



# ~ MEMBERSHIP FORM INSTRUCTIONS ~

**Renewal season runs from September 1<sup>st</sup> through December 31<sup>st</sup> every year.**

Hard copy or online renewals must be received by December 31<sup>st</sup>. There are no exceptions.

Please fill out all sections and sign the liability waiver.

1. **ACCESS CARD NUMBER** is your member number. This is the number printed on your access card.  
For new members, your card will be issued during orientation but will not be activated until you are voted in at the General Membership meeting following your orientation.
2. **YEAR** – Enter the year for which the renewal applies.
3. **PROOF OF MEMBERSHIP** – Your access card is your proof of membership. Label your card by writing your first and last name on it with a Sharpie or other permanent marker. Do not alter or cover the printed number on your card. If your card is lost, contact the membership secretary so it can be deactivated and a new access card issued. There is a \$25 fee for replacement cards.
4. **RELEASE OF LIABILITY WAIVER** – Hard copy renewal – Date and sign the renewal form. Online renewal – There is an acknowledgement section on the online renewal where you agree to the liability waiver.
5. **CONTACT INFORMATION** – Your address, phone #, and email address are for internal club use. If you decide to NOT receive emails from the club, you will not receive the newsletter or other important announcements.
6. **PAYMENT**
  - a. All members pay yearly dues with the exception of honorary members.
  - b. **NEW MEMBERS:** You cannot join, or make a payment online, only in person at an orientation via check or money order payable to SLCFSA. Cash and credit/debit cards are not accepted.
  - c. **RENEWALS:** You can renew your membership through our website, or using the membership renewal form (hard copy). Types of payments accepted will be listed on the renewal page.
  - d. **AMOUNT:** RENEWAL: \$75 (Add \$3.00 process fee for online renewal), NEW MEMBER: \$200
  - e. **COMBINING PAYMENTS:** Hard copy RENEWAL, and NEW MEMBERS only. One check or money order is allowed for multiple payments if all member forms are submitted with the payment.
  - f. **DONATIONS:** Submit a separate payment. Thank you to all who have donated!
7. **SUBMIT FORM**
  - a. **NEW MEMBERS:** At orientation **ONLY**, in person, with a photo ID. **DO NOT MAIL or attempt to join online.**
  - b. **RENEWALS ONLY:**
    - i. Hard Copy – Mail form and payment via USPS to: **SLCFSA, P.O. BOX 534, Quarryville, PA, 17566.** You can also submit your form and payment at a monthly membership meeting.
    - ii. Online Renewal – Follow the instructions on the renewal page. That will be the form you submit. Do not submit a hard copy when renewing online.
    - iii. Early renewals after September 1<sup>st</sup> are appreciated. Please don't wait until the last minute!
8. **NOTES:**
  - a. Your access card will be suspended if you do not renew by December 31<sup>st</sup> and you will lose your “current” member status. You will have to rejoin as a “new member”.
  - b. Payment by personal check may take several weeks to post. Do not stop payment.
  - c. Club Pins – these are available at membership meetings and are for members only.
  - d. Address and email changes – Please advise membership secretary at [membership@slcfsa.org](mailto:membership@slcfsa.org) if your physical address, or email address has changed.