



Club Application or Renewal Package

Here 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 21, 2017. Include \$15 late fee after that date.

Starting this year, 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

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).

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



Club Application or Renewal

Club name: _____

Membership Dues & Acknowledgement

Membership type: Recreational club Exhibition group

Annual membership dues (includes 1 mailed council minutes)	\$ _____	
Plus \$ _____ per member (_____ x \$ _____)	\$ _____	
Additional meetings per week (_____ x \$ _____)	\$ _____	
Insurance premium (minimum \$ _____) (_____ x \$ _____)	\$ _____	<i>Total must be at least \$</i>
Additional <u>mailed</u> council minutes (_____ x \$ _____)	\$ _____	
Late fee (if mailed after deadline) (\$ _____)	\$ _____	
Here is our tax-deductible donation to the Federation	\$ _____	
Total enclosed		\$ _____

I acknowledge that

1. We meet and accept the conditions for membership as set forth in the attached Club Criteria;
2. A club delegate will attend Federation Council meetings if we wish to maintain participating status;
3. The membership year is 1 January through 31 December;

_____ Date

Club officer (name & title)

Deadline for submission is October 21, 2017. Late fees apply!

You can (if you wish) print out the forms and mail them in. But you may find it easier and less expensive to fill out all of the forms on your computer and submit them by email. It is much easier for us to process emails rather than stacks of paper forms.

However, **you must print and sign the cover page for Form R** (the Membership Roster) and send it, along with your **check payable to Folk Dance Federation**, to:

Bob Altman, Membership
Folk Dance Federation of California, South, Inc.
5773 Centerstone Ct
Westminster, CA 92683

Email: rdaltman@gmail.com

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

Club Information

Club name: _____

Website (if any): _____

Club Contact and Delegate Info

Club Contact: _____
This person receives Federation renewal packages, ballots, minutes, etc.

Name: _____
Email: _____
Phone: _____
Address: _____
City, State, Zip _____

Club Delegate: _____
(Yes, you can leave the contact info blank if it's the same as above)

Name: _____
Email: _____
Phone: _____
Address: _____
City, State, Zip _____

Alternate Delegate (if any): _____

Name: _____
Email: _____
Phone: _____
Address: _____
City, State, Zip _____

Send our insurance certificate to: _____

Name: _____
Email: _____

Club Meeting Info

Day: _____ **Time:** _____ **Cost: \$** _____

Level: Beginning Intermediate Advanced
 Children ok Senior only Live music Singing

Type: Open Closed Exhibition

Type of dancing: _____

Location: _____ **Phone:** _____

Address: _____
City, State, Zip _____

Contact person: _____ **Phone/email:** _____

Teacher or leader: _____ **Phone/email:** _____

Other info (if any): _____

Club Information (continued)

Club name: _____

Additional Meeting (for multi-night clubs)

Day: _____ Time: _____ Cost: \$ _____

Level: Beginning Intermediate Advanced
 Children ok Senior only Live music Singing

Type: Open Closed Exhibition

Type of dancing: _____

Location: _____ Phone: _____

Address: _____

City, State, Zip _____

Contact person: _____ Phone/email: _____

Teacher or leader: _____ Phone/email: _____

Other info (if any): _____

Additional Meeting (for multi-night clubs)

Day: _____ Time: _____ Cost: \$ _____

Level: Beginning Intermediate Advanced
 Children ok Senior only Live music Singing

Type: Open Closed Exhibition

Type of dancing: _____

Location: _____ Phone: _____

Address: _____

City, State, Zip _____

Contact person: _____ Phone/email: _____

Teacher or leader: _____ Phone/email: _____

Other info (if any): _____

Request for Insurance Certificate

This form is used to request either an insurance certificate or to add a facility owner as an additional insured to the Federation's liability insurance policy. Often, the facility owner or organization name differs from the name of the facility which you are using or the location of that facility. **REMEMBER: Only dance activities are covered by this insurance.**

Request date: _____ (allow 30 days for processing)

Club contact info

Club name: _____
Contact person (name): _____
Email: _____ Phone: _____
Address: _____
City, State, Zip _____

Location of event

This is the actual facility name and street address where the dance will take place.

