

# MEMBERSHIP HOW TO JOIN

1. Take a membership envelope from the container and **FILL OUT ALL** the relevant boxes with your details.
2. When you've done that, work out how much your fee is.  
If you have a locker and want to pay for that as well, please add this to your fee.  
A list of membership fees will be posted on the main notice board.
3. When you're happy everything is OK, put the **correct membership fee** in the envelope. Inside your envelope you will have found a white receipt slip, if you require a receipt please fill this out and put back inside the envelope with your money.  
**This slip will be signed and stamped by the Treasurer or Membership Secretary to confirm receipt, and returned to you via the alphabetical pigeon slots opposite DO's desk.**
4. **MAKE SURE YOUR ENVELOPE IS SEALED PROPERLY.**
5. When you've done this post the envelope in the POST BOX, marked membership envelopes situated behind the DO's desk.
6. If you're not sure what to do, PLEASE ask a committee member or Duty Officer who will be happy to help you.
7. In the event an error is made with filling out the membership envelope. I.e. Incorrect Fee paid, or membership details needing clarifying, you will be contacted by the Membership Secretary.
8. **INFORMATION :-** To safeguard this process membership envelopes will **only be opened JOINTLY** by the Treasurer & the Membership Secretary.  
These are the only people allowed access to the membership POST BOX.