

# **NEW MEMBER INFORMATION & APPLICATION FORM**

**PLEASE READ THIS INFORMATION SHEET BEFORE COMPLETING THE ATTACHED APPLICATION FORM**

All prospective applicants for membership of the Dingley Village Men's Shed Inc. are welcome, and must be informed of the following information prior to submitting their application form.

1. Until you are accepted as a member, you remain a visitor to the shed.  
As a visitor, you **must** sign in the **Visitor Book** (orange coloured folder) for each attendance you make at the shed. **DO NOT SIGN IN USING THE MEMBERS SIGN-ON BOOK.** Also, you must obtain and wear a **VISITOR Badge** (available in the box next to the visitor book) at all times whilst at the shed. Please return the VISITOR Badge to the box prior to leaving the shed each day.
2. Please complete the attached application form, clearly completing all items.  
You can leave the completed application form at the shed office, or alternatively submit the completed form in PDF format via email to [admin@dvms.org.au](mailto:admin@dvms.org.au)  
**PLEASE NOTE:** If the form is not completed satisfactorily i.e., items are illegible or incomplete, your application may be rejected! Please do not hesitate to ask if you require assistance.
3. Please **DO NOT** attempt to pay a membership fee prior to your application being approved. You will be notified of your acceptance in due course (generally 3-4 weeks) and also when you may pay the membership fee. During this time, you should regularly attend the shed whilst waiting to be accepted e.g., once or twice a week with at least a minimum of 3 attendances over 3 weeks.
4. For a nominal cost, visitors are invited to enjoy a cuppa with members in the Amenities shed.
5. All visitors are **not permitted** to enter or remain in the Workshop at any time, unless accompanied by a DVMS member. If the member accompanying you leaves the Workshop, you **must** also leave the Workshop. Failure to observe this requirement may lead to a refusal of your application!
6. Upon acceptance of your membership application and payment of the membership fee, you will be issued with a copy of the current DVMS Membership Booklet. The booklet contains information relevant to your membership of the DVMS. Please take the time to become familiar with its contents. You will also have your photo taken for our Pictorial Membership Display Board.
7. Membership fees are due for renewal annually on **1<sup>st</sup> January** and should be paid by this date.  
**Note:** Late payments may incur a penalty fee.
8. A financial member is eligible and encouraged to take part in various shed activities, including activities that support the DVMS day to day operations. However, the use of workshop machinery **must not** be attempted by you until you receive satisfactory individual instruction and are deemed competent on the safe use and functionality of each machine that you may wish to operate. This regulation is required regardless of your work history, knowledge or experience previous to becoming a DVMS member.
9. As a DVMS member you may be asked to support or be involved in a DVMS fund raising activity or event. These occur from time to time. Please give these activities and events your full support. The DVMS can only be as good as its members allow, particularly via their participation.
10. The Dingley Village Men's Shed is located in Parks Victoria's Braeside Park. Within Braeside Park, **vehicle speed must not exceed 20KPH!** You are expected and required as either a visitor or a DVMS member to adhere to this regulation, without exception!

Should you have any questions, please direct them to any committee member for clarification.

**Please retain this information sheet for your reference. (You may be asked to describe the details it contains).**

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**NEW MEMBER APPLICATION**

**Date:** ...../...../.....

**NAME:** .....

**ADDRESS:** .....

.....

**STATE:** ..... **POSTCODE:** .....

**DATE OF BIRTH:** ...../...../.....

**HOME PHONE:** ..... **MOBILE:** .....

**EMAIL:** (**PLEASE PRINT CLEARLY**) .....

**Do you have any Medical Conditions we should know about? YES / NO**  
**If yes, does it impair your ability to use machinery/power tools? YES / NO**

**Details:** .....

.....

**Spouse/ Partner:** ..... **PH:** .....

**Emergency Contact Person:** .....

*(other than spouse /partner)*

**Relationship:** ..... **Phone No:** .....

**Doctor:** ..... **Phone No:** .....

**Country of Birth:** .....

**Ambulance Cover:** Yes / No **Health Care card:** Yes / No

**Are you a Veteran or have served in any Allied Military Service** Yes / No

**If Yes, which Country, Service & Unit:** .....

.....

**Do you have a Department of Veterans Affairs Gold Card** Yes / No

**Have you previously been a member of this or any other Men's Shed?** Yes / No

**If Yes, which one(s):** .....

Please turn over

**Dingley Village Men's Shed Inc. A01 02864R**

**Please nominate two (2) character references: (They do not need to be DVMS Members)**

**NAME: .....Contact Number: .....**

**ADDRESS:**  
.....

**NAME: .....Contact Number: .....**

**ADDRESS:**  
.....

**OCCUPATION (Past or Present):** .....  
**SKILLS/INTERESTS/HOBBIES:** .....  
.....  
.....

**Do you have any experience (practical or professional) that you may offer to assist at the Shed? YES NO**

**Details:** .....  
.....

**DECLARATION:**

**I the undersigned, wish to become a member of the Dingley Village Men's Shed Inc. I agree to attend gatherings of the DVMS for a minimum of 3 times over a period of no less than three weeks, after which this application will be presented to the next scheduled meeting of the DVMS Committee for consideration. In the event of my admission as a member, I agree to support the DVMS Purposes and abide by all Rules, Code of Conduct, all Policies & Procedures as amended periodically, and all overlaying Parks Victoria Rules and Regulations subject to our lease agreement.**

\_\_\_\_\_/\_\_\_\_\_/20  
**Signature of applicant Date**

**Comments**\_\_\_\_\_

**Annual Membership fee is \$60.00 and is renewable 1<sup>st</sup> January each year.**

**Payment can be made in cash at the shed or preferably by direct deposit:**

**BSB: 633-000 Acct#: 162963193 Acct Name: Dingley Village Men's Shed Inc.**

**Reference / Description: use your own name (you should keep your receipt)**

**Office use only** **Date Paid: ...../...../.....** **Receipt No: .....**  
**Name Badge:..... Emergency Medical Information Sheet:..... Photo:..... Membership Booklet:.....**