

SVP 1833 Conferences – various procedures



Procedures for new SVP 1833 Conferences

1 Contact SVP National Office for a 'Notification of a new SVP 1833 Conference form'. SVP, 5th Floor, 291-299 Borough High Street, London, SE1 1JG Tel: 020 7407 4644 Email: info@svp.org.uk.

2 Return the completed form to National Office in order to receive a 'Starter Pack', containing various resources including:

- Copies of "Prayers to be said at meetings"
- Members' handbooks
- SVP Resources catalogue and order form
- Information on setting up an SVP 1833 bank account
- Membership application forms.

3 When you receive your Starter Pack, return the completed 'Membership application forms' to National Office. Application forms must be completed by all members of the Conference including the President, Secretary and Treasurer.

- Members will be registered on the National Office database and will be insured for all SVP activities.
- SVP 1833 Conferences will receive the quarterly 'Vincentian Concern' and news of regional and national SVP events.

Start-up grant

Registered SVP 1833 Conferences can receive a start-up grant from the local SVP Central Council to help with initial expenses.

Contact Mary Abel: Tel: 07703321689 Email: marya@svp.org.uk

CRBs

Members may already have a CRB for another activity, but you will need one specifically for SVP. CRBs are free for all SVP members. Contact the Safeguarding Office in your diocese. (Your spiritual adviser/chaplain or parish CRB rep will have the details.) If there are any difficulties contact SVP National Office. Tel: 020 7407 4644 Email: info@svp.org.uk.

New members

As new members join your Conference they should also be registered at National Office using a Membership application form. Contact National Office if you require additional Membership application forms.

For help with any enquiries regarding SVP 1833 Conferences please contact [Mary Abel \(Young Adult Development Officer - England & Wales\)](mailto:marya@svp.org.uk) Tel: 07703321689 or Email: marya@svp.org.uk.

For help with completion of any of the above forms please contact [Matthew Stockton at SVP National Office](mailto:info@svp.org.uk). Tel: 020 7407 4644.