



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

(The information on this page is collected from you for the purpose of maintaining records of the membership of RDJ-FM Community Radio Co-op Ltd under the requirements of the *Co-operatives Act 1992* and is retained by the Board of the Co-operative.)

I, _____
Title Given Names Family name Date of Birth

of _____
Residential address Postcode

Postal address (only complete if different from residential address) Postcode

Email address Contact phone number

apply 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 \$_____ for the annual subscription in the category indicated below plus a once-off entrance fee of \$10.00.

	annual subscription	one-off entrance fee	total
<input type="checkbox"/> Membership (full rate)	\$60.00	+ \$10.00 =	\$70.00
<input type="checkbox"/> Membership (concessional rate **)	\$45.00	+ \$10.00 =	\$55.00

(** Pensioner / Government issued Seniors Card holder / Student - declaration (see page 3) must be attached)

If accepted as a member of RDJ-FM Community Radio Co-op Ltd, I 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.

Signature of applicant _____

Dated this _____ Day of _____ 20_____

PROPOSED PROGRAM INFORMATION

(The information on this page is collected from you 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.)

Name _____

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

Email _____ Fax _____

What is your connection to 2RDJ's broadcast area (municipalities of Burwood, City of Canada Bay, Strathfield and the former LGA of Ashfield)?

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

Where did you get this experience? _____

Other experience / interests:

	None	Some	Expert	Interest
Producing / Researching / Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing / Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT / Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration / Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotions/Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please provide details) _____

Your availability (please check one or more boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
morning							
afternoon							
evening							

If you are successful in obtaining an on-air shift, what type of program you would like to present?

How would your proposed program be relevant to those living and/or working in 2RDJ's 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

(complete and submit only if applying for membership at concessional rate)

I, _____ (Your Name)

apply for membership at the concessional rate on the grounds that
(complete A, B **OR** C below):-

A I am a Pensioner, and
I am receiving a _____ Pension * (Type of Pension)
and my Pension Number is: _____

OR

B I am a Senior Citizen, and my * Senior's Card Number is: _____

OR

C I am a student, and my
* Travel Pass Number or Student ID Card Number is: _____
I attend _____ (Name of educational Institution)
in _____ (Suburb)

Signature _____

(* You must produce proof when you attend a new member information session)

FOR OFFICE USE ONLY

documents sighted by _____
(name) (signature)



RDJ-FM COMMUNITY RADIO CO-OP LTD

NEW MEMBER PAYMENT FORM

I, _____
(your name)

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

My cheque/money order for \$ _____ is enclosed **OR** please debit the following credit card:

Visa

Mastercard

				--					--					--				
--	--	--	--	----	--	--	--	--	----	--	--	--	--	----	--	--	--	--

Cardholder's Name _____

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, if applicable, page 3 - concessional membership declaration) 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 keep - please DETATCH from your application)

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 4 (and where applicable, page 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 You will then be required to attend an information session where you will 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. At this session you will be asked to produce some form of photo ID.

3 After the information session, your application for membership will be forwarded to the Board of Directors 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 because familiarity with the equipment must become second nature so that you can concentrate on the content of your program. 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, knobs 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 Programming Committee as soon as suitable on-air time is available. Initially, this may be as a co-presenter or as a fill-in presenter.

2RDJ is operated solely by its members so there are opportunities for everyone to become involved as part of the station. It's not only about being behind the microphone!

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