

The Riders Branch – Membership Forms Guide

General Points:

First find out if the potential new member is already a Legion member, if they are, they have 2 choices;

a. **Transfer**, fill out the MS7 (Membership Transfer form) noting that; transfers will only go through if they are accompanied by their current (08/09) membership cards, regardless of if they already have a DD mandate running, they should fill out a new DD (attached to the form).

b. **Multiple Membership**, if they wish to remain a member of their current Branch and ours at the same time, fill out the complete MS4 (Membership Application Form), and annotate at the top of the front page “Multiple Membership”, noting that; if they are a current cash payer at the other Branch, they have to pay cash with us, and conversely if they are a current DD payer with the other Branch they have to pay DD with us, they are to fill out the DD portion of the new form. *You need to make very clear to the potential new member, that if they choose Multiple Memberships, they will be billed for 2 full subscriptions!*

MS4 – Membership Application Form:

The Branch Name is “**The Riders Branch**” and the Branch number is **3542**.

Section A: All the potential members personal details must be filled in, try to encourage them to provide their email address and mobile phone number so we can contact them easier!

Section B: Try to encourage the potential new member to tick the Gift Aid box, it costs them nothing and allows the RBL to claim the tax on their membership!

Section C: Ask the potential new member to indicate any previous service/briefings by ticking the appropriate box!

Data Protection: If the potential new member is happy to be contacted by the RBL on general matters including goods & services, get them to indicate the method here by ticking the appropriate boxes.

Voluntary Donation: If the potential new member wishes to make a voluntary contribution (in addition) to their normal membership fess, this is where they can specify the amount. NOTE: If paying by DD this amount will come out once a year every year until cancelled!

Section D: Formal Application, this **MUST** be signed and dated by the potential new member.

Section E: Leave this section completely blank for the Secretary to fill in when he receives it.

Club Membership: We currently do not have a Branch Club affiliation, so leave this section blank.

Direct Debit Mandate: This is essential for all potential new members to be encouraged to pay by DD, so therefore all details which are on the form must be filled out correctly, (the only bit which should be left blank is the Reference Number)!

For Branch Retention: Fill out as requested and leave attached to the membership application for Branch use.

To be handed to Member: Fill out all the potential new members' details, but rather than tearing it off and giving it to them direct, leave it attached, and send in to the Secretary, where it will be stamped and signed and added to the new members pack when it is sent out!

MS7 – Membership Transfer Form:

The Branch Name is “**The Riders Branch**” and the Branch Code is **3542**.

As stated earlier, the potential transferee must attach his/her current membership card, not last years!

The Signature block should be left blank for the Secretary to fill in.

Direct Debit: This is essential for all potential transferees to be encouraged to pay by DD, so therefore all details which are on the form must be filled out correctly, (the only bit which should be left blank is the Reference Number)!

Membership Card/Subscription Receipt: Fill out all the potential new members’ details, but rather than tearing it off and giving it to them direct, leave it attached, and send in to the Secretary, where it will be stamped and signed and added to the new members pack when it is sent out!

Details of Transferring Member: All the potential members personal details must be filled in and try to encourage them to provide their email address (no space for it, please add to any appropriate blank space).

Club Membership: We currently do not have a Branch Club affiliation, so leave this section blank, unless the potential new transferee wishes to change their club details.