



Notes for people downloading Friends of Pontardawe Arts Centre Membership Forms

Thank you for taking the time and making the effort to join *The Friends of Pontardawe Arts Centre*. These are a few points that you need to know once you've downloaded your membership application and standing order form (if you want to pay by that method).

- a) When you return your completed membership form to the Arts Centre you can either post it (address is on the membership form) or drop it in.
- b) We would love you to pay by standing order as it means we won't have to chase people when it's time for renewal. If you do choose this method where it asks for a reference number and says, "please enter your membership number" leave this blank. When the forms are returned to us we will allocate you a membership number and fill that part in. We will also take any standing order forms to the appropriate bank/building society to action. **PLEASE do not email standing order forms to us, as banks will only accept forms with an original signature, they will not accept copies.**
- c) If you decide to return your form to the Arts Centre please put it, together with a cheque or Standing Order form, in an envelope clearly marked for *The Friends Of Pontardawe Arts Centre*.
- d) You will be issued with a membership card, which can be collected from the Arts Centre, but please allow two to three weeks for all the paperwork to be completed.
- e) If you are able to sign the Gift Aid declaration on the membership form, or available on a separate sheet, it would greatly help us as we can then claim back 25% of any donations (including subscriptions) you make.
- f) We would like to share your data with the Arts Centre so they can notify you of upcoming events. However, some people may not want their data shared and the law now says we need your permission before we can share it. We've therefore added a new question to the membership form asking can we share your data with the Arts Centre? Note, if you say YES your data will not be shared with any other organisation other than the Pontardawe Arts Centre.
- g) Finally, we really appreciate your help in trying to preserve what for us is a very important institution. If you would like to donate more than the £10 membership fee then we will, not unnaturally, be happy to receive it. Thank you.