**SAQG Affiliation Application Form**

**COUNTRY GROUP MEMBERSHIP**

The South African Quilters’ Guild has Country Groups that are affiliated to the SAQG, and are listed on the SAQG’s website under the GUILDS - Country Group section. You are invited to join SAQG as an affiliated Group and have your group’s particulars listed.

**3 easy steps to SAQG Affiliation**

Join now and our team will get you set up and create your listing.

1. Complete the **Affiliation Application Form** below
2. Pay the **Affiliation Fee**
3. **Email** the following as attachments to members@quiltsouthafrica.co.za, treasurer@quiltsouthafrica.co.za and info@quiltsouthafrica.co.za.

NOTE**:** *Please DO NOT insert graphics or photos into this document.*

* + The completed Affiliation Application Form
	+ Proof of Affiliation Fee Payment
	+ A digital copy of your logo
	+ Up to twelve (12) Photos
	+ List of Members of your Group

Affiliation Application will only be processed upon receipt of ALL the above information.

**INSTRUCTIONS FOR COMPLETING THIS FORM**

**DO NOT print out to complete by hand and scan.**

This document has been designed for your and our convenience. KINDLY complete this form by typing directly in the fields provided, and then save and send it by email as an attachment.

**GROUP INFORMATION**

The information and photos your supply will appear on the SAQG website for twelve months (one year), so please ensure they represent your group in the best way possible.

|  |  |
| --- | --- |
| **Group Name:** |  |
| **Country / Province:**(i.e. Namibia, Western Cape) |  |
| **Region:**(List towns Group covers) |  |
| **Meetings:**(i.e. 3rd Saturday of every Month – No Dates)  |  |

**Teaser:** *Enter a short description of the Guild below (Max 255 Characters)*

|  |
| --- |
|  |

**President / Chairperson**

|  |  |
| --- | --- |
| **Name:** |  |
| **Tel:** |  |
| **Email:** |  |

**Contact Person**

|  |  |
| --- | --- |
| **Name:** |  |
| **Tel:** |  |
| **Email:** |  |

**Contact Person**

|  |  |
| --- | --- |
| **Name:** |  |
| **Tel:** |  |
| **Email:** |  |

**Online Details** *(Supply whole link to page i.e. http://www.quiltsouthafrica.co.za/)*

|  |  |
| --- | --- |
| **Website:** |  |
| **Facebook:** |  |
| **Twitter:** |  |
| **Google:** |  |
| **Pinterest:** |  |
| **Instagram:** |  |
| **LinkedIn:** |  |
| **YouTube:** |  |

**MORE INFORMATION ABOUT YOUR GROUP**

In 200 – 500 words give some details about your guild; this could include the history, the size and aims of your guild, with points of interest for readers. The information you supply may be used in printed material and on the SAQG website.

NOTE: Country Groups should display specific dates and information on your own website.

Country Groups that do not have their own website or Facebook page may include some information regarding your meetings and topics etc. however these expire and you must ensure the information is updated regularly.

|  |
| --- |
|  |

**ADDITIONAL INFORMATION REQUIRED** with this submission must be emailed as attachments.

* **Graphic Specifications –** Format of artwork/images/photos:

**Logo** (a digital copy of logo) – 250 pixels wide x 250 pixels high with a 30 pixels bleed.

**Photos** (Up to 12 photographs of your group and/or projects) –

At least 800 pixels x 600 pixels (landscape / horizontal).

All images should be in **JPG**, **GIF** or **PNG** format with a **dpi between 72 and 92** or saved for web in a quality higher than "Medium".

*Please Note: No artwork sent in Microsoft Word, Corel Draw, Indesign, Illustrator, Freehand, PDF, TIFF and EPS will be accepted. No advert will be scanned from another publication or from prints produced. We will not obtain images or any other graphics from websites on your behalf.*

List the photo names/numbers (i.e. Photo1.jpg) and the descriptions (captions to be used) with the photos (Max 255 Characters) below.

|  |  |  |
| --- | --- | --- |
| **No.** | **Name:** | **Caption:** |
| 1: |  | 1: |  |
| 2: |  | 2: |  |
| 3: |  | 3: |  |
| 4: |  | 4: |  |
| 5: |  | 5: |  |
| 6: |  | 6: |  |
| 7: |  | 7: |  |
| 8: |  | 8: |  |
| 9: |  | 9: |  |
| 10: |  | 10: |  |
| 11: |  | 11: |  |
| 12: |  | 12: |  |

* **AFFILIATION FEES & PAYMENT DETAILS**

The **Affiliation Fee** of ZAR 20.00 per member is payable on joining and due annually on or before 30 April. Payment should be made to:

**South African Quilters Guild**,

**ABSA Bank**,

**Account No**: 903 389 3214

**Branch code**: 632005 (if required)

**Swift code**: ABSA ZAJJ

**I BAN**: 632005

|  |  |
| --- | --- |
| Enter your payment (Deposit slip / EFT) reference number here: |  |

Please include the letters ‘CG’ followed by your Country Group’s name as a reference, so we can identify your payment.

This document will become your receipt / invoice when completed and when payment is made in full, so please keep a copy for your records.

* **LIST OF MEMBERS** - You must supply a **list of the group members** with the name and contact details of each member. This should be updated annually when you pay the annual membership fee.

**Terms of service**

SAQG understands the importance of your privacy. We recognise the rights of our affiliates, members and others to keep their personal information private.

**Your Information**: Information is collected that you knowingly and voluntarily submit. The collection of the data is primarily so that SAQG can register your group (and members) as part of SAQG. The information you supply may be used in printed material and on the SAQG website, and for SAQG marketing and communications.

SAQG is a reference website and cannot be held liable for information or content that has expired or that has changed. Help us to ensure we hold accurate information: keep us up to date with any changes to information and contact details.

Your Acceptance of these Terms: By submitting this form, you signify your acceptance of and agreement to the terms.

|  |  |
| --- | --- |
| **Information supplied by:** |  |
| **Tel:** |  |
| **Email:** |  |
| **Date:** |  |