



Membership Application Process

The Form

The Membership Application Form is on the Membership page on the website. Completed forms come via the website to steepleastonclt@gmail.com , or by other routes.

Response

The applicant is sent the following email:

*Dear ****

Thanks for submitting your Membership Application form. It has been circulated to Board members for approval and we will be in touch again shortly.

Kind regards

Board Approval

The details on the form are forwarded to the Board with the following message:

Dear all

Please could you review the membership application below and let me know if you have any objections or concerns. I will assume approval if no one objects within the next 48 hours.

Thanks

Approval Confirmation

The following email is sent to the applicant before a share certificate is created. A reminder is sent if the share fee is not paid within 4 weeks.

*Dear ****

I am pleased to tell you that your membership application has been approved by the SAMA CLT Board. Your Share Certificate has been prepared and will be forwarded to you once your £1 Share fee has been received (together with any donation that you may add. At this stage, we rely on your generosity to build up our funds).

Please email confirmation once payment has been made to the following account:

Steeple and Middle Aston Community Land Trust Limited

08-92-99

67368785

Ref: {surname} - Membership

Your interests have been noted, and we will be sending further information out in the coming weeks.

Kind regards

Continued.....

Share Certificate

Confirmation does not always come from the applicant, but once the share fee payment is confirmed by them or by a bank statement, the certificate is created from the Share Certificate Template and saved to the Share Certificates folder, within the Membership folder.

Welcome email

The applicant is then sent the following email, with their share certificate and the Society Rules.

*Dear ****

Thank you for your share fee payment (and kind donation if applicable)

We attach your share certificate.

The current Rules of the CLT can be found on our website. Part C is particularly relevant to membership.

If you have any questions regarding the Society or your membership, please don't hesitate to contact us.

Best wishes

Membership Database

The applicant's details (taken from the application form) are then added to the Membership Register. If their details are on the 'Interested' sheet, they need to be deleted from there.