



Local Branches

A Branch Co-ordinator's guide to setting up and running a successful Design and Technology Association local branch

2013

D&T Branches are kindly sponsored by



Local branches

- Local branches are an important method for members to keep in touch with national D&T education policies, curriculum changes and subject developments.
- Teachers and subject leaders have the opportunity to network with their colleagues, provide support, information and guidance and to discuss local and national issues.
- Local branches give the D&T Association the opportunity to understand the challenges that our members face. We encourage two way engagement.
- Branch events provide the platform for members to make their voice heard, by raising issues that concern them and providing examples of best practice.
- Local branches are important for Association growth . the more members we have, the more powerful the organisation is, as an advocate for our membership and D&T teachers across the country.

Branch co-ordinator

- Branch co-ordinators **must** be a member of the D&T Association.
- Co-ordinators are generally D&T teachers, subject leaders or consultant trainers
- We ask that you make a commitment to running a branch for a minimum of **two years**.
- The co-ordinator may appoint a **deputy**, to assist them with the organisation of their local branch.
- Branch co-ordinator contact details, including name, school address, if appropriate and email will be placed in the Local Branch section of the D&T Association website. This is to enable members and non-members to contact you and us regarding local events.

Running a local branch

- We will provide Branch Co-ordinators with a sample **D&T Pack** for display at meetings. (eg: sample literature and magazines, membership forms, sample resources, forthcoming courses and training available)

- Should delegates wish to purchase Association publications they should complete the publications list included in their delegate pack or they can purchase items online at www.data.org.uk.
- Whenever possible Branch Co-ordinators should try to promote membership of the Association, to non-members that attend events and meetings.
- To promote membership of the Association the Branch Co-ordinator will be supplied with a **Branch Pack** containing relevant D&T Association resources, samples and materials.
- Costs of speakers / activities/ refreshments must be covered by the event price

Meetings

- Branch co-ordinators plan their meetings to meet the needs of their local area.
- The D&T Association events team request a minimum of **six weeks'** notice of events, in order to effectively market to members and non-members in the area.
- Meetings should be held **termly** . **a minimum of three per annum**.
- You will need to supply the Association with a meeting title and agenda.
- The D & T Association can offer you suggested topics for your meetings should you require this and possibly help you with finding a guest speaker. (see attached sheet)
- We will add the final agenda item which will be information and news regarding D&T education and Association news. (This is a short but mandatory agenda item)
- You can organise a meeting at a time and venue to suit your delegates.
- Meetings are usually organised for early evening weekdays, or Saturday mornings. It is your local meeting so you can decide what suits you and your branch.
- The Branch co-ordinator should agree a date and venue for their meeting, which is usually their school or branch members school.
- Ensure permission is obtained from the head teacher/principal **before** the meeting is arranged with the Association.
- Branch Co-ordinators should arrange for refreshments during the meeting. An expenses form for these should be returned to the Association, along with receipts. (Expenses for refreshments should be to a maximum of **£1.00 per head**).
- D & T Association will supply you with named delegate packs. These personalised packs will have appropriate information for members and non members.

- Please ensure that these are displayed and taken by delegates at the entrance of the meeting room where you will be encouraging delegates to sign the registration form

Termly meetings

- During the launch event, Branch Co-ordinators should discuss with their group members when and where their next two meetings should take place.
- If possible they should identify topics to discuss and a guest speaker. Sometimes these topics can be practical workshops or discussion forums regarding the curriculum.
- All branch events will be advertised on The D&T Association website.
- The Association will send email invitations to members in your region, log them on our database and organise payment for your event.
- Members and non-members should book their place via the Association website, www.data.org.uk, email us on events@data.org.uk or call us on 01789-470007.

Members and non-members

- Local branch events are normally **free** for D&T Association members.
- In order for the Association to continue to run successful branch events a small charge of £10.00 is made to all **non-members**. This may change depending on speaker / activity costs, room hire costs / sponsors etc all of which must be covered by the event.
- If a non member pays £10 to attend the event and subsequently, within 14 days of the branch meeting becomes a member, we will discount the new membership by £10.

