



To: **Interested Folk Dance Club**

From: Folk Dance Federation of California, South, Inc.

RE: Membership and Insurance

Enclosed are the club membership forms and material pertinent to applying for your club membership and insurance coverage. Please return them as soon as possible so we can acquire your insurance coverage.

The insurance premium rate for the 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. Unfortunately, the insurance company does not allow the premium to be pro-rated for partial year coverage. Therefore the entire annual insurance premium and Federation dues must be paid with the application for membership. **If you want your membership to start on January 1, your application and payment should be submitted by October 24.** Incomplete paperwork cannot be processed. **Please be sure that all information is correct and legible!!**

The paperwork needed for membership includes:

- (1) Completed *Club Membership and Insurance*, Form A (N)
- (2) Completed *Club Officer and Delegate Information*, Form B
- (3) Completed *Club Meeting Information*, Form C, (*Teachers*, Form C-1 is optional)
- (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), Form G
- (5) *New Member* (for members joining after submission of these forms), Form H

**Send completed 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