RCN activist starter kit
Guidance and order form
The *RCN activist starter kit* provides you with information to help get you started in your role as an RCN representative including details of stationery and noticeboard materials. You can also obtain role descriptors to help you understand more about what’s involved.

We have developed a CD-ROM with templates of the materials so you can personalise your noticeboard materials and stationery. These templates are designed to make it easier for you, and they are set up with the right fonts and indicators to show where you need to place your text. You will need to order the customised paper to print out your information on, and you will find an order form on the back of this booklet.

The templates are also available in the Activists’ Zone on the RCN website [www.rcn.org.uk/activist](http://www.rcn.org.uk/activist) and you can place orders for the materials here too.

**RCN noticeboard materials**

These materials are designed to help you pass information on to members, other nurses and colleagues about your own and RCN meetings, activities and events. The kit also includes banners to head up your noticeboard (or section of a noticeboard), and a leaflet dispenser. There are poster ‘shells’ – templates which have space for you to publicise your own events and information – plus a range of pre-printed posters featuring key information about RCN membership.

**RCN activist stationery**

The range of stationery is designed to be used by all activists. The stationery comes in the form of templates which you can access on the website or CD-ROM, with spaces into which you can type or write local names, addresses and other details.

**Printing large numbers of copies**

For items such as letters to individuals, business cards or posters with small print runs you will probably want to use your own computer to print out copies.

However, for larger print runs for a mailing or to distribute copies of the flyers or newsletters in the workplace, these items are designed so that your black text can be photocopied on to the pre-printed paper.

If you are printing large quantities of an A5 item or a relatively complicated material like a double sided leaflet it may be best to use the services of your local copying shop rather than workplace photocopier.

**Ordering noticeboard materials and stationery**

Please use the form at the end of this booklet to order more copies of the materials. You can also order materials from the Activists’ Zone on the RCN website [www.rcn.org.uk/activist](http://www.rcn.org.uk/activist)

**Role Descriptors: RCN stewards, safety representatives and learning representatives**

The role descriptors for stewards, learning representatives and safety representatives have been designed to help you gain a deeper understanding of what your role is about. As with any role you take on in your professional life it is useful to have a job description to refer to for clarity and guidance of your duties.

The descriptors will help to pinpoint any learning and development needs you might have and give you greater confidence to help deliver better services to members. There are copies of each role descriptor enclosed in this pack and you can download copies from the website: [www.rcn.org.uk/publications](http://www.rcn.org.uk/publications)
Pre-printed posters (A4)

Caring for you whilst you’re caring for others  Publication code: 003 212
Supporting your professional development  Publication code: 002 650
The Voice of Nursing  Publication code: 002 651
RCN Publishing journals  Publication code: 003 082

Use these pre-printed posters to promote RCN services and offers to members and colleagues. Displayed is a selection of the posters that are available. Please check the activists’ area of the site www.rcn.org.uk/activist for the latest range of useful posters available.
RCN activist noticeboard materials

Noticeboard header strip (large)
Publication code: 001 281
Use this header strip to brand your workplace noticeboard with the RCN logo.

Noticeboard header strip (small)
Publication code: 001 282
Use this header strip to brand your workplace noticeboard with the RCN logo.

Leaflet dispenser
Publication code: 001 280
Use this dispenser to hold RCN membership application forms or other A5 RCN publicity material.
Blank poster shell (A4)
Publication code: 001 284
You can use this “blank” poster shell to publicise events, study days etc. Using the template on the CD-ROM or from the website you can personalise your poster.

‘Local contacts’ poster shell (A4)
Publication code: 001 287
Advertise your contact details, so that members can get in touch with you easily, with this blank poster for you to personalise.

Blank poster shell (A5)
Publication code: 001 283
Use this smaller poster shell for handwritten or typed notices.

Role descriptors (A4)

Generic role descriptor (for all representatives)  
Publication code: 003 151
RCN accredited trade union steward  
Publication code: 003 152
RCN accredited trade union safety rep  
Publication code: 003 153
RCN accredited trade union learning rep  
Publication code: 003 154

These are mini job descriptions for all RCN accredited representatives.
RCN activist stationery

RCN activist letterhead
Publication code: 001 272 (England), 001 294 (Scotland), 001 292 (Wales), 001 369 (Northern Ireland)

RCN activist letterheads have the RCN logo for each of the four countries of the UK. You can use the stationery templates on the CD-ROM or website to personalise your letter, with the right font and type size.

RCN activist compliment slip
Publication code: 001 276
This branded compliment slip will add a professional look to your correspondence.

RCN activist business cards
Publication code: 001 274
Business cards come in perforated sheets of ten. We have designed templates so that you can type in your details and print out the sheets, or you can make up a black master for photocopying on to the business card paper. Alternatively, names and contact details can be written in by hand.
RCN activist fax cover sheet  
Publication code: 001 273

You can either use the fax template available on the website or CD-ROM to type in your message and print out, or alternatively you can handwrite the pre-printed fax cover sheet.

RCN activist newsletter  
Publication code: 001 275

Using the pre-printed paper, you can create your own newsletter to help you keep members and other colleagues informed about local events, learning opportunities, campaigns and workplace news.

RCN activist flyer  
Publication code: 001 278

Create your own A5 flyer using the pre-printed template to get information out to members and other colleagues through the workplace or via a mailing.
Order form for RCN activist noticeboard materials and stationery

If you would like to order supplies of these noticeboard materials and stationery please photocopy this order form, fill it in and send to:

**RCN Direct Publications Distribution**, Copse Walk, Cardiff Gate Business Park, Cardiff CF23 8XG or fax to: 029 2054 6403

RCN membership number: .............................................................................................................

Your name: ........................................................................................................................................

Your activist role: ................................................................................................................................

Address for delivery: ............................................................................................................................

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Telephone number: .............................................................................................................................

Email address: ....................................................................................................................................

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**Materials**

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<td>Large noticeboard header strip</td>
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