

Dear Applicant,

The Membership Application Form is in PDF format. To open this file you will need Adobe Reader (which is free). You will need at least version 8 of Adobe Reader, but it is recommended you upgrade to Adobe Reader XI. To upgrade or install Adobe Reader software click on the following URL: <http://get.adobe.com/reader/> and follow the instructions. Make sure that you uncheck the option for McAfee Security Software; this software is not part of Adobe Reader and is not free.

Once you have the file open you are ready to begin filling out the application. You can enter the data and print out the form rather than having to manually write everything.

Once you open the file here are some brief instructions to help you. When the file is opened it makes it easier to have the fields that you need to fill out to be highlighted. To enable this feature in Adobe Reader Version 9 & Version XI, this can be done by first selecting the **Edit** toolbar, then selecting the **Preferences** option which will open the preferences window. Now in the preferences window select the category **Forms**. You will see three sections – **General, Highlight Color** and **Auto-Complete**. In the **General** section the item for *Automatically calculate field values* should be checked and the *Always hide forms document message bar* should not be checked. In the **Highlight Color** section the item for *Show border hover color for fields* should be checked. In the **Auto-Complete** section the *Advanced* selection should be selected.

If you have decided to enable the option to have the input fields highlighted, you now can highlight the fields by selecting the Highlight Existing Fields. I recommend highlighting the fields. Each field has a help function which has instructions on what type of input is required and how to go about doing this for some of the fields. In this form, the tooltip feature is used as the help function for each field. To execute this function, in Adobe Reader V9 and V11, all you have to do is move the mouse over the field and a few seconds it will display the text.

Listed below are the tooltip instructions:

Name - Enter your name. If this is a husband & wife membership enter your name and your spouse's name. If this is a family membership enter your name and all eligible family members names followed by their age, i.e. Angelina - 8, Antonio - 12.

Date – Is automatically obtained from your systems date

Mailing Address - Enter Your Street or PO Box

Phone - Enter your phone number 10 digits only

City/Town - Select the name of the City/Town from the drop down list by either scrolling to the correct city or enter the first letter of the city and then use the up and down arrow keys to find your city. If your City/Town is not listed then leave this field blank by entering a space and enter the name of the city/town after the form has printed.

State - Select your State's Abbreviation from the drop down list by either scrolling to the correct state abbreviation or enter the first letter of the state and then use the up and down arrow keys to find your State abbreviation.

Zip Code - Your Zip Code will be determined by the City you have selected.

Occupation - Select your occupation from the drop down list by either scrolling to the correct choice or enter the first letter of your occupation and then use the up and down arrow keys to find your occupation. If your occupation is not listed, leave this field blank by entering a space and after the form has printed you can write in your occupation.

Date of Birth - Enter your date of birth as m/d/yy or m-d-yy

E-mail Address - Enter your e-mail address. The newsletter is delivered via email – please be sure to provide an email address and print clearly.

Name of Current Member Recommending Approval – Enter the name of the person who recommended you to the club, This person must be recommended by a Current Member (* Required Field)

Type of Firearms License/Permit Held – Check only one of the options - FID, LTC or None

Firearms or Hunter Education Classes Taken – Check only one of options – Yes or No

Please Indicate the Area You Are Interested In Providing Help – Check any that apply – 5-Stand, Archery, ATA Shoots, Memberships, Pistol, Rifle, Skeet, Trap and any Other Ideas,

Memberships Offered – We have several different types of memberships – Regular, Senior, Senior Husband & Wife (only one spouse has to meet the requirements, not both), Family (which can be a two people united through marriage or parent(s), legal guardian and partners with legally responsible for children under 18 which usually are living under the same household) and finally Junior memberships. The definition of marriage is the religious or legal process through which people become husband and wife, husband and husband or wife and wife, or the state of being married.

The rates for membership vary from month to month; the only exception is January, October, November and December which are not adjusted. The rates for February through September will decrease. There is an initiation fee of \$50 which is included in the monthly rate.

Voluntary Maintenance Fund - This fund is used for general repairs and in the purchase of new equipment to maintain the club and its grounds. You may check any that apply, the three available options are \$10, \$25, or \$50.

In the United States Armed Forces, active duty refers to military members who are currently serving fulltime in their military capacity. Members of a Reserve Component of the Armed Forces of the United States are not generally considered active duty. Active duty means fulltime duty in the active military service of the United States as defined in Title 10 U.S.C. 101(d)(1), but does not include training or attendance at a service school. The term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Branch of Service - Select your Branch of Service from the drop down list by either scrolling to the correct Branch of Service or enter the first letter of the Branch of Service and then use the up and down arrow keys to find your Branch of Service.

Active Duty Start Date - Enter date entered active duty m/d/yy or m-d-yy

Rank - Enter your rank.

Active Duty End Date - Enter date active duty ends: m/d/yy or m-d-yy

Total Amount – This is automatically calculated for you, depending on your choices and is the amount that you will need to make your check payable to the North Leominster Rod and Gun Club and mail to:

North Leominster Rod and Gun Club
P.O. Box 657
Lunenburg, MA 01462-0657

North Leominster Rod and Gun Club Officers and Directors