



INDIVIDUAL MEMBERSHIP APPLICATION FORM

Please tick appropriate box New member Renewal of membership

PERSONAL DETAILS

* These fields are mandatory. Your Membership cannot be processed unless these fields are completed.

*Title: <small>[Dr; Mrs; Miss; Ms; Mr]</small>			
*First Name:			
*Surname:			
Position Title / Rank:			
*Postal Address:			
*Business Phone:		Fax:	
Mobile:		Home:	
*Email:		<small>(The CBWC will utilize this email)</small>	
*Confirmation of Email: <small>(Please write above email again)</small>			
Alternate Email:		<small>Please enter an alternate email as our system works automatically and this will allow emails to reach you even when your mailbox is full.</small>	

NOTE: Please note the CBWC is a fully automated electronically based Secretariat. 95% of all communication is by EMAIL. Your correct EMAIL contact is *essential* to receive Membership Communication.

BUSINESS DETAILS

These fields capture the details of the business that you bring to the membership.

Business Trading Name or Full Name:	<small>If you are joining the CBWC to meet people and attend events but don't own a business enter your full name here.</small>
Name of Financial Entity Paying for Membership:	<small>If a financial entity pays for your membership and this entity has a different name to your Business Trading Name, add the name of the financial entity here so we can track the bank transfer.</small>
Business Office Address:	Street Address:
	City: State: Postcode:
Business Phone:	
Business Facsimile:	

ONLINE BUSINESS LISTING

As a member of the CBWC you have the option to be included in our online Member List at www.cbwc.org.au. If you would like your details included online, please select the category which best describes your business/service:



- | | | |
|---|---|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Government - State | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Accounting / Financial Planning | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Property / Strata Management |
| <input type="checkbox"/> Advertising / Promotional | <input type="checkbox"/> Hair Dressing | <input type="checkbox"/> Property Development |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Health / Care | <input type="checkbox"/> Publishing / Design & Multi Media |
| <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Industrial / Agriculture | <input type="checkbox"/> Quantity Surveyor |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Insurance | <input type="checkbox"/> Raw Materials |
| <input type="checkbox"/> Aviation / Airline | <input type="checkbox"/> Interior Design | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Recruitment / Employment |
| <input type="checkbox"/> Beauty | <input type="checkbox"/> Jewellery | <input type="checkbox"/> Resort |
| <input type="checkbox"/> Business Coaching | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Legal | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Business Coaching | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Retail - Books |
| <input type="checkbox"/> Car Hire | <input type="checkbox"/> Market Research & Demography | <input type="checkbox"/> Retail - Clothing / Fashion |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Marketing | <input type="checkbox"/> Retail - Educational Supplies |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Marriage Celebrant | <input type="checkbox"/> Retail - Florist |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Media | <input type="checkbox"/> Retail - Food |
| <input type="checkbox"/> Debt collection / Credit Management | <input type="checkbox"/> Migration Agent | <input type="checkbox"/> Retail - Framing |
| <input type="checkbox"/> Design / Publishing | <input type="checkbox"/> Millinery | <input type="checkbox"/> Retail - Home / Giftware |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Retail - Soap & Skincare |
| <input type="checkbox"/> Education / Training | <input type="checkbox"/> Mortgage Broker | <input type="checkbox"/> Retail - Toys |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Mortgage Professional | <input type="checkbox"/> Sign Writers |
| <input type="checkbox"/> Engraving | <input type="checkbox"/> Multi Media | <input type="checkbox"/> Software Development |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Musician | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Events / Conventions | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Tourism - General |
| <input type="checkbox"/> File / Talent / Casting | <input type="checkbox"/> Optometrist | <input type="checkbox"/> Tourism Marketing |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Personal Growth / Mentoring | <input type="checkbox"/> Veterinary |
| <input type="checkbox"/> Food/Beverage - Production and/or supply | <input type="checkbox"/> Pet Care | <input type="checkbox"/> Videography / Digital Imagery |
| <input type="checkbox"/> Funerals | <input type="checkbox"/> Pharmaceuticals | <input type="checkbox"/> Website Services |
| <input type="checkbox"/> Golf Course | <input type="checkbox"/> Photography | <input type="checkbox"/> Weddings |
| <input type="checkbox"/> Government - Federal | <input type="checkbox"/> Public Relations | |
| <input type="checkbox"/> Government - Local | <input type="checkbox"/> Public Relations/Media | |

BUSINESS LISTING DESCRIPTION

There is space for you on the CBWC Member's Business Listing to provide details regarding your particular business/service. STRICTLY limited to 250 characters, including spaces. (Count what you write).

