RULES FOR OPERATION AND MAINTENANCE OF THE ACF CALLER DATABASE AND WEBSITE

BMH 015
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BACKGROUND

The database of callers, maintained by the ACF on the ACF website is a record not only of callers in each state and their club & membership status, but also the ONLY record of National Convention eligibility. The eligibility and membership status is checked by the ACF State Co-ordinators in each state and certified correct. The information appearing on the website is thus deemed to be correct. All efforts are being constantly made to ensure members have their information kept up to date and the responsibility for this lies solely with the individual caller. The website is in the public domain and the eligibility criteria is used by programmers of National Conventions to program callers. Even non-ACF members must have their National Eligibility entered via the state co-ordinators. (Example form & invoice attached)

PROCEDURE FOR USE OF THE ACF RENEWAL FORMS AND TRANSFER OF INFORMATION TO THE DATABASE

1) The ACF Secretary will send the renewal forms and invoice for each state to the State Co-ordinators.

2) There will be only ONE form per caller

3) The caller must update his/her information EACH year and have the form countersigned by the State Co-ordinator. Do not assume that previous years will be carried forward.

4) The State Co-ordinator must check the eligibility stated by the caller by using the current National Convention Eligibility Guidelines. In the case where a committee is making the eligibility assessment, the State Co-ordinator must still sign but under direction from that committee.

5) The State Co-ordinator will work with the State Association Treasurer to ensure the Association fees are accounted for. (In many cases, ACF, APRA and State Association fees are combined).

6) The State Co-ordinator will complete a pro-forma containing information for the ACF Secretary. This form is to be sent to the ACF Secretary with the invoice and the money for ACF and APRA. (Example of pro-forma and invoice attached).

7) The ACF renewal forms are to be sent directly to the Webmaster.

8) The Webmaster will take the position that
   (a) all information on the forms is correct and requires no further verification, and
   (b) that the money has been sent to the Secretary along with the completed pro-forma.

9) The Webmaster is to update the database on the Web.

10) The Webmaster will keep the forms for a period of two years for future reference in case of queries. A chronological and state grouping is recommended.

SURNAME	FIRST NAME	LIFE MEMBER	ACF CURRENT	RENEWED ACF 200 / 200	APRA CURRENT	RENEWED APRA 2-- / 2005	CHANGE OF ADDRESS

Australian Callers Federation

SECRETARY
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INVOICE

Please complete and return with cheque and corresponding list of members/participants.

[**N.B.** **1. USE LIST SUPPLIED, retyping lists will cause delays**
2. Additions to the list can be written below or on a separate sheet.]

1st June 2007

TO: **State Co Ordinator**
«FIRST_NAME» «SURNAME»
«first_address»
«second_address» .. «AREA» .. «Post_code»

_____x ACF membership renewals @ $ 25.00 = $

_____x APRA participants @ $ 50.00 = $

_____x ACF Joining Fee @ $ 7.00 = $

{CHEQUE ENCLOSED FOR $
or receipt for direct transfer}

NEW MEMBERS

Name to appear on Badge	Address for posting