

APPLICATION FORM FOR CLUB MEMBERSHIP AND INSURANCE

CLUB NAME _____

We hereby apply for club membership in the FOLK DANCE FEDERATION OF CALIFORNIA, SOUTH, INC., in the following category (Check one):

Regular

Multi-Night

Exhibition

and acknowledge that

1. We meet and accept the conditions for membership set forth in the 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;
4. We have completed and enclosed, along with this Application Form A(N); the Club Officer and Delegate Information, Form B; Club Meeting Information, Form C; Request for Insurance Certificate, Form D, (if needed); and a complete Membership Roster, indicating any members who have insurance coverage with another Federation Club and the name of that Club;
5. We have enclosed the annual membership dues of \$15.00 plus \$1.00 per member and \$7.50 for each additional meeting per week (whether 1,2,3, or 4 weekly nights per month), \$2.50 for each additional set of mailed Council minutes, unless e-mailed, and insurance premium of \$5.25 per member (\$45 minimum per club).

Signature of Club Officer/Leader

Date

Annual Membership Dues (includes 1 mailed council minutes)	\$	<u>15.00</u>
plus \$ 1.00 per member----- (_____ x \$ _____)	\$	_____
Additional meetings per Week Dues ----- (_____ x \$ _____)	\$	_____
Insurance Premium (Minimum \$ _____) ----- (_____ x \$ _____)	\$	_____
***** See Note from our Insurance Chairperson on page 2 *****		
Additional <u>Mailed</u> Council Minutes ----- (_____ x \$ _____)	\$	_____
Here is our tax-deductible donation to the Federation -----	\$	_____
Total Enclosed	\$	_____

Include all of the following for a complete application for renewal, and for processing of your insurance. Thank you.

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| 1. Form A (N) (this one) | 4. Form D, Request for Insurance Certificate (if needed) |
| 2. Form B, Club Officer and Delegate Information | 5. Membership Roster (accurate and up to date) |
| 3. Form C, Club Meeting Information | 6. Check for amount of money computed above |

Please make check payable to FOLK DANCE FEDERATION OF CALIFORNIA, SOUTH, INC., and send all of the above to:

**Rick Bingle, Treasurer
Folk Dance Federation of California, South, Inc.
120 E. Juanita Ave.
Glendora, CA 91740**

OUTLINE FOR COMPUTING INSURANCE PREMIUM

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.
The Club shall maintain a membership roster as defined by its Constitution, By-Laws, or Standing Rules. If
2. 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.
All members of the Club must be covered by insurance and listed on the roster; however, the Club is
3. not required to pay to insure any of its members whose insurance premium will be 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 will be insured by another Federation Club, and in each case, state the name of that Club.

A note from our Insurance Chairperson

People that dance at more than one Federation club should be on the roster of each club they dance with, but **only one club needs to pay the insurance fee.**

One way to coordinate this:

Ask members who also dance at other Federation clubs to decide which club is covering their insurance and to **let the leader of each club know which club should pay their insurance fee.**

Calculate your Club's insurance premium:

4. If your Club is paying to insure fewer than 9 members, the insurance premium is \$45.
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- To insure 9 or more members, the premium is determined by multiplying \$5.25 by the number of members being insured.
Submit your insurance premium, completed *APPLICATION FORM FOR CLUB MEMBERSHIP AND*
5. *INSURANCE, Membership Roster, Annual Fee, and other required forms to the Treasurer.*
REQUEST FOR INSURANCE CERTIFICATE, Form D, needs to be completed if an Additional Insured
6. Certificate is required by your facility.
Any Club that elects not to obtain the required insurance through the Federation must provide the
7. Federation with evidence in writing proving that the Club has insurance coverage from another source that meets Federation requirements.

Questions regarding insurance should be directed to Julith Neff, Insurance Chair, 16910 Judy Way, Cerritos, CA 90703, (562) 404-4383, Insurance@SoCalFolkdance.org.

CRITERIA FOR MEMBER CLUBS

The following is edited from the Federation Bylaws.

A. Standards for Club Membership

1. A club must have at least six members.
2. The club must indicate 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.

B. Initial Application For Club Membership

1. The club must submit a membership application to the Federation and pay the required fees.
2. When possible, an authorized representative of the club will attend the Council meeting when the application is submitted, but no later than the second meeting after the application has been approved. Until then the club's membership will be considered provisional and renewal will require special consideration.
3. The club must accept the insurance requirements of the Federation.
4. Membership for a new club will begin when the Council has voted approval of the membership application and a certificate of liability insurance coverage has been received from the insurance provider.

C. 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.

D. Regular, Multiple-Night and Exhibition Category Requirements

1. 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.
2. Multiple-Night Club: The club must meet at least 12 times per year for the purpose of recreational folk dancing.
3. Exhibition Club: The club must meet at least 9 times per year for the purpose of preparing or exhibiting folk dancing.

E. 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.