



September 15, 2011

Renewal Notice (Membership and Insurance)

Enclosed are the club membership renewal forms and material pertinent to the renewal of your Federation membership and insurance coverage for the coming year. **Please be sure that all information (*especially email addresses*) is correct and legible!!** Please return them as soon as possible to ensure continuing insurance coverage for the next membership year.

New, revised, or clarified:

1. The \$1.00 per individual member fee is waived this year.
2. Although copying the information from last year's forms is easy, please ensure that the information is still correct before submitting it.
3. If your club dances at a different facility than your regular dance location, an insurance certificate needs to be requested (30 days in advance) for that facility to be covered.

The insurance premium rate for the next year is \$ 5.20 per person plus \$ 0.05 per person for administrative handling; for clubs with fewer than 9 members, the total premium is \$45. The membership and insurance coverage are effective January 1 through December 31.

**October 24 is the deadline for submitting renewal (full paperwork and payment).
Include \$15 late fee after October 24.**

The paperwork needed for renewal includes:

- (1) Completed *Renewal Form for Club Membership and Insurance*, Form A(R)
- (2) Completed *Club Officer and Delegate Information*, Form B
- (3) Completed *Club Meeting Information*, Form C
- (4) Current *Club Membership Roster* - **MUST BE SIGNED**
- (5) Completed *Request for Insurance Certificate*, Form D
(This form needs to be included only if your facility requires a certificate proving you have insurance coverage.)

The following forms are for your files, to be copied and used throughout the year, as needed:

- (1) *Request for Insurance Certificate*, Form D
- (2) *Notification of Special Event*, Form E.
- (3) *Facilities Checklist*, Form F
- (4) *Accident Report* (with reporting procedure on the back), Form G
- (5) *New Member* (for members joining after Jan. 1), Form H

**Send all renewal forms and payment to: Rick Bingle, Treasurer
Folk Dance Federation of California, South, Inc.
120 E. Juanita Ave.
Glendora, CA 91740**

If you have questions, please contact:

Steve Himel, Membership Director
Membership@SoCalFolkdance.org
(949) 646-7082

or
Julith Neff, Insurance Chair
Insurance@SoCalFolkdance.org
(562) 867-4495

Remember, October 24 is the final date to assure that your insurance is processed and in effect by January 1, 2012!