**Clubs Days for Dummies**

**Registration Process**

Registration form found at <https://ubc-badm.appspot.com/register>. (*login*: ubc-badm / *password*: coolclub)

1. Member fills out all information on form
2. Accept membership fees ($50 for new; $40 for returning)
3. Get member to sign Waiver form

Once completed, enter the password “paid” in the “Executive Confirmation” box.

**Club Policies**

* All membership fees need to be paid in full (no partial payments or IOUs)
* Membership is for 2 terms (Sept – April)
* Depending on how busy it gets, may add more members in Term 2 with pro-rated membership fees

**Reminders**

1. Refer to timetable to see when you are supposed to be helping out at the booth. **Please be on time.**
2. Friends and family are great and all but keep the booth free of non-exec people hanging around.
3. For obvious reasons, **do not put the money box in the open where people can take it**. Keep an eye on the box; sit on it if you have to.