

ACCEPTING APPLICATIONS FOR AUCE

1. Only those who have been authorized can accept applications for membership in AUCE. To accept headquarters memberships, you must be authorized by a Provincial Executive Officer or a Local Association Executive Officer. To accept memberships in a particular Local, you must be authorized by an Executive Officer of that Local.
2. If you do not know the applicant personally, ask for identification, preferably with their signature on it.
3. Have the applicant fill in the Application Form in ink. Make sure they include "74" in the date. The applicant completes the top portion of the form only. In the case of headquarters memberships, the word "headquarters" should be added after "Local" at the top of the form. For memberships in a particular Local, the appropriate Local # should be added in the space provided.
4. Take the \$1.00 Initiation Fee. (Note: Do NOT lend the applicant the dollar!) Fill out the receipt, using carbon paper. Use a ball point pen, so the carbon copy will be clear. Your signature goes after "Received by" and after "Authorized Signature". The dates on the two sections of the Official Receipt should be the same. Give the top copy of the receipt to the applicant.