Please provide the text for your description below:

Please note: The CBWC takes no responsibility for your sentence structure; spelling errors or readability. What you write here will be uploaded to the website. Please check what you have written carefully.

MEMBERSHIP FEES

CBWC Membership Fee is \$132 inclusive of GST for one (1) calendar year from AUG to JUL. Please calculate your current dues using the form below if you are a **NEW member**.



If you are a **RENEWING Member**; please note that from 2007 all Memberships will be rolled over annually during the same month. This year is a transition year. Follow the Fee Guide below to calculate your Membership.

Month that you are sending in this Application	Cost per month/year	Tick (✓) Which Months you are Paying to be a Member:	Amount payable	Sub Total and TOTAL
MAY 2007	\$ 11.00	<input type="checkbox"/>	\$ 11.00 (May 07)	\$
JUNE 2007	\$ 11.00	<input type="checkbox"/>	\$ 11.00 (June 07)	\$
JULY 2007	\$ 11.00	<input type="checkbox"/>	\$ 11.00 (July 07)	\$
AUG 07 to JUL 08	\$132.00	<input type="checkbox"/>	\$ 132.00	\$
TOTAL = →				

EXAMPLE: If you are signing up to be a Member in **MAY 07** please pay either A or B:

A) 3months x \$11=\$33.00 (✓May, June and July 07); **OR**

B) 3months x \$11=\$33.00 (✓May, June and July 07) + \$132.00 yearly membership (✓Aug 07 to Jul 08)=Total \$165.00

If you are signing up to be a Member in **JUNE 07** please pay either A or B:

A) 2months x \$11 = \$22.00 (✓June and July 07); **OR**

B) 2months x \$11 = \$22.00 (✓June and July 07) + \$132.00 (✓Aug 07 to Jul 08) = Total \$154.00

If you are signing up to be a Member in **JULY 07** please pay either A or B:

A) 1month x \$11 = \$11.00 (✓July 07); **OR**

B) 1month x \$11 = \$11.00 (✓July 07) + \$132.00 yearly membership (✓Aug 07 to Jul 08) = Total \$143.00

PAYMENT METHOD

Cheque	Please attach cheque payable to Cairns Business Women's Club Inc. Cairns Business Women's Club Inc. PO BOX 7057, CAIRNS 4870
Bank EFT	BSB Number: Account Number: Please clearly mark your payment with a reference that will make sense to the CBWC Bookkeeper. Without an accurate reference your Membership Application will be delayed. <u>For example reference the EFT payment with: SallyBrownMShip</u>
Credit Card	Authorization to withdraw funds from the Credit Card Account: Card Type (please circle): VISA / MASTERCARD / BANKCARD Card Name: _____ Card Number: ____ / ____ / ____ / ____ Expiry Date: ____ / ____ CW Number: Last 3 digits on the number on the back of your card: ____ Signature: _____ Date: _____ NOTE: Please note that once your Membership Application is processed your credit card details are destroyed and are not stored on a database.

SALES TAX INVOICE

Please take a copy for your records

ABN: 98 357 882 786



PAYEE DETAILS

The CBWC requests contact details of the paying entity and payment contact person to ensure expedient financial processing.

