



# Club Application or Renewal Package

**H**ere is your *Folk Dance Federation of California, South* Club Application or Renewal package. This package contains all of the information that we need to process your membership, list your club in the Directory, and include your club on our insurance policy (if desired). Please complete all of the sections that apply to your club, and return the completed package by the deadline.

**The deadline for submitting your Application or Renewal Package (full paperwork and payment) is October 27, 2019. Include \$15 late fee after that date.**

**IMPORTANT:** These forms work best if opened in **Adobe Reader** (or Acrobat if you have it). Even if you can open PDFs on your computer, **you should use Adobe reader**. Adobe Reader is FREE.

Before you go any farther

1. Click [this link](https://get.adobe.com/reader) to install Adobe reader (<https://get.adobe.com/reader>).
2. Close this document and re-open the document. It should open in Adobe Reader.

You are encouraged to submit all of the “paperwork” via email. All of the forms can be completed on your computer. If you need help dealing with the forms on your computer, feel free to call or email me (Bob Altman). Of course, you can still print out forms and mail them in if you wish.

The required forms are:

**Form AR: Club Application or Renewal**

**Form B: Club Info**

**Form R: Member Roster** (only needed if you are paying for insurance through the Federation)

**Form D: Request for Insurance Certificate** (only needed if required by your venue)

If you have questions, please contact:

Julith Neff, Insurance  
Chair  
julithilona@gmail.com  
(562) 881-9504

Bob Altman, Membership  
Director  
rdaltman@gmail.com  
(714) 313-2933

In addition to these forms, we are enclosing copies of other forms you may need to duplicate and use throughout the year. These and other forms are also available online ([www.socalfolkdance.org](http://www.socalfolkdance.org)).

## **Form E: Notification of Special Event**

Our insurance company needs to know if your club is having an event at your regular location, but not on your regular schedule (for example, a festival or another special event).

## **Form H: New Club Member**

If you add new club members, you have 30 days to add them to your roster and pay for their insurance.

Thank you and welcome to the Folk Dance Federation!

Bob Altman, Membership Director