

MEMBERSHIP REGISTRATION FORM

A membership registration form, twelve fields, one page

A blank form ready to print, a guardian consent section for applicants under 18, and a page of notes on what each field is for.

12

FIELDS, NOT TWENTY-THREE

3

BLOCKS

6

DO NOT ASK



Page 2

The blank form, ready to photocopy and fill in by hand.



Page 2, bottom

The guardian section for under-18s, on the same page.



Page 3

Committee notes: what each field is for, and what to leave off.

Membership registration form

Replace the heading above with your own organisation's name before you photocopy it. The Word version can be typed into directly.

Organisation

Date of registration

Member number (office use)

1. WHO YOU ARE

Full name

Preferred name

Date of birth

Joining as

2. HOW WE REACH YOU

Mobile / WhatsApp

Email

Suburb or area

3. CONSENT AND SAFETY

Emergency contact: name

Emergency contact: number

Their relationship to you

Anything we should know about? (health, allergies, access needs)

Tick what you agree to. The last three are deliberately separate, because rolling them into one tick is what makes a consent meaningless.

- ☐ I am willing to take part in this organisation's activities
- ☐ You may contact me by WhatsApp or email about activities
- ☐ My photograph may be used on the organisation's social media
- ☐ I have read the organisation's rules

FOR APPLICANTS UNDER 18

Parent or guardian name

A mobile number that is answered

Relationship to applicant

Applicant signature

Guardian signature

Date

Notes for the committee

Do not photocopy this page for applicants. It is for whoever is building the form.

WHAT EACH FIELD IS FOR

FIELD	WHY IT IS THERE	REQUIRED?
Full name	Every other record hangs off this	Yes
Date of birth	Sets the age group and the guardian rule	Yes
Mobile / WhatsApp	The only way you will actually reach them	Yes
Email	For receipts and anything long	Preferably
Suburb / area	Enough to plan sessions and transport	Optional
Emergency contact	The one field that becomes urgent one day	Yes
Health note	What people write here saves afternoons	Yes
Signature	Makes the consent real	Yes
Guardian signature	For every applicant under 18	Yes, where it applies

WHAT NOT TO ASK FOR

- National ID number
- A copy of the family or ID card
- Religion or ethnicity
- Blood type
- Parents' occupations
- Full home address

WATCH OUT FOR

Unless a law or a funder requires it. In that case name the requirement on the form, collect it separately, and do not keep it once the requirement is met. A box of forms carrying ID numbers is a box worth stealing.

BEFORE YOU PRINT TWO HUNDRED

- ☐ Fill one in yourself, standing up, with a biro, and time it
- ☐ Check there is a phone number that will be answered on a weekend
- ☐ Check the guardian section fits on the same page
- ☐ Have someone outside the committee read it and mark what confuses them
- ☐ Check there is somewhere to write the date - this is the one people forget
- ☐ Decide now who types them up, and when