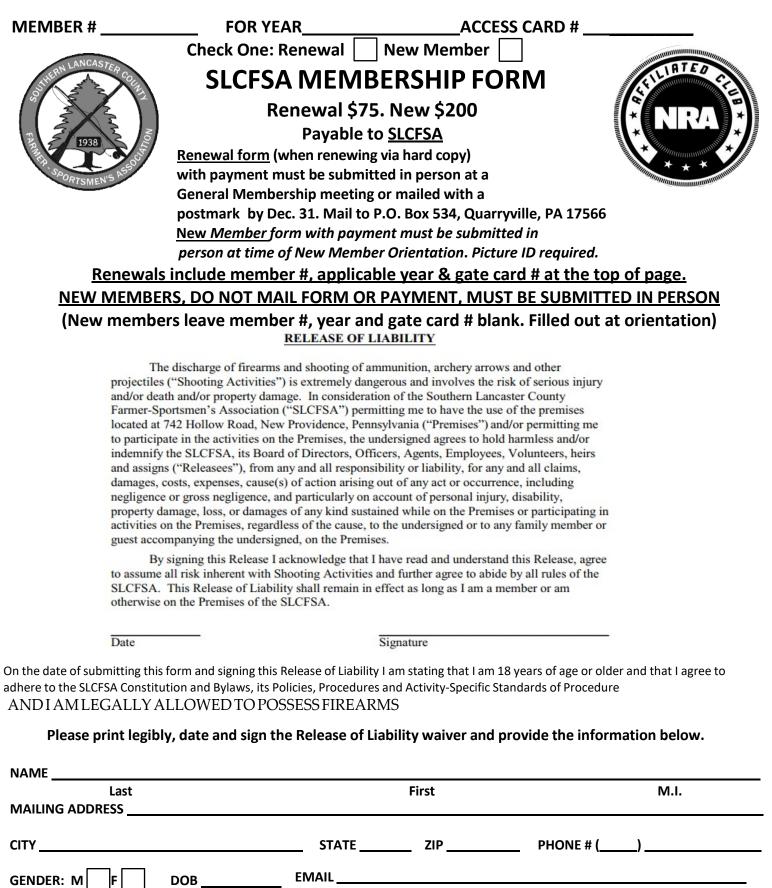
THIS FORM IS FOR RENEWING VIA HARD COPY AND FOR NEW MEMBERS, <u>IT IS NOT FOR RENEWING ONLINE</u> DO NOT USE ANY OTHER FORM OTHER THAN THE FORM AVAILABLE ON THE SLCFSA WEBSITE OR NEWSLETTER



~ MEMBERSHIP FORM INSTRUCTIONS ~

The instructions listed below are primarily for hard copy renewal, for renewing online follow the instructions on the website renewal page. You do NOT submit a renewal form when renewing online. The page you fill out online is the "renewal form". There is information listed below that applies to all members however they will be renewing.

Renewal season is every year from September 1st through December 31st

Hard Copy renewal and online renewal must be done EACH YEAR BY DECEMBER 31 st

*Hard copy must be post marked or in person at a General Membership Meeting by 12/31

Please fill out the entire form legibly. Remember to sign the liability waiver.

*Online the website renewal page will open on September 1st and will shut down at 12am January 1st.

Please fill out all sections and acknowledge the liability waiver.

- 1. MEMBERSHIP NUMBER-is assigned to you when you join, keep a record of that number.
- 2. FOR YEAR-Enter the year for which the renewal applies. New Members the year will be filled out at orientation.
- 3. ACCESS CARD NUMBER-is the card manufacturer number printed on the edge of the RFID card that is issued to you for access at the main gate. New Members will be issued an access card at orientation. The card will not become activated until voted in at the General Membership meeting following your orientation.
- 4. PROOF OF MEMBERSHIP-Your access card is your proof of membership. <u>Label your card by writing your first and last name on it with a sharpie or other indelible marker.</u> The manufacturer number printed on your access card is unique to the person that it is assigned to. <u>Do not alter or cover that number</u>. It is a serious breach of club policy to use another person's access card. If your access card is lost contact the membership secretary as soon as possible so the access card can be deactivated and a new access card issued (\$25 fee)
- 5. **RELEASE OF LIABILTY WAIVER.** Hard copy-date and sign. Online renewal-There is an acknowledgement section when you renew online referring to the liability waiver.
- 6. CONTACT INFORMATION.

USPS-Your name and mailing address are used to send the newsletter if you select "Mail via USPS".

Phone-Your phone number is for internal club related use only.

Email- For receiving the newsletter if you select "Email". For club notifications such as requests for volunteer help and important announcements, if you select "yes" to receive this type of email.

7. **"FR" FIRST RESPONDER RENEWALS-**If your New Member Orientation date was June 30th or prior, you must include dues with your renewal. If

your New Member Orientation date was July 1st or later your member form and dues cover the year you joined and the following year.

8. PAYMENT-

NEW MEMBER APPLICANTS -YOU CANNOT JOIN OR MAKE A PAYMENT ONLINE, ONLY IN PERSON AT AN ORIENTATION

Hard Copy Renewal-Make your check or money order payable to SLCFSA. Cash and credit/debit cards NOT accepted.

This also applies to New Members at orientation, check or money order only.

Online renewal-Follow the payment instructions. Types of payment accepted will be listed on the renewal page.

PAYMENT AMOUNT-

Make your payment for the following amounts only: (see below about multiple payments)

ALL MEMBERS PAY YEARLY DUES WITH THE EXCEPTION OF HONORARY MEMBERS

Renewal only- \$75. (Add \$3 process fee for online renewal)

New Member- \$200. In person, with form and picture ID at orientation. DO NOT MAIL, CANNOT JOIN ONLINE.

Donations-Please submit a separate payment. Thank you to all who have donated!

Combining payment-Hard Copy Only-One check or money order is allowed for multiple member payments if all member forms are with the payment.

9. SUBMITT FORM:

<u>Renewals ONLY</u>- Hard Copy-mail via USPS the form and payment to **P.O. Box 534, Quarryville, PA 17566.** You can also submit your renewal form and payment in person at a monthly membership meeting. Online-follow the instructions on the online renewal page. The page you fill out online is the "renewal form".

<u>New Members</u>-at orientation ONLY, in person, with picture ID. DO NOT MAIL or attempt to join online.

10. CLARIFICATIONS:

* Your access card will be suspended if you do not renew in time and you may lose your "current" member status. You may have to rejoin as a "New Member". Member level access to the facilities will be suspended while being resolved.

- * <u>Payment by personal check-</u>Allow several weeks for your check to post, do not stop payment.
- * Immediately inform the club of any email or physical address changes or if you are not receiving your newsletter. Please send updates to membership@slcfsa.org. To receive your first newsletter of the year, Jan/Feb, your renewal must be received and accepted as complete and in process by the first Friday in December. Otherwise, you will begin receiving newsletters beginning Mar/Apr.
- * Club Pins for members are ONLY available at Membership Meetings, Sunday work mornings and at work weekends. They are not available via the renewal process. The club is looking for other means to make pins available for all members who want one.