

For anyone taking the responsibility of receiving an AMLS membership application

Taking an application from someone is not to be taken lightly. We are not selling magazines.

Don't even hand someone an application unless they really want to join right then.

Being a member of AMLS has a few responsibilities. The coversheet with the application must be presented with the application.

Unless you know the person you are taking the application from, it is always better if they go to the website and see what the club is about. There is ample opportunity for someone to join after they take a look around.

If you take an application from someone, it is up to you to make sure the application is filled out completely and the name and especially the email address and phone number is discernable. They keep the cover sheet as a reference.

Normally when you take an application in person, ask them if they know anyone in the club and write that on the application.

If you receive the application and you look it over, you must fill out part of the information at the bottom of the app. Rec. By__ Date __ Amount Pd __ Payment type ____

Don't take an application without payment. Ask them to mail it to the address on the app with their check.

(This step is important) Take a picture of the application with the check or the cash lying beside it. Make sure the picture can be read, then email that picture to: thelapidaryclub@gmail.com If you miss this step, the application could become misplaced or damaged.

(There may be an instance that the application may not get in the hands of membership for some days and the picture will allow the applicant to be processed and welcomed as a member right away.)

When you email the pictures, membership will see them and contact you to pick them up from you, likely the next day.

Unless the treasurer is there to take the money from you, keep it with the applications until you can hand it off to membership or take to the workshop.