Facility name: _____
Address: _____
City, State, Zip _____

If dancing in a mall, in front of what store(s) are you dancing? _____

If more than one building, list all buildings to be used for dancing activities:

Date(s) of event

Date	Time (if known)	Type of function
_____	_____	_____
_____	_____	_____

Additional Insured certificate

Complete this section if you need an "Additional Insured" certificate. The information in this section pertains to the owner or organization who want their name(s) added to your liability insurance. This often differs from the name of the facility being used or the location of that facility.

Name: _____
Address: _____
City, State, Zip _____
Email: _____
Phone: _____ Fax: _____

**Send the completed form to
Julith Neff, Insurance Chair
16910 Judy Way
Cerritos, CA 90703**

For information, contact
Julith Neff, Insurance Chair
562-881-9504
insurance@SoCalFolkdance.org

FOLK DANCE TEACHERS

Please print. This information is for a listing under teachers in the Federation Directory.

CLUB NAME _____

TEACHER'S NAME _____

Dance specialties _____

Address _____

City/State/Zip _____

Phone (____) _____ e-mail _____

TEACHER'S NAME _____

Dance specialties _____

Address _____

City/State/Zip _____

Phone (____) _____ e-mail _____

TEACHER'S NAME _____

Dance specialties _____

Address _____

City/State/Zip _____

Phone (____) _____ e-mail _____

TEACHER'S NAME _____

Dance specialties _____

Address _____

City/State/Zip _____

Phone (____) _____ e-mail _____

Please include this form with your packet or send it to:

Bob Altman, Membership Chairman
5773 Centerstone Ct.
Westminster, CA 92683
Email: rdaltman@gmail.com
(714) 313-2933

About Insurance Premiums

All Member Clubs of the Federation must have liability and accident insurance coverage meeting Federation requirements. Most member clubs purchase this coverage through the Federation. To participate in the Federation's insurance policy:

1. Keep an attendance log at each meeting or class. Everyone present must sign in. These logs must be retained for five years by your club. The insurance company reserves the right to examine the logs.
2. The Club shall maintain a membership roster as defined by its Constitution, By-Laws, or Standing Rules. If your Club has no specific membership definition, a roster of all those who participate in the Club activities at the time of renewal must be compiled from your attendance logs. The membership roster needs to include names of all members.
3. All members of the Club must be covered by insurance and listed on the roster; however, the Club is not required to pay to insure any of its members whose insurance premium is paid by another Club in the Federation. On the membership roster that your Club submits as part of its membership renewal package, identify any member that is insured by another Federation Club, and in each case, state the name of that other Club. **You must coordinate with other Clubs to ensure that each member is insured by at least one club** (and, obviously, preferably no more than one club).
4. Calculate your Club's insurance premium. **The minimum insurance premium is \$45.** This means that if you have fewer than 8 members (at \$5.80 per member), you still need to include the minimum \$45 insurance premium.
5. Some venues require an "additional insured" to be named on the insurance policy. If this applies to your Club, please include Form D (Request for Insurance Certificate) with your renewal package.
6. Any Club that elects not to obtain the required insurance through the Federation must provide evidence in writing proving that the Club has insurance coverage from another source that meets Federation requirements.

CRITERIA FOR MEMBER CLUBS

The following is excerpted from the Federation Bylaws.

Standards for Club Membership

1. A club must have at least 7 members.
2. The club must indicate the time, day, and place of meeting.
3. The club must be under adult supervision.
4. The club must designate a contact and a delegate and may designate alternate delegates.

Annual Renewal

A club must return signed renewal forms to the Treasurer verifying compliance with the standards of club membership, and accompanied with the annual renewal fee.

Participating Status

A club will be entitled to vote at Council meetings (participating status) when the club's delegate or alternate attends the second of two consecutive regular Council meetings.

A club maintains participating status until such time as the delegate or alternate misses three consecutive meetings.

Attendance will be considered valid only if delegates or alternates sign in within the first forty-five minutes of the scheduled starting time of the Council meeting.

Regular, Multiple-Night and Exhibition Category Requirements

Regular Club: The club must meet not more than once a week and at least 9 times per year for the purpose of recreational folk dancing.

Multiple-Night Club: The club must meet at least 12 times per year for the purpose of recreational folk dancing.

Exhibition Club: The club must meet at least 9 times per year for the purpose of preparing or exhibiting folk dancing.