



RDJ-FM COMMUNITY RADIO CO-OP LTD

Registered Office
Woodstock Community Centre
22 Church Street
BURWOOD NSW 2134

ABN 46 138 468 219

All official Correspondence to
The Secretary
PO Box 1088
BURWOOD NORTH NSW 2134
Tel: (02) 9744 3284 / 0881
Fax: (02) 9744 1088
Email: info@radio2rdj.com

MEMBERSHIP APPLICATION FORM NOT-FOR-PROFIT COMMUNITY GROUP

Name of Applicant Group _____

Street address _____ Postcode _____

Postal address (only complete if different from street address) _____ Postcode _____

Email address _____ Contact phone number _____

Date Group Formed ___/___/___ Copy of Group's Constitution and/or Rules attached

Representative _____
(the person who will exercise your group's vote)

Email address _____ Contact phone number _____

Alternative Representative _____

Email address _____ Contact phone number _____

We, the undersigned, apply for our not-for-profit community group to be admitted as a member of **RDJ-FM Community Radio Co-op Ltd** and attach cheque/credit card authority/money order in the amount of \$110.00 for the annual subscription of \$100.00 plus a one-off entrance fee of \$10.00.

If accepted as a member of RDJ-FM Community Radio Co-op Ltd, we agree

- to pay the Annual Subscription Fee as determined each year by the Board of Directors;
- to pay all and any charges required by RDJ-FM Community Radio Co-op Ltd;
- to be bound by the rules and policies of RDJ-FM Community Radio Co-op Ltd.

Chairperson's Name _____ Signature _____

Secretary's Name _____ Signature _____

Dated this _____ Day of _____ 20____

PROPOSED PROGRAM INFORMATION

(The information on this page is collected for the purpose of the management of 2RDJ-FM and is available to members of the Programming Committee and to staff and/or members working in the office as well as to the Board.)

A copy should be completed for each prospective on-air presenter.

Group Name _____

Prospective on-air Presenter _____

Phone (H) _____ (W) _____ (M) _____

Email _____ Fax _____

Previous Radio Experience? Yes / No. If yes, when? _____

Where did the prospective presenter get this experience? _____

What is your group's connection to our broadcast area (municipalities of Burwood, City of Canada Bay, Strathfield and the former LGA of Ashfield)?

Availability of the prospective presenter (please check one or more boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
morning							
afternoon							
evening							

If your group is successful in obtaining an on-air shift, what type of program does it plan to present?

If your group plans to present an ethnic program, which language will it be in?

How would the proposed program be relevant to those living and/or working in our broadcast area (municipalities of Burwood, City of Canada Bay, Strathfield and the former LGA of Ashfield)?

Any other relevant Information _____



RDJ-FM COMMUNITY RADIO CO-OP LTD

NEW GROUP MEMBER PAYMENT FORM

We, _____
(your Group's name)

wish to join RDJ-FM Community Radio Co-op Ltd (2RDJ-FM)

Our cheque/money order for **\$110.00** is enclosed **OR** please debit the following credit card.

Visa

Mastercard

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name on card _____

Expiry Date ____ / ____ Signature _____

If paying by credit card, this Payment Form, together with the Membership Application Form and Proposed Program Information (pages 1 and 2) and your group's constitution and/or rules can be emailed to **info@radio2rdj.com**

If paying by cheque or postal order please post all material to

**The Treasurer
2RDJ-FM
Post Office Box 1088
BURWOOD NORTH NSW 2134**

RDJ-FM COMMUNITY RADIO CO-OP LTD

BECOMING A MEMBER

(this page is for you to detach & copy for your prospective on-air presenters)

So you've decided to join RDJ-FM - great decision!

Every station has its own methods of processing membership applications and of training new members. 2RDJ-FM has the following basic procedures which apply to all new members.

1 Complete pages 1, 2 and 3 of this form and either

email to info@radio2rdj.com

or

post with cheque or money order to

The Treasurer

RDJ-FM Community Radio Co-op Ltd

PO Box 1088

BURWOOD NORTH NSW 2134

2 Your representative(s) will then be required to attend an information session to meet with at least two Directors. You will be advised of the date of this session when you return your form. This session is to explain how the station works and you will also be given a copy of the *Members' Guide* - a document which sets out in detail the "house rules" and complements what you will be told at the meeting. We will also discuss with you, your reasons for applying to joining the station and what your aims are. If you have not already done so, you will be asked to supply a copy of your group's constitution/rules.

3 After the information session, your application for membership will be forwarded to the Board for consideration. This would normally be at the first Board meeting after the information session. You will then be advised by email whether your application has been successful or not. Conversely, after attending the information session, you may decide that you do not wish to proceed with your application, in which case your payment will be refunded.

TRAINING & RECORDING A DEMO

All new members who wish to go to air must go through a training procedure with a nominated trainer. This may be singly, or in a group and you will be contacted about arrangements for this.

The training will take you step by step through the operation of the studio panels as well as the various other pieces of studio equipment which you would be using as a normal part of on air work.

The training is basically of a technical kind as familiarity with the equipment must become second nature so that you can concentrate on the content of your programs. Currently, the Station is not able to provide any formal training for voice production or similar, but experienced members can certainly pass on some tips and to this end, we strongly recommend that, as part of your training, you "sit in" with such a presenter during some on air shifts.

When you have practiced using the studio equipment and feel reasonably confident with it, you should record a demo program of approximately 30 minutes duration which must contain a fair example of the type of program you wish to put to air. You will be given a sample log sheet which you must follow and this will include such items as inserts and a cross to the current news service.

You should then forward your demo to the Programming Committee which will arrange for its assessment. You will be advised of its suitability or otherwise within about four weeks.

Before final acceptance as an on-air presenter you will also have to pass a "Technical Competence" test to check that you know what all the buttons and switches do and that you can handle most situations liable to confront an on-air Presenter at this station.

Once you have been approved to go on-air, you will be advised by the Program Committee as soon as suitable on-air time is available. Initially, this may involve working with another presenter or as a fill-in presenter.

So, be involved and be part of keeping 2RDJ great.