



New Member Procedure

(This sheet is not to be used for members progressing through the sections)

First night of attendance

- General Information Sheet - completed
- Medical Form - completed
- Leaflet for New Parents - issued
- Parents told about paying when child is invested

Completed Forms To: (Before investiture night)

- Section Leader
- Section Administrator

Investiture Night

- New parent/guardians talk by GSL/Chair
- Gift Aid Form - filled in by parent/guardian
- Membership payment received

As soon as possible after

- All Forms passed to (in this order):
- Subscriptions Manager (keeps Gift Aid Form)
- GSL
- Section Leader for filing

Name:

Section:

Date of first night:

Invested:

(Fold sheet in half, wrap around forms and clip)