

Checklist for Orientations

- 1.) Confirm name and telephone number on the spreadsheet
- 2.) Pay dues \$350 plus yearly dues The \$ 180.00 dues is reduced quarterly
 - Write the amount of the check and check # on the application
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- 3.) Confirm drivers license against the application
- 4.) Have each applicant sign waiver of liability form
- 5.) Have each applicant sign Orientation Waiver & Activity sheet form
- 6.) Review the Rules and regulations
- 7.) Live fire exercise.
- 8.) New members given badge, guest badge, lanyards and a ECI
 - Write the combination code on the back of the member badge
 - Write name and member # on the front of member badge
 - Write the member name on the guest badge

**All signed forms and the application go in a manilla folder to be filed and kept in the trailer.
The spreadsheet is sent to the Webmaster and another member.**