

## A.T.V. MAINE "FORM INSTRUCTIONS" 3-07

**All forms can be downloaded from the website or mailed to your club.  
Microsoft Excel spreadsheets will be accepted by e-mail or mail.**

**Affiliated Club Membership Form** - use for new and renewing clubs.  
**Membership List** - please list all club members alphabetically.

N = new members.

R = already a member and renewing for the coming year.

P = primary member of your club.

(Primary club is responsible for the A.T.V. Maine dues.)

A = associate member of your club.

(They are a primary member of another club and yours is the associate club.)

### **What paperwork should be submitted?**

#### **New clubs applying for membership:**

1) A completed A.T.V. Maine **Affiliated Club Membership Form** signed by the president of your club.

2) A completed A.T.V. Maine **Membership List** (see below).

Once the paperwork is received, the primary and associate members will be verified. A.T.V. Maine will then bill the club for the amount due.

Club Membership is \$50.00 per club plus \$10.00 per primary member.

New/additional members should be added at any time after initial club membership has been completed. Submit an A.T.V. Maine

"Membership List" (see below) with new member information.

Please submit club memberships separate from business memberships.

#### **Affiliated Member Clubs applying for renewal:**

1) A completed A.T.V. Maine **Affiliated Club Membership Form** signed by the president of your club.

2) A completed A.T.V. Maine **Membership List** (see below).

*however* if your club has a printed list from A.T.V. Maine of current members, you may copy this list and submit marked-up copies for renewing members as follows:

a) Print "R" in front of the name of *renewing* primary members you are paying dues for. (You may line out any errors and print the correct information below it, within that row.)

b) Print "A" in front of the name of *associate* members. (They are a primary member of another club and yours is the associate club.)

c) Print "D" in front of the name of members that should be *deleted* from the records.

d) For *adding* new members, complete an A.T.V. Maine "Membership List" (see below).

Once the paperwork is received, the primary and associate members will be verified. A.T.V. Maine will then bill the club for the amount due.

Club Membership is \$50.00 per club plus \$10.00 per primary member. (cont.)

New/additional members should be added at any time after club membership renewal has been completed. Submit an A.T.V. Maine "Membership List" (see below) with new member information. Please submit club memberships separate from business memberships.

**How the A.T.V. Maine paperwork should be filled out:**

**Membership List**

See "SAMPLE" Membership List for reference.

*(Please print clearly and list all members alphabetically.)*

In the upper right hand corner, print your club name and date.

In the 1<sup>st</sup> column, print "N" (for new member) or "R" (for renewal member)

In the 2<sup>nd</sup> column, print "P" (for Primary member of your club) or

"A" (for Associate member of your club) (They are a primary member of another club and yours is the associate club.)

In the 3<sup>rd</sup> column, print the Associate Club the member may belong to.

In the 4<sup>th</sup> column, print the first name of the member.

a) list spouse and children under member's name.

b) place an "S" next to spouse's name.

In the 5<sup>th</sup> column, print the last name of the member.

In the 6<sup>th</sup> column, list the number of people living in the same household (member, spouse and children under age 18).

In the 7<sup>th</sup> - 10<sup>th</sup> column, print the mailing address of the member.

(You do not need to list the mailing address of the spouse and children.)

In the 11<sup>th</sup> column, print the phone number of the member.

In the 12<sup>th</sup> column, print the e-mail address of the member.

In the 13<sup>th</sup> column, print "yes" or "no" if they are a member of the MSA (Maine Snowmobile Association).

**Supporting Business Membership Form**

The business will make a check payable to the Affiliated Member Club for the amount requested by the Club. (There is *no limit* on the amount a club can charge for a business membership.)

The Club will retain this form for their records and transfer each new or renewal business information, including business owner and spouse/children information, to the Supporting Business Membership List (see below).

The Club will submit the Supporting Business Membership List.

Once the paperwork is received, the business members will be verified.

A.T.V. Maine will then bill the club for the amount due.

Supporting Business Membership is \$20.00 per business.

Please submit business memberships separate from club memberships.

**Supporting Business Membership List**

Receives the information from the Supporting Business Membership Form.  
Using this “List” consolidates all new and renewing supporting business membership information onto one form for submittal to A.T.V. Maine.

**Sample individual membership form**

Individual membership form can be used as a guideline for clubs.  
Change this form as necessary to fit your club’s needs.

**Classified Ad Form**

(Website and Newspaper)  
Please follow the instructions on the form.

**Newspaper Advertisement Form**

Please follow the instructions on the form.

**Sticker/Patch Order Form**

Please follow the instructions on the form.

**Web Link Form**

Please follow the instructions on the form.

Please fill out all the lines on these forms even if you have to use  
“Same as above” or “N/A” (not applicable).  
Please print clearly on all forms.  
All forms can be downloaded from the website or mailed to your club.  
Microsoft Excel spreadsheets will be accepted by mail or e-mail.

**Questions? Assistance? Need more forms?**

**Contact:**

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