



## Volunteer Richmond Information Services Richmond Child Care Resource & Referral Centre Membership Registration Form

<b>Member Contact Information</b>	Member No. (Office Use Only) _____
Facility / Organization Name: _____	
First Name: _____	Last Name: _____
Mailing Address: _____	
City: _____	Postal Code: _____
Preferred Phone: _____ - _____ - _____	E-mail Address: _____

<b>Membership Information</b>		
<input type="checkbox"/> New Member	<input type="checkbox"/> Renewal	
Check Only One of the Following:		
<input type="checkbox"/> Licensed Family / In-Home Multi-Age	<input type="checkbox"/> Registered License-Not-Required	<input type="checkbox"/> Associate
<input type="checkbox"/> Licensed for 10 or Fewer Children	<input type="checkbox"/> Licensed for Over 10 Children	<input type="checkbox"/> Agency

<b>Lending Library Agreement</b>
<p><b>Liability</b> This membership accepts all responsibilities and liabilities that may arise with the use of the resource library items. Volunteer Richmond Information Services, Richmond Child Care Resource &amp; Referral Centre is not responsible for any injuries to persons or damage to property that may arise through the use of materials borrowed.</p> <p><b>Damaged, Lost, and Overdue Items</b> The member agrees to pay for the replacement of damaged or lost materials plus handling charges and administration fees. If a member has any items overdue, he or she will be unable to check out new materials until overdue items are returned, replaced, or paid for.</p> <p>(See Next Page)</p>



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### Lending Library Agreement Continued

#### Borrowing Period

All library items can be borrowed for a maximum period of 1 month, with the exception of certain seasonal items that can only be borrowed for 1 week.

#### Renewal Policy

Renewal is granted based on availability of resources. Renewals will be allowed once by phone, and a second time in person with the items (if an item is requested by another member, it cannot be renewed; some items are not renewable).

#### Activity Boxes / Kits

When borrowing Activity Boxes or Kits, please check all the contents according to the checklist. If there are any items missing when borrowed please notify us within 48 hours. Activity Boxes can only be borrowed by members who have a child care facility in Richmond.

#### Persons Authorized to Borrow Under This Membership (Other than Main Contact)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

I, the undersigned, agree to be responsible for all library materials taken out under this agreement.

I agree to return all materials on time and in good condition.

I agree to pay for all materials that have been lost or damaged beyond repair.

I agree to be responsible for any users that may take out library materials on this agreement.

I acknowledge my responsibilities and obligations in this Lending Library Agreement by my signature.

#### Member Signature

X \_\_\_\_\_

Registration Date (Office Use Only): \_\_\_ / \_\_\_ / \_\_\_ (MM/DD/YY)

### Processing Your Membership Form

Submit membership form and payment / workshop documentation:

By mail or in person: Volunteer Richmond Information Services  
Attn: Richmond Child Care Resource & Referral Centre  
190 - 7000 Minoru Blvd.  
Richmond, BC V6Y 3Z5

By fax: (604) 279-7038

Volunteer Richmond Information Services will respect and protect your privacy.

We protect your personal information and adhere to all legislative requirements.

The Richmond Child Care Resource & Referral Centre is funded by the Government of British Columbia

Volunteer Richmond Information Services, Richmond Child Care Resource & Referral Centre

190 - 7000 Minoru Blvd., Richmond, BC V6Y 3Z5 Phone: 604-279-7020 E-mail: [childcare@volunteerrichmond.ca](mailto:childcare@volunteerrichmond.ca) Web: [www.volunteerrichmond.ca](http://www.volunteerrichmond.ca)



## Volunteer Richmond Information Services Richmond Child Care Resource & Referral Centre Membership Registration Form

### Payment Information

April 1, 2012 - March 31, 2013 (Full-Year Rates)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Associate                           | \$20.00                              |
| <input type="checkbox"/> Agency                              | \$30.00                              |
| <input type="checkbox"/> Licensed for 10 or Fewer Children   | \$20.00                              |
| <input type="checkbox"/> Licensed for Over 10 Children       | \$30.00                              |
| <input type="checkbox"/> Licensed Family / In-Home Multi-Age | Free (Requires Proof of 1 Workshop)  |
| <input type="checkbox"/> Registered License-Not-Required     | Free (Requires Proof of 2 Workshops) |

October 1, 2012 - March 31, 2013 (Half-Year Rates)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Associate                           | \$10.00                              |
| <input type="checkbox"/> Agency                              | \$15.00                              |
| <input type="checkbox"/> Licensed for 10 or Fewer Children   | \$10.00                              |
| <input type="checkbox"/> Licensed for Over 10 Children       | \$15.00                              |
| <input type="checkbox"/> Licensed Family / In-Home Multi-Age | Free (Requires Proof of 1 Workshop)  |
| <input type="checkbox"/> Registered License-Not-Required     | Free (Requires Proof of 2 Workshops) |

### Payment Method

- Visa     Master Card  
 Cash     Cheque (Payable to: **Volunteer Richmond Information Services**)

Name As It Appears On Credit Card:

\_\_\_\_\_

Credit Card Number:

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Expiry Date (Month/Year):

\_\_\_ / \_\_\_

Card Holder Signature

X \_\_\_\_\_