

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

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

- |  |  |
|--|--|
| 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.
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 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.**

4. Calculate your Club's insurance premium:
  - If your Club is paying to insure fewer than 9 members, the insurance premium is \$45.
  - To insure 9 or more members, the premium is determined by multiplying \$5.25 by the number of members being insured.
5. Submit your insurance premium, completed *APPLICATION FORM FOR CLUB MEMBERSHIP AND INSURANCE*, *Membership Roster*, Annual Fee, and other required forms to the Treasurer.
6. *REQUEST FOR INSURANCE CERTIFICATE*, Form D, needs to be completed if an Additional Insured Certificate is required by your facility.
7. Any Club that elects not to obtain the required insurance through the Federation must provide the 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, P.O. Box 4008, Bellflower, CA 90707, (562) 867-4495, Insurance@SoCalFolklance.org.**

## **CRITERIA FOR MEMBER CLUBS**

The following is edited from the Federation Bylaws. All Member Clubs must meet the standard criteria as set forth in Sections A, B, C, D. Section E sets forth criteria for the three separate categories of Club Membership.

### **A. Standards for Club Membership**

1. The club must indicate time, day, and place of meeting.
2. The club must be under adult supervision.
3. The club must indicate a contact and a delegate and alternate delegate to attend Federation Council Meetings.
4. Membership shall not be denied because of race, creed, or color.

### **B. Initial Qualifying Procedure**

1. The club must accept the insurance program adopted by the Federation or secure an equivalent program and provide proof of insurance to the Insurance Chair.
2. The club must submit all completed, required forms along with the required fees to the Treasurer.
3. An authorized representative from the club must attend the Federation Council Meeting at which the club's membership application is presented.
4. At least one Federation representative shall, when feasible, attend one of the club's folk dance meetings.
5. When steps 1 through 4 have been completed, the Federation Council shall vote on the application.

### **C. Renewal Procedure**

Annual renewal - Form A (Club Membership and Insurance), signed by an officer or leader of the club, verifying compliance with the standards of club membership as defined in #A at the top of the page, must be submitted with the required forms and fees.

### **D. Participating Status**

Participating status shall be instated when the club's delegate or alternate attends the second Federation Council Meeting, and attendance counts toward a quorum. Attendance shall be considered valid when the delegate or alternate signs in within 45 minutes of the scheduled starting time of the Council Meeting.

A club maintains Participating Status until such time as the delegate or alternate misses three consecutive Federation Council Meetings.

### **E. Regular, Multiple-Night and Exhibition Membership Criteria**

1. Regular Club Membership - The club must have 8 or more persons meeting as a group not more than once a week and at least nine times per year for the purpose of recreational folk dancing.
2. Multiple-Night Club Membership - The club must have 8 or more persons meeting as a group at least twelve times per year for the purpose of recreational folk dancing.
3. Exhibition Club Membership - The club must have 8 or more persons meeting as a group at least nine times per year for the purpose of exhibition folk dancing.