



APPLICATION FOR AFFILIATE MEMBERSHIP

The following is a guide to the necessary steps to be taken by any new Blue Light branch applying for affiliation:

- Local Police involvement is essential. The position of Coordinator and President must be held by Police Officers. The committee must be comprised of at least 5 persons. The Coordinator and President may be one and the same person.
- Gauge the level of community support and identify community need. The most successful branches are supported by local community members.
- Establish at least limited financial backing from the community in order to get up and running.
- Establish a suitable venue.
- Hold an Inaugural Meeting to establish the following:
 - Acceptance of the Constitution and Branch Rules of the Association.
 - Form new committee.
 - Level of initial financial backing.
 - Planned activities/Calendar of Events.
 - Suitability of venue.
 - Any other issues to be discussed.
- Email a copy of the minutes from the Inaugural Meeting, along with a written request for affiliation to QBLAI State Office. Once we are satisfied you have met all the requirements, you will be advised of the outcome.
- At the moment, yearly affiliation fees are \$165.00. This covers insurances other than public liability, which is covered by a levy. This levy is charged on a sliding scale for each event.
 - 0 – 99 children @ .50cents each
 - 100 – 299 children @ .75cents each
 - 300 + @ \$1.00 each
- The affiliation fee does not have to be paid immediately. Also, branches located in very low socio-economic areas may be granted an exemption from paying the insurance levy.

Affiliated branch benefits and reporting obligations

Support provided to Affiliated Branches:

- Insurance cover. The Association keeps current Public Liability and Voluntary Workers insurance for Affiliated Branches. Insurances for property, vehicle and trailers are also covered when needed. The Association can also assist with insurance cover for special events.
- Risk mitigation. The Association has a Risk Assessment template that can be filled out, submitted and approved online. It is a comprehensive list of a variety of events and situations, with suggested control measures provided.
- Event planning framework. As an Affiliated Branch you will be provided with advice and guidance for local events and financial accountability.



- Working with Children Blue Cards. The Association will assist you to meet the mandatory Blue Card requirements for all volunteers. All Volunteer and Exemption Cards applied for through the Association are free of charge.
- Access to funding opportunities. As an Affiliated Association and ACNC registered charity, the Association has access to grant opportunities on behalf of branches. These are usually for equipment to help with delivery of activities and events.

Affiliated branch reporting obligations:

- * There are some mandatory monthly reporting requirements. These vary depending on any events that are held. The Association provides templates for this, along with instructions on the filling out and submitting of forms.
- * A yearly financial audit is required. This can be done locally, or books can be sent to State Office for the Association auditor to complete.

For further information or clarification of any of the above, please contact QBLAI State Office.

E: admin@bluelightqld.org