**Please read these guidelines to assist you in completing the enrolment form.**

The activities programme is open access for people **resident** in the City of York however, is designed to support individual’s mental health and well-being. To access the programme the individual enrolling needs to have a mental health need, or be an unpaid carer where the activities attended support their well-being.

To attend any of the activities or courses on offer an enrolment form needs to be completed **first** and sent by email, post, or by hand to York Mind’s office at Highcliffe House. Once the enrolment form has been received York Mind will contact the person named on the form to confirm if they have a place on their chosen activity.

Please **do not** attend any activities before you have confirmation of a place, as many of the courses and groups have a limit on participants.

**About You:** Fill in the contact details for the person enrolling on the course including how we can contact them. If a telephone or mobile number is noted as the preferred method, please indicate if we can leave a message.

**Emergency Contact:** Fill in the details of the person we would contact in the event of an emergency or crisis. Please ensure that if the person detailed is a friend or family member that they are aware they are the emergency contact.

**Activities and Courses:** Please select those activities you are interested in attending. You can choose an activity from each of the three pathways (Learning and Development, Well-being and Social). Depending on availability you may not be able to attend all of your choices, so please indicate your preferred choice **first.**

**Support and Access Needs:** A number of the activities will take place in community venues, outdoor spaces, including parks, local attractions including museums and involve physical activities and the use of equipment. Detail any access needs we need to be aware of, this may be mental health related, or physical/sensory.

**Additional Information:** This section needs to include information we need to be aware of so the person enrolling can safely access the activities programme and the activity facilitators are aware of their needs. Many activities will take place in groups and its important any risks are disclosed to manage any safeguarding issues for all participants.

**Demographics:** The demographics form will be detached from the enrolment form and used anonymously to identify the diversity of individuals accessing the activities programme. Participants can select, prefer not to say if they **do not** wish to answer.

**Data Protection:** The form needs to be signed by the participant to confirm consent to store and share information with partners delivering activities.