rcvsweb.co.uk

Complaints Procedure

RCVS aims to deliver high quality services and fair treatment to all. Although we undertake a range of evaluation and monitoring exercises to test the quality of our services, we recognise that there may be occasions when we fail to meet the high standards expected of us. We therefore offer you the opportunity to raise any issues you may have verbally to be dealt with immediately.

If your organisation wishes to raise a formal complaint regarding our services we will deal with the matter quickly and effectively to ensure a swift resolution.

1. All complaints should be made in writing to the Chairperson of RCVS' Board, who will acknowledge receipt within three working days.
2. The Chairperson will undertake an investigation into the issues raised and will indicate RCVS' response to the complainant within ten working days of receipt of the initial letter.
3. If the Chairperson's response is not acceptable to the complainants, they have the right to ask the Management Board to investigate.
4. Appeals to the Management Board will be dealt with at the next meeting of the Board. The complainant will be informed of the date.
5. The Management Board's decision will be made to the complainant within five working days of the Board meeting.
6. Any variation from this timetable will be conveyed in writing to the complainant, identifying the reason for the delay and the amended timetable for completing that part of the process.
7. The Management Board's decision is final.
8. RCVS members are entitled to raise any issue in relation to the management and administration of the organisation at the Annual General Meeting.

Further Information

Janis McDonald
0141 587 2487
janis.mcdonald@rcvsweb.co.uk

Print Shop Price List

Photocopying/ Printing

One sided, black ink, price per copy

	A4	A3	A5
1- 249	4p	8p	2.5p
250 - 750	3.5p	7p	2p
751 +	3p	6p	2p
Transparencies	35p		

Printed on 80 gsm paper

One sided, colour, price per copy

	A4	A3	A5
1 - 5	65p	£1.30	33p
5 - 49	55p	£1.10	28p
50 - 99	45p	90p	23p
100 - 199	35p	70p	18p
200 +	25p	50p	13p
Transparencies	£1.16		

Printed on 100 gsm paper

Prices based on total number of prints. Double sided prints = double the above rates.
For longer runs please ask for special quotation.

Special Paper (additional to copy/print prices)

	A4	A3
190 gsm Super Smooth	7p	14p
220 gsm Super Smooth	8p	
130 gsm Gloss Coated	7p	14p
170 gsm Gloss Coated	8p	17p
200 gsm Gloss Coated	9p	19p
250 gsm Gloss Coated	24p	35p
250 gsm Silk Coated	24p	35p
80 gsm Coloured paper	4p	9p
160 gsm Coloured Card	7p	
Mid/ Strong Range Tinted Card	11p	

Price per copy.

Finishing

Stapling	Free
Stapling by Hand	6p
Folding by Hand	12p

Laminating

	A4	A3
1 - 10	£1.10	£1.75
11 - 20	75p	£1.50
21 - 49	65p	£1.30
50 - 99	55p	£1.10

Laminating of Credit Card size: 50% discount

Comb Binding (per bind)

Size

8mm (45 sheets)	81p
10mm (65 sheets)	99p
12mm (95 sheets)	£1.16
16mm (145 sheets)	£1.45
19mm (180 sheets)	£1.75
25mm (240 sheets)	£1.86
Acetate Covers	34p
Card Covers	29p

Thermal Binding (per bind)

Size

1.5 (15 sheets)	56p
3.0 (30 sheets)	69p
4.0 (40 sheets)	92p
6.0(60 sheets)	£1.03

Faxing (price per page)

UK Transmission	65p
International Transmission	£1.85
Receiving	15p

Name/ID Badges

Name Badges 75p

Additional costs will be involved if photographs and/or design work is required.

Custom Services

We can also take care of special print jobs such as Business Cards, Compliment Slips, Letter Headed Paper, Envelopes etc. Please call us for further details and costs.

Further Information

Anne Keir
0141 587 2487
anne.keir@rcvsweb.co.uk

Renfrewshire CVS Membership Form

Airlink Business Centre, 24 Clark Street, Paisley, PA3 1RB
Tel: 0141 587 2487 Fax: 0141 889 3974 E-mail: info@rcvsweb.co.uk
Visit: rcvs.synthasite.com
Charity Number: SC029783

RCVS membership subscription for 2010 – 2011

Please tick the appropriate box.

I would like to become a **Member**

I would like to become an **Associate Member***

I would like to **renew** my membership

The membership rates per annum are:

£15 for unfunded organisations or associate members

£25 for those with an income of £5k to £25k

£40 for those with an income of £25k to £100k

£75 for those with an income of £100k to £10million

£100 for those with an income of £10million +

Please tick the membership rate which applies to you/your organisation.

Cheques should be made payable to “**Renfrewshire CVS**” or you can pay by bacs to Lloyds TSB, Account name: **Renfrewshire CVS**, Account No: **0450042**, Sort Code: **30-25-85**

Organisation.....

Contact Name.....

Address.....

.....

Telephone Number.....

E-mail Address.....

Signature:

Date:

**Associate members can be Third Sector organisations working out with the Renfrewshire local authority area or individuals/organisations working in the public or private sectors.*

Please return this form to Renfrewshire CVS – contact details as above.



Mission Statement

"RCVS exists to give assistance to voluntary and community organisations seeking to improve the quality of life for all citizens of Renfrewshire."

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