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| About your organisation |  |
| Organisation: |  |
| Is the organisation you work for/ volunteer at: | A national museum  A National Portfolio Organisation  A museum (Excluding national museum or National Portfolio Organisation) within ACE Accreditation Scheme  Are you **also** National Trust or English Heritage Site  A non-Accredited site  A Sector support Organisation  Other |
| Please describe how this programme benefits your organisation |  |
| Are there particular documentation issues you’ve identified, and would you like to focus on? |  |
| If you know your latest Museum Accreditation feedback related to documentation, please include it here |  |
| What do you think are your main barriers to resolving your documentation backlogs? E.g. skills, knowledge, confidence, resources. |  |

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| Programme lead |  |
| First Name:  Job title: | **Surname:**  **Email:** |
| Are you: | Paid Voluntary Freelance Trustee Trainee  Student |
| On a scale of 1 to 5 what would you consider your current level of experience in this topic? | 1.Novice - no experience  2. Advanced beginner - would like to learn more    3.Competent - need increased understanding  4.Proficient - would like a wider range of experience  5. Very experienced- would like to expand knowledge and refresh |

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| Other information |  |
| Is your organisation committed to participating in the Banish the Backlog programme between April 2019 and March 2020? Please consider the following:   * Is your governing body signed up to participating in this programme of support? * Are you able to provide key staff/ volunteers to contribute as necessary? * Are you able to join the programme workshops for c. 4 events between April 2019 and March 2020?   05.07.2019, 26.09.2019, 15.01.2020, 18.03.2020 | |
| Are you prepared to have action plans signed off by your governing body as an outcome of this programme? | Yes No |
| If there is an issue with any of the above, please outline your reasons here. These will be taken into account during the selection process. |  |

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| Programme Sponsor (e.g. signed by member of governing body or line manager): | |
| First Name: | **Surname:** |
| Signature (we will accept electronic signatures): |  |

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| Other attendees (up to two additional)  ( |  |
| First Name:  Job title: | **Surname:**  **Email:** |
| Are you: | Paid Voluntary Freelance Trustee Trainee  Student |
| On a scale of 1 to 5 what would you consider your current level of experience in this topic? | 1.Novice - no experience  2. Advanced beginner - would like to learn more    3.Competent - need increased understanding  4.Proficient - would like a wider range of experience  5. Very experienced- would like to expand knowledge and refresh |

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| During the programme |  |
| Are you happy for your email address to be included in the delegate pack? | Yes No |
| We sometimes take photographs to be used for advocacy purposes. Do you consent for your image to be taken and being used solely for this purpose? | Yes No |
| Do you have any specific access needs or dietary requirements we should be aware of? | Yes No |
| If yes, please let us know: |  |
| We would like to contact you in the future to support long-range evaluation of the XXXX.  Are you happy for us to do this? | Yes No |