

Resources and Support for Friends of the Earth local groups



Please find below a list of all the main resources we provide, along with detail on some of the key ways we can support your local group.

If you have any questions about anything detailed in this list, please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) or the Activism Support Coordinator via localgroups@foe.co.uk.

	Resource:	Format:	Description:	Download from:	More information:
Policies and Procedures	Partnership Agreement and appendices including the trademark license agreement	Paper copy / online	The Partnership Agreement states a set of expectations for how local groups, networks and staff can best work together and support each other consistently and to a good standard. Appendices include details of the complaints procedure, the involvement framework, a list of current campaigns etc	www.foe.co.uk/community/local_groups/resource/partnership_agreement.html	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) or the Activism Support Coordinator via localgroups@foe.co.uk
	Data protection FAQs	Paper copy / online	Guidance for groups on how to comply with the Data Protection Act and associated legislation.	www.foe.co.uk/community/local_groups/resource/data_protection.html	
	Insurance	Paper copy / online	All local groups are covered by Friends of the Earth's public liability and employer's liability insurance for a range of activities.	www.foe.co.uk/community/local_groups/resource/insurance.html	
	Fundraising advice & Corporate funding guidelines	Paper copy / online	General guidance on fundraising, plus specific guidelines for groups considering applying for corporate funding	www.foe.co.uk/community/local_groups/resource/fundraising.html	
	Applying for charitable status guidelines	Paper copy / online	Important procedural steps to follow if your group is considering applying for charitable status	www.foe.co.uk/community/local_groups/resource/policies.html	
	Working with young people	Paper copy / online	Guidance for groups on best practice when involving young people in your group	www.foe.co.uk/community/local_groups/resource/policies.html	
	Model constitution	Paper copy / online	A template constitution which you might like to adapt for your own local group.	www.foe.co.uk/community/local_groups/resource/policies.html	
Key paper resources	Handbook	Paper copy / online	The local group handbook has been developed to inspire and support groups to reach their full potential. Use it as a practical reference book or to aid the growth and development of your group. Each chapter also includes a list of further resources you may find useful.	www.foe.co.uk/community/local_groups/resource/handbook.html	Every group should already have a hard copy so ask your Co-ordinator. If your group doesn't have one, please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) or the Activism Support Coordinator via localgroups@foe.co.uk
	Change your world	Bi-monthly newsletter Paper copy / online	Regular newsletter for local groups and activists including campaign updates, events listings and local group news. Sign up to receive it (by paper or email) at http://www.foe.co.uk/community/resource/get_cyw.html	www.foe.co.uk/community/local_groups/resource/change_your_world.html	Subscribe to receive a paper copy online or by contacting your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) or the Activism Support Coordinator via localgroups@foe.co.uk
	'How to...' guides	Paper copy / online	Concise guides that cover a range of expert campaigning tips and tricks including How to...: design effectively, campaign strategise, raise money for your local group, use your right to know, get your campaign online, work with young people etc	www.foe.co.uk/community/resource/how_to_guides.html	
	Annual Review	Paper copy	A round-up of local, regional and national campaign successes, the Earthmover nominations and an update on Friends of the Earth's progress on the aims of it's strategic plan.		Usually sent out to all local groups and/or available at Conference or regional events.

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Web resources	Friends of the Earth website	Online	Friends of the Earth's website contains information on all our campaigns, details of resources, 'press for change' and all our press releases.	www.foe.co.uk	If you don't have web access, the Supporter Information Service team can print out web information for you. Contact them on 020 7490 1555
	Community website - news, events and campaigns	Online	An extra website, designed specifically for Friends of the Earth's local groups and activists.	www.foe.co.uk/community	If you don't have web access, the Supporter Information Service team can print out web information for you. Contact them on 020 7490 1555
	Campaign updates and resources	Online / paper copy	Information on our current campaigns, with links to all the resources to help you campaign on them locally.	www.foe.co.uk/community/local_groups/resource/index.html	Contact your Network Developer or the relevant Campaign Assistant (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Monthly regional email updates	Email	Join your region's monthly activists email list to find out about regional campaigns and events, what local groups are up to, and how to get involved in campaigning.	www.foe.co.uk/community/local_groups/resource/join_list.html	
	Email lists and actions	Email	Email newsletters and actions on a variety of campaign topics	www.foe.co.uk/press_for_change/index.html	
	Discussion forum	Online	Discussion forum for anyone wanting to share top tips or ask for advice from other subscribers	www.foe.co.uk/forum/	
	Local group websites (hosted by Friends of the Earth)	Online	All local groups have microsites hosted by Friends of the Earth's national website, where contact details, information about the group, photos and events can be posted - e.g. See www.foe.co.uk/bury . Email lgwebsites@foe.co.uk if you have any queries about your group's website.	www.foe.co.uk/community/local_groups/resource/websites.html	Use these instructions to help you update your site - http://www.foe.co.uk/resource/instructions/lg_website_instruct.pdf
	Campaigner Networks	Online / paper copy	Friends of the Earth supports a variety of networks for members of our local groups and other activists who want to get more involved in a particular campaign or to share skills in a special area. Many of these networks are run by local group members themselves.	www.foe.co.uk/community/campaigns/networks.html	Contact your Network Developer or the relevant Campaign Assistant (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Annual Visual Review	Online	Film showing the highlights of the previous year.	www.foe.co.uk/resource/video_23646.html	
	Online Shop	Online	Friends of the Earth's online shop is full of interesting and useful material and publications, related to many of our campaigns. Local groups get a discount on all publications too!	www.foe.co.uk/shop	If you don't have web access, you can still order publications by contacting our Publications Despatch team on 020 7490 1555 or at pubs_despatch@foe.co.uk

