

Office use only)

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Membership No: .....

Access No: .....

Subscription Paid: .....

Added To Contacts: .....

# OTAKI POTTERY CLUB

## MEMBERSHIP APPLICATION FORM

Assigned Team:

Initial email: .....

Date Approved: .....

Welcome Letter: .....

Orientation:.....

**Please read the requirements on the back of this sheet, complete this form in full and either place it in the payments box or email it to the Membership Manager ([otakipotterymembership@gmail.com](mailto:otakipotterymembership@gmail.com)), or hand it to a committee member or tutor. The Committee will review the application at their next committee meeting.**

☐

New Member

☐

Past Member

☐

Associate Member

Name:

Date:

Address:

Email:

Occupation:

Contact Numbers: Landline:

Mobile:

Emergency:

I have the following pottery experience:

### Full Membership

☐

Fee: \$200 full year (GST incl) paid by 30 April or \$220 paid by 2 payments of \$110 (gst incl) paid by 30 April and 31 October to be paid upon acceptance.

**Subs are valid from 1 April to 31 March in each year and are set by the AGM or at a Special General Meeting called by the Management Committee.**

### Associate Membership (Please see website for full description)

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Fee: \$35 per year to be paid on acceptance

**What life skills, work skills or expertise are you able to contribute towards the running of the club?**

**Medical Condition:** Do you have any medical condition(s) that we should be aware of:

**As the club is run solely by volunteers, we would like you to join one of our teams. Please indicate which team you would like to work with:**

- ☐ Accounting ☐ Administration ☐ Classes (Adult) ☐ Classes (Children) ☐ Clay ☐ Cleaning  
☐ Events/Projects ☐ First Aid ☐ Fundraising ☐ Gallery ☐ Gardening ☐ Glazes ☐ Graphics  
☐ Health & Safety ☐ Hospitality ☐ Kilns ☐ Legal ☐ Library ☐ Maintenance (Rooms)  
☐ Maintenance (Equipment) ☐ Maintenance (Building) ☐ Marketing/Media ☐ Photography  
☐ Publications ☐ Spreadsheets ☐ Workshops ☐ Xero

CHECK LIST AND COMMENTS OF NOMINATOR		COMMENTS
Use of Equipment	<input type="checkbox"/>	
Health & Safety	<input type="checkbox"/>	
Glaze Room Competency	<input type="checkbox"/>	
Familiarity with the OPC rooms	<input type="checkbox"/>	
Signature of nominating member/tutor:		
Name of nominating member/tutor (please print):		
Signature of Applicant: **		
<b>**By signing this form, I acknowledge that I agree to the Rules and Regulations of the Otaki Pottery Club and to the publication of my contact phone number(s) on the Club's inhouse contact list.</b>		
<b>NOTE: If you are attending one of our classes, it is preferred that your tutor nominate you.</b>		

**Requirements for becoming and being a Full Member of the Otaki Pottery Club  
as outlined below and in the booklet you will receive at your Orientation. – please read**

**Members:** The club is set up for hand building and throwing. OPC expects applicants for membership to have the technical skills to undertake, without assistance and safely, the type of work they want to produce. It is expected that new members will require some help with locating things, etc. but they should not depend on other members for unreasonable help with using equipment and technique.

**Nomination:** In applying for membership, applicants must provide evidence of their competence at making pots (e.g. courses attended, exhibitions, relevant membership). The person supporting the application ("Nominator") must be able to attest to the applicant's ability and experience. Attending courses run by the club is a way of acquiring pottery making skills but is not essential for becoming a member.

**Equipment:** OPC has a great range of equipment, small and large which is available to club members within the clubrooms. Equipment is NOT permitted to leave the clubrooms without special permission by a tutor or committee member.

**Clay, Glazes and Kilns:** OPC has a variety of clays for sale. Ready mixed glazes and oxides are provided (free) for firing at 1100C, 1200C and 1250C in the electric kilns and at stoneware temperatures in the gas kilns. The kilns are operated by skilled club members. Other members are welcome to assist.

**Work Rooms:** The rooms are cleaned weekly by a paid cleaner. It is, however, the responsibility of each club member to leave any area they have been working in or around clean and tidy.

**Cleaning Bees:** There are 4 cleaning bees during the year and each club member is required to attend at least one of these (usually held on a weekend morning between 10am and 12pm) or pay a fee in lieu.

**Fundraising:** OPC's main fundraising activity is the Festival of Pots and Garden Art which is held in January of each year. This is a great way for members to showcase their work. The Festival requires a commitment from each of our club members to enable this to be successful and the funds raised allow the club to maintain/replace vital equipment in the rooms. When you become a club member a commitment of **at least 6 hours is required from you** before (preparation work) or over the period of the festival.

**Orientation:** New members are taken on a tour of the rooms to become familiar with the facility, safety measures and administrative procedures. This tour is not intended to provide any instruction on the craft of pottery.

**Skills and Expertise:** As a full member of the Club you may be called upon, from time to time, to help out with the smooth running of the Club. Kiln loading/unloading, glaze making, casual tutoring, minute taking, accounts work, secretarial work, promotion work, sign writing, carpentry, plumbing etc etc are just a few of the voluntary jobs that members do for the club.

**OPC is run by volunteers solely and a lot of hard work goes into keeping the club running efficiently so every little bit of help is appreciated.**