

## NOTES FOR RADAC MEMBERSHIP RENEWAL

- Check the website ([www.radac.org.uk](http://www.radac.org.uk)) or the Autumn Newsletter for the correct subscription rate.
- You need to get your renewal completed by the end of February. If you let it drift after then you are assumed to have left the Club. You can renew as early as you like but the new handbooks probably won't be ready for issue until early January.
- You may request guest tickets with your renewal but note that the Membership Secretary doesn't manage that process and you need to return them to the Club Secretary. If you want guest tickets during the year then you get them from the Secretary.
- The important part of your renewal is completing the form in your handbook. Simply pull out the centre pages (i.e. pages 21 – 24), complete them and send them in as below:
  - Please complete all the requested details. I know you did them last time but I will spend a happy few weeks checking that we have up-to-date information for you so it would be helpful if you did.
  - It would help if you would write out your forename in full. We have a lot of common surnames and that helps avoid confusion.
  - If you are wanting Dilworth please clearly indicate by circling that part of your renewal form. If you don't it might get missed.
  - Please write your email clearly. We rely on email for all our communications so we want to get it right.
  - A mobile number is preferred as its easier to text you if we need to contact you.
  - Please fill in the middle pages with catch details and let us have any comments. This is important information for the Waters Secretary.
- If you have lost your handbook download a membership request form and send that in. I just want to make sure that I have the latest and correct contact information for you. You have a unique membership number which is in your Handbook; write it down somewhere and that will help me find you.
- All I want from you are three things: the form from the handbook, payment and a Stamped Addressed Envelope.
- Use a normal size envelope to send them. It's just the SAE that needs to be big enough to hold your new handbook (5½ inches by 4). If you are applying for two or more people a bigger envelope will be needed as well as a 'Large Letter' stamp. Please don't use that yellowing old envelope that has sat at the back of the cupboard for years. It won't stick and your handbook will get lost.
- You can pay by bank transfer, cheque or cash.
- For bank transfer please send me an email to obtain the bank details. Use the reference 'RADAC' and your Membership Number i.e. 'RADAC 123'. Print off the receipt you get and send it with your renewal.
- For cheque payment make it out to '**RADAC**' and put your Membership Number on the back. Please check the details carefully as we get at least a dozen cheques bounced for no signature, incorrect date etc.
- You can pay by cash but you must contact the Membership Secretary before doing so. In general if you want to pay cash I'll ask you to bring it to the house in person.
- If you are disabled or become disabled then you are entitled to reduced subs. We do ask for written proof of your disability such as a copy of an up-to-date 'Blue Badge' or a DWP letter or the like.
- If you are facing genuine hardship which might result in you deciding not to renew please contact the Membership Secretary straightaway; in complete confidence.

- I tend to process renewals in batches on a Friday afternoon. This may mean that it takes a week or so for your book to get back to you. Give it a couple of weeks before you get twitchy and start ringing me!
- If you have any questions please contact me at my new address:

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