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Events	Regional and multi-regional gatherings	Regular regional and multi-regional meetings	A chance for groups to get together with others in their area, share ideas, news and discuss opportunities to work together.	www.foe.co.uk/events/regional_national_gatherings.html	Usually in January and May/June. Contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Training events	Vary in length and location	Training delivered by Friends of the Earth staff on a range of campaign and group development issues.	www.foe.co.uk/events/index.html	Contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Days of Action	Specific campaign resources and support for a day of focussed action.	Designated days where groups are encouraged to work on a specific Friends of the Earth Campaign. Groups are always notified of these in advance (often via the monthly regional emails or specific mailings from the relevant campaign team) and encouraged to sign up.	www.foe.co.uk/community/campaigns/index.html	The dates and contact details for more information are usually printed in Change your world. Or contact your Network Developer or the relevant campaign team.
Annual Processes	Motions	Organisational process	The Motions process provides a formal opportunity for local groups to put forward their views and suggestions for the work and direction of Friends of the Earth culminating in the Motions debate.	www.foe.co.uk/motions	Local groups are sent Motions papers every Spring. Contact the Activism Support Coordinator via localgroups@foe.co.uk for more information.
	Earthmovers Awards	Annual award scheme	The Earthmover Awards recognise the outstanding achievements of local campaigners and groups. Learn about successes across the local group network to motivate and inspire your group, and make a nomination to help us celebrate you success.	www.foe.co.uk/events/conference.html	Earthmover nomination forms are sent to all local group Co-ordinators in early summer.
	Elections	Organisational process	Local group members can stand for election to Friends of the Earth Ltd Board, and vote for who they want to represent them.	www.foe.co.uk/community/local_groups/resource/taking_it_further.html	Local groups are sent election papers when elections are due in their region. Contact the Activism Support Coordinator via localgroups@foe.co.uk for more information.
Staff support	Staff time	Direct contact with Friends of the Earth staff	All local group members are able to talk to staff members where appropriate. You might like to contact your Network Developer who is there to provide support and advice for groups, a Campaign Assistant for detailed information on a campaign issue, or the Supporter Information Service team for enquiries on any environmental issue.	www.foe.co.uk/community/local_groups/staff_support.html	Please contact our switchboard on 020 7490 1555 to be directed to the right person to help you.
	Information on environmental issues	Friends of the Earth's Supporter Information Service	The Supporter Information Service handle around 15,000 enquiries annually providing information and referrals about an extensive range of environmental issues.	www.foe.co.uk/feedback.html	Switchboard number 0207 490 1555, www.foe.co.uk/feedback.html or the Supporter Information Service, 26-28 Underwood St, London, N1 7JQ
	Campaign networks	Regular email / postal updates on specific campaigns	Friends of the Earth hosts a variety of networks for members of local groups and other activists who want to get more involved in a particular campaign or to share skills in a special area. Networks help campaigners to maximise effectiveness by enabling them to share information, ideas and tactics, helping all of us to win more campaigns.	www.foe.co.uk/community/campaigns/networks.html	Contact the relevant Campaign Assistant or your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Money for campaigning and group development	Local Group Support Fund	The Local Group Support Fund can provide small grants of up to £150 or large grants up to £1500 for your campaigns or group development.	www.foe.co.uk/community/local_groups/resource/fundraising.html	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) or the Activism Support Coordinator via localgroups@foe.co.uk for more information.

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Publicity materials	Free publicity materials	Including T-shirts, banners, recruitment leaflets, posters, table cloths and rain jackets	The Look the Business leaflet details a host of free and subsidised materials available to your group.	www.foe.co.uk/community/local_groups/resource/publicity_materials.html	All resources need to be ordered from our Publications Despatch department - contact them directly via 020 7490 1555 or pubs_despatch@foe.co.uk .
	Publicity materials - downloadable templates	Online downloadable templates	Downloadable templates are available to help your group create: faxes, letterheads, logos, newsletters, press releases, web sites, recruitment leaflets, posters and new member welcome packs.	www.foe.co.uk/community/local_groups/resource/publicity_materials.html	
	Local Groups' Merchandise	A collection of environmentally friendly products to sell to the public	A range of small items your group can sell to the public to raise funds.	www.foe.co.uk/community/local_groups/resource/trading.html	Contact our Publications Despatch department on 020 7490 1555 or via pubs_despatch@foe.co.uk to find out what items are available and to order your stock.
	Visual identity guidelines	Online / paper copy	An introduction to Friends of the Earth's visual identity and how you can use it to make your campaign materials more consistent and compelling.	www.foe.co.uk/resource/internal_guidelines/visual_identity_guide.pdf	
	Mailings to national supporters	Mailing service	Low-cost mailing service to contact national supporters in a specific area (for example, to tell them about your recently established local group, or a public meeting that you're organising).	www.foe.co.uk/community/local_groups/publicity/21864.html	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
Co-ordinators only	Co-ordinator's Corner	Online	A special area of the local group resources section of the Community website hosting all the useful resources for Co-ordinators.	www.foe.co.uk/community/local_groups/resource/coordinators_20437.html	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Role of a Co-ordinator	Online / paper copy	Briefing describing the role and function of a group co-ordinator, key skills and further resources.	www.foe.co.uk/resource/guides/coordinators_role.pdf	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.
	Benefits & support for Co-ordinators	Online / paper copy	This document sets out the benefits and support you can expect from your involvement with Friends of the Earth as a coordinator, and outlines what we expect from you in return.	www.foe.co.uk/resource/guides/coordinators_our_relations.pdf	Please contact your Network Developer (details at http://www.foe.co.uk/community/local_groups/staff_support.html) for more information.