

22 WING AUTO CLUB

ORDINARY/ASSOCIATE MEMBERSHIP APPLICATION

Active and retired regular & reserve CAF personnel are not required to complete this application. Only members who fall under Ordinary or Associate membership categories must submit this form for approval.

New Member Renewal

Applicant:

First Name: _____ Last Name: _____

Address: _____ Phone (H/C): _____

E-Mail Address: _____ Phone (W): _____

Place of Employment: _____ Member Type: _____

e.g. DND Civilian, NPF/PSP, RCMP, DRDC, DCC, Civilian

Ordinary or Associate

Sponsor:

Note: Military sponsor only required on initial application, not required for renewal.

First Name: _____ Last Name: _____

Rank: _____ Phone (H/C): _____

Unit: _____ Phone (W): _____

Applicant's Signature: _____ **Date:** _____

ATTACH SIGNED LIABILITY WAIVER TO THIS APPLICATION

FOR OFFICE USE ONLY

Comments:

Application Status: Approved Not Approved

AHC President: _____ **Date:** _____

Print Rank, Surname & Sign

TO BE COMPLETED WHEN MEMBER RETURNS TO PAY FOR MEMBERSHIP

Steward: _____ **New Member #:** _____ **Date:** _____

DIRECTIONS:

1. Associate members must have a military member as a sponsor. If the member is renewing, no sponsor is necessary.
2. Have the member fill out the membership APPLICATION including a contact telephone number and e-mail address. **Do not assign a member number or fill out an entry in the membership binder.**
3. Have the member INITIAL (front, arrow) and sign (rear) a liability waiver. Members between the ages of 15 to 17 must have a parent or guardian present to sign.
4. Witness, sign and date the waiver. Staple the application and waiver together and place in the **Pending** tier of the desk file.
5. Call the Club President (extension on cork board) and leave a voicemail advising that there is a pending application at the club. This will ensure the fastest possible turnaround.

APPROVAL PROCESS

The Club President will review the application and contact the member by phone or e-mail once it has been approved. The approved application will be placed in the Approved tier of the desk file.

MEMBER RETURNS

1. When the member returns, locate their application in the **Approved** tier.
2. Open the membership book to the next available number (eg. if 1664 is the last entry completed, 1665 is to be used). Do not skip entries.
3. Have the member fill out ALL fields on the membership sheet including a contact telephone number and e-mail address (@forces.gc.ca e-mail for active military). E-mail address is used only for 3 purposes:
 - Annual General Meetings/electronic voting for said meetings
 - Quarterly newsletter
 - Membership expiry reminders
4. Witness, sign and date the membership sheet entry.
5. Enter the member's information in the membership spreadsheet and have the member validate the entry for accuracy. Ctrl + S.
6. Fill out a membership card and provide it to the member (bottom of cash box).
7. Accept payment (see membership types for amount); the member shall be granted free use of a bay on the day of sign-up/renewal. Consumables and/or disposal fees must be paid.
8. Add member information to the printout on the cork board as a courtesy to other Stewards.
9. Store Application/Waiver in the current year's folder on top of the filing cabinet.