Name of financial entity paying for the Individual Membership: eg Drawers name if paying by cheque	
Payee Contact Details: eg Who can the CBWC Secretariat discuss payment with?	
Payee Email Address: eg Email address for Receipts and Invoices:	

AUTHORISATION:

Application of this Membership authorizes the following;

- Use of your email address to send CBWC eCommunications
- Your Business details to be published on the CBWC website
- Strict procedures govern member's use of the database information. For further information about the Club's privacy policy please visit our web site on www.cbwc.org.au

ACCEPTANCE FOR INDIVIDUAL MEMBERSHIP:

I, _____ [Name], agree to pay the membership fee (as indicated) and also agree to comply with the Constitutional Objectives of the Cairns Business Women's Club.

I have read and understood the conditions of membership, including the Conditions of Membership at the end of this Application.

I paid by: Cheque;
 Bank EFT;
 Credit Card;

Signature:		Date:	
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NOTE:

- Memberships are processed the fourth week of each month & receipts forwarded by email.
- Business Listing Details are uploaded to www.cbwc.org.au on the 20th of each month.
- Please ensure you have taken a copy of this Membership Application for your records. This Application acts as a TAX INVOICE.
- The CBWC is a fully automated Secretariat where 95% of all communication is by EMAIL. Please ensure your email address is 100% correct.

Conditions of Membership



Please read the following information and retain a copy for your records

Upon signing the Membership application form, the applicant acknowledges that they have read and understand the following:

Constitutional Objectives of the Cairns Business Women's Club Inc

- To promote a united forum of people working together for the greater acceptance and recognition of women in the business community, whether in private enterprise or public service.
- To offer mutual support, inspiration, professional development and event opportunities to women in business.
- To conduct networking activities for the benefits of members
- To raise the profile of women in business by holding the Annual Cairns Business Women's Club Awards.
- To cooperate with other bodies and associations which, in the opinion of the management committee, will assist in furthering the aims of the CBWC Inc.
- To be non-profit making, non-political, non-sectarian, non-racist and non-sexist.
- To encourage community support for the aims and objectives of the CBWC Inc.

Use and Disclosure of your Personal Information

Your personal information (with the exception of your credit card details) may be used:

- To advise you by email of monthly CBWC Inc functions, Annual Awards and other CBWC events or announcements
- Provide you with an electronic or hard copy version of the CBWC's monthly eNewsletter, as nominated by you
- For networking purposes by adding you to our Membership Database to receive event invitations, educational information and CBWC & Club Partner promotional material
- To research and develop the CBWC's services and functions
- To recover any outstanding debts owed by you to the CBWC (i.e. payment for functions)
- For the CBWC Secretariat to contact you about promotions and events, PR campaigns or to recover contact details.
- Strict procedures govern members' use of the Membership Database information. For further information about the CBWC Inc's Privacy Policy please visit our Private Policy page.

➔ If you do not wish to receive any promotional, networking, invites or CBWC material by email please phone the Secretariat on (07) 4040 2840 or email at Secretary@cbwc.org.au

Refund Policy

If you are not satisfied with your membership or may need to leave the region due to unforeseen circumstances then you can request a refund in the first three months after joining the CBWC.

A Membership Cancellation must be received in writing:

ATTN: CBWC Secretary: secretary@cbwc.org.au All fees will be refunded, less an administration fee of \$33.00.

A Membership Cancellation received after the three months cannot be accepted and will not be refunded, however transfer of your Individual Membership to another Individual Member is acceptable. The full details of the person that will replace your membership must be advised in writing to the CBWC within the first three months of your Membership.

Privacy Policy

On becoming an Individual Member of the Cairns Business Women's Club, relevant personal, business and contact details may be made available to parties associated with the Cairns Business Women's Club for the provision of services. (e.g. Web Master, eCommunications Sub-Contractor) This is necessary to ensure you receive full communication Membership Privileges. The CBWC eCommunication database remains the property of the CBWC and is not for sale. It is kept confidential and for the sole use of the CBWC and is not available to any third party.

Disclaimer

The Cairns Business Women's Club, its Executive Management Committee, the General Committee, support personnel, volunteers and Sub-Contractors act in good faith in the setting forth of events and membership privileges offered. It reserves the right to change membership privileges, programs, events, content and times of delivery if considered appropriate or necessary.