



## Membership Application Form Instruction Sheet

The Alabama Rescue Services Association's membership dues are based on the Applicant's annual gross income. Not included are funds received for capital campaigns or governmental grants. Income generated through industrial operations like thrift stores for example should be included.

**The following 5 articles of information must accompany your A.R.S.A. Application Form:**

1. A check for the application fee of \$100.00
2. A copy of the IRS final 501c3 determination letter for the organization
3. A complete copy of your current IRS Form 990 stating the annual gross income for this Alabama organization (not a branch or subsidiary of another organization).
4. A copy of the latest "Annual Report of Services" provided by your organization
5. A cover letter which includes the following:

**Read the ARSA Bylaws online at [www.alabamarescue.org](http://www.alabamarescue.org) and respond in writing how your organization conforms to all of the "Qualifications of Membership" under Article Three.**

The Board of Directors meets quarterly. The membership process usually takes (6-9 months) at least two quarterly meetings, plus a site inspection, and finally a visit by the applying organizations Executive Director to a quarterly Membership Meeting. Once your organization is granted membership into A.R.S.A. you will be billed for annual dues in accordance with the information contained on the IRS Form 990.

A "Financial Hardship Appeals Process" has been established to consider financial hardship for all applicants filing a written appeal. Appeals for Membership Dues exemption will be considered annually. Hardship cases will be reviewed at the January meeting when the dues are due.



### Dues Contribution Policy

December 1	Statement mailed for A.R.S.A annual dues contribution.
January 1	Payment for dues contribution should have been made. Hardship appeal letter should be postmarked by this date.
January 31	Dues contribution payment is now delinquent.
February 28	A.R.S.A. Membership in default.

About March 1 a certified letter will be sent by the Secretary/Treasurer to the member in default stating:

1. The position of the A.R.S.A. Board of Directors on the dues contribution.
2. Identify the member as in default for non-payment of annual dues.
3. The action the Board of Directors will take for non-payment of dues.

Delinquent dues payments must be paid in full by the default member before the next regular quarterly A.R.S.A. meeting. The Board will vote on membership termination. A 2/3rds majority vote is required to terminate any organizations membership in A.R.S.A. If an organization's A.R.S.A. membership is terminated, the A.R.S.A. attorney will be advised and he will forward a "letter of termination" to the default member organization. The A.R.S.A. attorney will also send a "letter of membership termination" to the Alabama Department of Revenue, negating the default organization's tax exemption status and other A.R.S.A. membership privileges. After an organization's A.R.S.A. membership is terminated, the organization must wait at least one year before reapplying for A.R.S.A. membership.



P.O. Box 1095  
Mobile, AL 36633

## Application for Membership

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Alabama Zip: \_\_\_\_\_

Telephone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Email address: \_\_\_\_\_

Executive Director's Name: \_\_\_\_\_

President, Board of Directors: \_\_\_\_\_

Date Facility Opened: \_\_\_\_\_ Federal Employer Identification No. \_\_\_\_\_

Type of Business: \_\_\_\_\_

Reason for requesting exemption claim? \_\_\_\_\_

Number of businesses currently operating in Alabama? \_\_\_\_ Where? \_\_\_\_\_

State whether Corporation, Partnership or individually owned: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS:** By action of the Board of Directors at a regularly called business meeting on (date) \_\_\_\_\_ the above named organization authorized this application for membership into the Alabama Rescue Services Association, Inc. (A.R.S.A.), in accordance with the Alabama Rescue Services Association, Inc. Bylaws and Articles of Incorporation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary or President of the Board

A.R.S.A. Application Fees and Membership Dues provide funds for the administrative and operational cost of maintaining the Association. The Application Fee is \$100.00. (This fee will be refunded in the event the organization is not accepted into the Association.)