



**Surrey Federation of WIs**  
6 Paris, Parklands, Railton Road,  
Guildford, Surrey, GU2 9JX  
01483 233230 / info@surreyfedwi.org.uk  
www.surreyfedwi.org.uk



### WI INFORMATION FORM 2026-27

THIS INFORMATION IS **URGENTLY** REQUIRED BY SFWI and NFWI

Please ensure this form is completed as soon as possible after your ANNUAL MEETING - **EVEN IF YOUR OFFICERS DO NOT CHANGE** - and return it as soon as possible, by **4 December 2026 at the latest, as per instructions on page 3**

THIS INFORMATION IS USED TO COMPILE CONTACT SHEETS FOR FEDERATION STAFF, VOLUNTEERS, PROSPECTIVE MEMBERS AND OTHER WIs

|    |                                                          |  |
|----|----------------------------------------------------------|--|
| 1. | WI Name <i>(full name of your WI)</i>                    |  |
|    | SUR No.                                                  |  |
|    | Meeting place name                                       |  |
|    | Meeting place full address <i>(incl postcode)</i>        |  |
|    | Meeting details: Day <i>(e.g. 2<sup>nd</sup> Monday)</i> |  |
|    | Meeting Time                                             |  |
|    | WI website address <i>(if applicable)</i>                |  |

|    |                                             |  |
|----|---------------------------------------------|--|
| 2a | PERSONNEL                                   |  |
|    | Name of President:                          |  |
|    | Name of Vice President:<br><i>(if used)</i> |  |
|    | Name of Secretary:                          |  |
|    | Name of Treasurer:                          |  |
|    | MCS Rep:                                    |  |
|    | WI Contact:                                 |  |

|          |                                                                                                                        |                                          |
|----------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>b</b> | <b>President / Joint President:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> ) |                                          |
|          | <b>President Address:</b>                                                                                              | <b>Joint President Address:</b>          |
|          | <b>Telephone no.:</b>                                                                                                  | <b>Telephone no.:</b>                    |
|          | <b>Email:</b><br><br>@surreyfedwi.org.uk                                                                               | <b>Email:</b><br><br>@surreyfedwi.org.uk |

|          |                                                                                                                        |                                          |
|----------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>c</b> | <b>Secretary / Joint Secretary:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> ) |                                          |
|          | <b>Secretary Address:</b>                                                                                              | <b>Joint Secretary Address:</b>          |
|          | <b>Telephone no.:</b>                                                                                                  | <b>Telephone no.:</b>                    |
|          | <b>Email:</b><br><br>@surreyfedwi.org.uk                                                                               | <b>Email:</b><br><br>@surreyfedwi.org.uk |

|          |                                                                                                                        |                                          |
|----------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>d</b> | <b>Treasurer / Joint Treasurer:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> ) |                                          |
|          | <b>Treasurer Address:</b>                                                                                              | <b>Joint Treasurer Address:</b>          |
|          | <b>Telephone no.:</b>                                                                                                  | <b>Telephone no.:</b>                    |
|          | <b>Email:</b><br><br>@surreyfedwi.org.uk                                                                               | <b>Email:</b><br><br>@surreyfedwi.org.uk |

|           |                                                                                                                                                                                                     |                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>d.</b> | <b>WI CONTACT:</b><br>Due to the requirements of the Data Protection Act, we need a WI contact who is willing to be the contact point with non-WI members (eg potential new members; speakers, etc) |                     |
|           | <b>Full name:</b>                                                                                                                                                                                   |                     |
|           | <b>Telephone no.</b>                                                                                                                                                                                |                     |
|           | <b>Email:</b>                                                                                                                                                                                       | @surreyfedwi.org.uk |
|           | <b>Is the Secretary your WI's contact for non-WI people</b>                                                                                                                                         | <b>YES / NO</b>     |
|           | <i>If 'yes' please note that your signature below denotes permission to give out your details</i>                                                                                                   |                     |
|           | If the Secretary is unwilling to do this, please fill in the contact details here with the Contact's signature to indicate her permission is granted                                                |                     |
|           | <b>SIGNATURE OF CONTACT</b>                                                                                                                                                                         | <b>Name:</b>        |
|           | <b>Position within this WI:</b>                                                                                                                                                                     |                     |
|           | <b>Email address:</b>                                                                                                                                                                               |                     |

|           |                                                          |                     |
|-----------|----------------------------------------------------------|---------------------|
| <b>3A</b> | <b>MCS REP: (<i>Membership Communication System</i>)</b> |                     |
|           | <b>Name:</b>                                             |                     |
|           | <b>Telephone Number</b>                                  |                     |
|           | <b>Email:</b>                                            | @surreyfedwi.org.uk |
| <b>b.</b> | <b>Is your MCS rep the same as last year?</b>            | <b>YES / NO</b>     |

|           |                          |        |
|-----------|--------------------------|--------|
| <b>4a</b> | <b><u>PRESIDENT:</u></b> |        |
|           | Signed:                  | Dated: |
| <b>b.</b> | <b><u>SECRETARY:</u></b> |        |
|           | Signed:                  | Dated: |

**Once the form has been completed, please pass to your MCS Rep to make any necessary changes on MCS BEFORE 4 December 2026. When your MCS Rep has amended any new details, please send the form to the office. If your WI does not have a MCS Rep or are unable to do this within the timescale, please send your form to the office as soon as possible but BEFORE 4 December 2026**

If someone has more than one position of those shown, please ensure that **all positions are listed.**

**Our MCS REP has/has not\* been able to make all the changes required (\*delete as applicable)**