Advertising Events

- Branch events will be advertised on the Association website.
- Invitations to delegates will be sent to members and non-members in your region.
- You will be sent a copy of the email which you can use to advertise your own event.
- It will also be promoted on all Association social media channels and in the monthly e-newsletter.

Booking a place

- Members and non-members should book via the Association website, at www.data.org.uk, email us on e-mail events@data.org.uk, or call 01789 470007.
- In most cases events are free to members (see above) but the charge may be necessary when additional materials that are used in practical workshops, guest speakers are hired or if there is a room hire charge.*

** This may be subject to change. See Terms and Conditions for more details.*

Event Sponsorship

- Where possible the Association will find sponsors for the local branch events, to cover the costs of running the event.
- Sponsors may be Corporate Members/Suppliers of the Association or companies that we work in partnership with.
- These are carefully chosen member organisation that have been approved by the Association and offer you a valuable service or new products.
- As part of their sponsorship deal with us we will offer them:
 - Their logo on the promotional material, agenda, and any other printed material
 - Insert into the delegate pack.
 - Logo on the email invitation.
 - They may wish to attend your meeting to give a short presentation or a demonstration.
 - You may decide to arrange a themed event around CAD / CAM for example. We may be able to arrange for a sponsor from within the field to sponsor your event and showcase their product

Before confirming a sponsor the D&T Association will discuss this with the relevant Branch Co-ordinator.

D&T Association Events team

Local Branches are fully supported by the Events team at the D&T Association's head office in Wellesbourne, Warwickshire. The **events team** are the first point of contact for Local Branch Co-ordinators. The team consists of:

Deborah Woodbridge, Membership Communications and Fundraising Manager

Siân Lawrence, Membership, Marketing and PR Officer

Jackie Eborall, Administrator

Liz Hegan, Administrator

Email: events@data.org.uk

Tel: 01789-470007

Fax: 01789-841955

Branch meetings checklist

Task	
Arrange your event	<ul style="list-style-type: none"> • Decide upon a date • Find and agree a venue • Arrange a suitable time to meet
Before your event	<ul style="list-style-type: none"> • Complete the branch meeting booking form and return it to the D&T Association. The email address is: events@data.org.uk and the telephone number is 01789-470007 • The Association will confirm the date, venue and speaker (if necessary) • Your events will be advertised by the Association • Once you receive confirmation from the numbers from Association book your refreshments • The Association will endeavour to find a sponsor for your event . you may have some suggestions for this
Speakers	<ul style="list-style-type: none"> • The Association will arrange for one of our team to come and talk to your first event • Speakers may be suggested by you or the Association.
Invite delegates	<ul style="list-style-type: none"> • The D&T Association will invite members in your area to your event • Delegates book onto the event via our website • NB. There is a charge for non-members • We will supply you with a copy of the invite for you to distribute additionally
Delegate packs	<ul style="list-style-type: none"> • The Association will send packs for each of your delegates, approximately three days before your event takes place
Branch pack	<ul style="list-style-type: none"> • The Association will provide you with a branch pack, containing Association information for you to put on display (display purposes only)
At the meeting	<ul style="list-style-type: none"> • Ensure all delegates sign the register and receive their personalised delegate pack
After the event	<ul style="list-style-type: none"> • Return your expenses form, notes, feedback forms and delegate forms to the Association • Let the Association know the dates and times of your next meetings • Identify any issues to the Association

Branch Meeting Booking Form

Name of branch:

Branch Co-ordinator name:

Event title:

Preferred dates for event: (1)

(2)

Times (start and finish):

Venue address:

Maximum number of delegates:

Speaker: _____ Sponsor (if known): _____

Branch Co-ordinator to organise

D&T Association to organise

Approx costs

Refreshments: £ _____

Venue hire: £ _____

Speaker costs: £ _____ Other: £ _____

Please give a brief description of event for the flyer . (min 100 words, max 200 words)

Who is this event suitable for?

Primary Secondary SEN All Other (please state)

Secondary Material Area (please state: Food, textiles etc) _____

Please return this form to events@data.org.uk or fax it to 01789-470007

Branch meeting issues and ideas

Changes to the National Curriculum?

What skills or knowledge do you feel you need to update?

Changes to qualifications.

Any other professional issues you wish to discuss and work through ?

