



Junior Farmers' Association of Ontario

Club Executive Form

100 Stone Rd. W. Suite 206, Guelph, ON N1G 5L3

Phone: 519-780-5326 Fax: 519-821-8810 Email: info@jfao.on.ca www.jfao.on.ca

County: _____

Club: _____

FEES: New Member \$30 all year Returning in January \$45 Returning after January 31st \$55 (Club Transfer/Replacement Cards \$5)

\$ Amount Paid	Club Exec Position	Name	Full Mailing Address with Number, Road, City & Postal Code	E-mail	Phone (with area code)	Birth Date (dd/mmm/yy)	Sex M/F	Actively Farming? Y/N	New or Returning	Year Joined	Replacement Card?
	President*								R		
	Vice President*										
	Provincial Director*										
	Assistant PD										
	Secretary*										
	Treasurer*										
	Media Relations										
	Newsletter or Web Editor										
	Agricultural Contact										
	Sports/Social Recreation										
	Delegate Coordinator:										
	Director:										
	Director:										
	Other:										

IMPORTANT: Inform all members that information collected on this form is required by JFAO to communicate and provide member's benefits & insurance, and to register and maintain an accurate membership database. Providing the above info implies consent for use only within JFAO, as per our privacy policy.

* A name is required for these positions

Instructions to Club Secretaries for filling out Forms

Use the excel spreadsheet provided on the website to type in information. (preferred)

Use the PDF version provided on the website for filling the form out with a pen.

Please TYPE or PRINT neatly, making sure all of the information is filled out. Incomplete forms make it more difficult to process memberships, and may result in errors or a delay in memberships for your club. It is recommended you create a club form for members to write their info on, and then have one person transfer that information to the official club membership form to send to the province. You might also wish to use a club form to survey your club members for other useful information to develop club activities.

JFAO collects the information on this form to communicate about JF activities and provide members benefits & insurance, and to register and maintain an accurate membership database. More information is available in the Privacy section of the JFAO Policies.

More information on membership requirements and benefits is available in the Membership section of the JFAO Policies and Article IV of the JFAO Constitution.

\$ Amount Paid

As each member pays, indicate the dollar amount the member paid to help track that members have all paid the right amount - \$30 for new members all year, \$45 for returning members who sign up in January, \$55 for returning members who miss the January discount . (Rates have increased in 2014 for the first time since 2008)

Reminder, it is the responsibility of the person filling out the form to ensure all money is collected and the form is given to the club provincial director in time to have it in the mail by January 31 to ensure members get the January discount. While memberships last until the end of March Conference the following year, only returning members who register in January get the discount.

Do not send in forms with unpaid members – they will not be processed until money is received.

Exec Position

Fill out member names next to their club position. Elections should be held in November, December, or January, as according to your club's constitution, unless you are a new club just forming.

Adjust or add any additional positions that your club has. Note all clubs need to have a member fulfill the roles of President, Vice President, Provincial Director, Secretary, and Treasurer. If one person has more than one position, for the second position, simply write the name and leave the rest of the registration info blank.

Reminder that unlike the rest of your executive, the new PD does not take over until March Conference -- but is welcome to attend PD meetings in the meantime.

Name

First and last – clearly written! Make two lines inside the box if necessary.

Full Mailing Address

Write the member's address on two lines within the Address box. Include number and road, rural route or post office box, city and postal code.

E-mail

Include an e-mail address, even if the member doesn't check it regularly. For hotmail addresses, you can just write address@HM to save space.

Note JFAO uses e-mail to communicate whenever possible in order to keep costs down, which also helps keep member fees down and ensure urgent messages get out quickly.

Phone

Make sure to include the area code.

Birthdate

Day/Month/Year in the format DD-MM-YY
Members must be age 15-29 as of Jan. 12014.

Actively Farming

Indicate Yes if the member lives on an active farm, is employed in an agricultural related field, or is actively seeking a career in agriculture/farming.

New or Returning?

N for first year members, R for returning members.

A returning member is anyone who has been a member at any point during the previous five years.

Year Joined

Indicate the year a member joined (or number of years in JF if there was a period of non-membership) so your club can keep track of when to order 5 or 10 year member awards from JFAO and to help JFAO track when to give 15 year member awards.

Replacement Card?

This column is only for any returning members who have lost their original card or are transferring clubs and want the new club name on the card.

There is a \$5 fee. Card changes due to marriage are free.

Make sure to enclose an additional \$5 processing fee for any returning member who needs a replacement card.

Year stickers are automatically issued to all returning members to place on their existing card. New members do not get a sticker because the year of joining is on the card.

County/Club

Ensure your county name is on the form, and the specific club if your county has local clubs.

Finishing the Membership Forms

Fill out the membership totals at the top right of the first page and ensure the cheque amount matches the amount owed and that all members on the form are accounted for.

Membership forms must be sent with a **club cheque** matching the amount owed, or memberships will not be processed. For new clubs that have not yet established a bank account, it is acceptable to have members pay the club treasurer, and then that person write a personal cheque for the full amount. **ONE CHEQUE PER FORM - NO CASH.**

Once the forms are completely filled out, sign the form. Then have the club/county provincial director check everything over and sign below.

Make a copy for your club records, and send the form to the JFAO office with a **club cheque** by January 31!

For any members your club gets after January 31, use the Additional Club Members form on page 2. For the rest of the year, a reminder that membership registrations are due at least two weeks before any provincial event that a new member wants to participate in, or they will be subject to an additional \$5 processing fee for each person. Everyone participating in provincial JF events must be a registered member or international delegate.

Make sure your club members know to bring their membership card to provincial dances and events! Eligibility is checked & provincial dances always have a discount for cardholders!