**Clubs Days for Dummies**

Forms that need to be signed by members:

* **Membership form (Online)**
* **Waiver form**

Stuff that YOU need to do:

* Look over their online form to ensure that there are no errors
* Fill out a receipt form **(Keep the club copy** and give other copy to member)
* Smile warmly, shake their hand, and tell them to have a nice day.

**Club Policies**

* All membership dues need to be paid entirely and up-front in order to register
* Dues are refundable during Club Days (as long as they have their receipts)
* Membership is for 2 terms

**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.