How can the D&T Association help you further? What more can membership offer you?

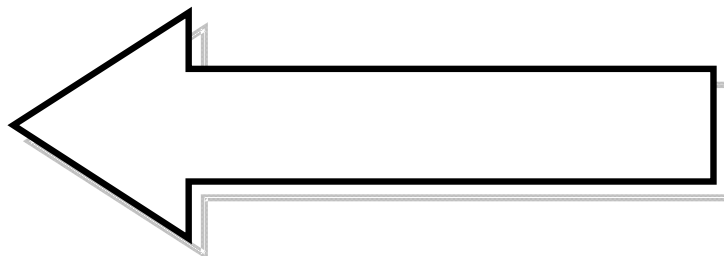


Branch Meeting





Branch Meeting



Continuing Professional Development (CPD)

This is to certify that _____

has attended the meeting of _____ Branch

of The Design and Technology Association on ____/____/____

The topic was _____

and the event was _____ hours in duration.

Guidelines for documents

Word documents should be aligned left and use Arial as the font, with headings in bold and at larger sizes. Readers may have poor eyesight and so 10pt should be used as a minimum size, 12pt is ideal.

The Association should always be referred to as the Design and Technology Association in the first instance of each article, letter, paper etc. It appears with a lower case **d** on **the** (except where it begins a sentence or title) and with initial capital letters as shown. It can then be abbreviated to **D&T Association** or **the Association** in subsequent use provided the context is clear. The ampersand should not be used in the full name.

Use of D&T Association logo

Protected space

The logo has a protected area or clear space that has to be protected to ensure clarity and effectiveness. Do not allow type, pictures or any other elements to enter the area illustrated (Figure 1). This protected area is the distance between the two baselines of text in the Design and Technology logotype (Figure 2).

Figure 1:



Figure 2:



Colours

Corporate blue: Pantone: 540CV; CMYK: C:100 M:55 Y:0 K:55

Corporate Green: Pantone: 582CV; CMYK: C:11 M:0 Y:100 K:43

Single colour logo

If the logo is to be reproduced in a single colour, this should ideally be only in Corporate Blue, or black.

Single colour and reversed out versions are available if required.

Positioning the logo on literature

The logo should be a minimum of 4% of the total surface area on which it appears, with a minimum size of 20mm wide. When placing the D&T logo on literature it should always appear in the top right hand corner of the page unless space is restricted. The logo and words 'the design and technology association' should never be split or positioned separately.

Terms and Conditions

The Design and Technology Association's registered office is:

16 Wellesbourne House, Walton Road, Wellesbourne, Warwickshire, CV35 9JB

Tel: 01789 470007

Fax : 01789 841955

e-mail: events@data.org.uk

Status of the D&T Association

The Design and Technology Association is an independent Registered Charity and a Company Limited by Guarantee; its work is governed by a formal Memorandum and Articles of Association approved by the Charity Commission. The governing body of the D&T Association is the elected Council of Management which determines the policies of the Association and regulates its finances.

Registered Charity No. 1062270

Company Registration No. 3089012

VAT Registration No. 765 1692 06

Events and conferences (paid events)

Substitutions of delegate places are welcome at any time. All cancellations must be made in writing or via email to events@data.org.uk

Written cancellations made more than:

- **two months** before the meeting date will be subject to a 100% refund.
- **four weeks** before the meeting date will be subject to a 50% refund.
- **two weeks** before the meeting date will be subject to a 25% refund.
- **less than two weeks** before the meeting date cannot be refunded.

Branch Events and conferences (free events)

Please notify the Association/Branch Co-ordinator if you are unable to attend as this may enable someone else to attend in your place. The presenters reserve the right to charge a cancellation fee for non-attendance, or if there is a cancellation less than ten working days before the event. The fee will be varying according to the resources provided but can be confirmed at the time of booking.

Event content

The Design and Technology Association reserve the right to alter the programme and/or venue without notice due to unforeseen circumstances. We also reserve the right in our absolute discretion and without further liability to cancel the programme in which instance all monies will be refunded.

Branch handbook

This document is subject to change and amendments at any time. Branch Co-ordinators will be informed of any changes and/or amendments.