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**HOW TO COMPLETE THE DECLARATION FORM**

Dear Committee

As you know **everyone on your WI Committee is a TRUSTEE of your WI.** You also know, that even if your WI is not registered as a charity, you are part of the national charity called the WI. It is therefore excellent practice for everyone on your WI Committee to complete a Declaration Form.

These Declaration Forms come from the Charity Commission via National. Nobody ever wants anything to go wrong with their Committee, but this form is another safeguard – just in case. It is proof that the eligibility of the Trustees to be on the Committee has been checked. All trustees of charitable institutions have to fill these in, including school governors.

WHAT WE WOULD LIKE YOU TO DO

1**. Photocopy the Declaration Form** so that there is **one for each TRUSTEE** **plus a spare.**

2. Keep the spare in a safe place as it will be needed in the future when you have new members on your committee.

3. **Every Trustee completes a separate Declaration form**

4. Keep the forms in a safe place.

5. The Secretary **completes the attached checklist [AM9] photocopy and return with the annual paperwork to:** Notts Fed of WIs, Trent Bridge House, Beastmarket Hill, Newark, Notts. NG24 1BN. Please note you must retain the original.

6**. Alternatively** the checklist may be downloaded from the website www.thewi.org.uk/notts and returned by email to: **nottsfedwi@tiscali.co.uk**