

Membership Support Checklist



Please read through the five Support Zones below and indicate (by ticking one of the column boxes provided) where your youth theatre is with each topic. Coaching can then be agreed once your key priorities are identified.

Please get in touch if you have any questions or if you require this document in another format. More explanation for each section is available in the corresponding Support Zone.

Support Zone 1: Foundations

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Vision, Mission and Aims	We understand our purpose, ambition, and activity.					
2. Choosing a Structure	We have an appropriate formal structure i.e., charity, business, CiC, unincorporated etc.).					
3. Good Governance	We know who is responsible for making decisions. We have an established committee with defined roles and responsibilities. The voices of young people are included.					
4. Constitution	We have a written constitution stating the aims and rules of our group.					
5. Insurance	We have appropriate insurance for our youth theatre, volunteers, and staff.					
6. Legal and Licensing	Our office, home working, rehearsal and performance spaces are safe, suitable, and accessible. We adhere both to legal requirements for running a youth theatre, and to licensing for performances.					
Notes on this Support Zone						

Support Zone 2: Policy and Access

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Safeguarding	We have appropriate safeguarding and child protection policies and procedures for all youth theatre staff and volunteers (including PVG Scheme Memberships, Disclosure Scotland background checks, staff training and reporting processes).					
2. Digital and Communication	We have strategies, policies, and procedures for working with, communicating with, and recruiting young people, families, and the community online.					
3. EDI and Access	Our youth theatre is inclusive and accessible. We have an Equality, Diversity and Inclusion (EDI) policy.					
4. Environmental Impact	We consider the sustainability and environmental impact of our youth theatre. We have an environmental/sustainability policy.					
5. Managing Risk, Health, and Safety	Our youth theatre has policies and procedures for health and safety. We carry out appropriate risk assessments for workshops and performances, including first aid, accident, and incident procedures.					
6. Managing Data	We use registration and guardian consent forms. Personal information/data is stored and processed in line with GDPR guidelines.					
Notes on this Support Zone						

Support Zone 3: Your Team

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Recruitment Best Practice	<p>We openly advertise opportunities for artists, staff, volunteers, and young people. Our recruitment process is fair and transparent.</p> <p>Role descriptions and responsibilities are clearly defined, and salaries and fees are always shown.</p>					
2. Contracts and Agreements	<p>We use appropriate employment contracts for staff, and agreements for volunteers, partners, and groups.</p> <p>Staff pay has been researched and considered, with freelancers paid appropriate rates.</p>					
3. Administration	<p>Delivery staff and volunteers have access to essential documents needed for the day-to-day running of our youth theatre, such as attendance registers, incident forms, and guardian consent forms.</p>					
4. Human Resources	<p>We have a staff and volunteer handbook available for new and existing team members who are supported in their roles through robust induction processes, which covers aspects such as supervision, leave, benefits and equalities.</p>					
5. Professional Development	<p>Our staff and volunteers are encouraged to access opportunities such as training and CPD to enhance their knowledge, skills experience, current work practice and future career.</p>					
6. Health and Wellbeing	<p>We have established a culture where mental and physical health is supported and valued, and systems are in place to promote and nurture wellbeing.</p>					
Notes on this Support Zone						

Support Zone 4: Business Development

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Business Planning	We have an up-to-date business plan.					
2. Managing Money	We have robust financial systems, including appropriate bank accounts, cash handling procedures, record keeping, accounting, budgeting/forecasting, tax/VAT relief/exemptions, and reporting.					
3. Marketing and Promotion	We communicate to existing and new audiences about what we are doing and why.					
4. Reporting	We produce regular, up-to-date and accurate internal and external reports including an annual report.					
5. Monitoring and Evaluation	We have a process for regularly monitoring and evaluating our work. We set outcomes and indicators which help us collect evidence about how we are making a difference.					
Notes on this Support Zone						

Support Zone 5: Fundraising

		Not applicable	Don't know	Don't have this yet	Basics are covered	On top of this
1. Planning	We have an up-to-date fundraising plan and have identified our most fundable projects					
2. Finding Funders	We are aware of funding opportunities open to our sector. We've identified funders who align with our mission and values and have built our funder list.					
3. Prioritise and Target	We've matched potential funders to our projects and we know what we're going to fundraise for first.					
4. Timelining	We've made a timeline for each project that we're fundraising for, and have identified any adjustments we need to make.					
5. Budgeting	We have a robust budget to make sure we can properly resource the work needed to make our idea fundable.					
Notes on this Support Zone						