



Option 1: Please mail this and your dues to: **ECS, PO Box 32033, 607 2331 66 Street NW, Edmonton, AB T6K 4C2**  
Option 2: Bring or fill out a form at a meeting and pay with a check or cash.  
Option 3: Complete form and register online through eventbrite.ca (a processing fee may be required.).

**Membership Application/Renewal**

**Member status;** Renew \_\_\_\_\_ New Member \_\_\_\_\_

**Membership contact information:**

\* Starred lines are **required** information

|  |         |
|--|---------|
| *May we publish your information in our Membership Roster?<br><br><i>Please circle Yes or No</i> |         |
| *Name  | Yes/ No |
| *Address   | Yes/No  |
| *Postal Code   | Yes/No  |
| *Email   | Yes/No  |
| Phone: Home  | Yes/No  |
| Cell:  |         |

Membership runs from July 1<sup>st</sup> to June 30<sup>th</sup>

The cost for a one-year membership is \$40.00 and includes the following benefits:

- Email notifications for all events.
- Access to our library.
- Opportunities to exhibit/sell your work.
- The chance to meet, share, and learn from/with other Calligraphers at our General Meetings and Mentor Meetups.
- The opportunity to promote this art form in our community.
- Advanced notification of workshops conducted locally
- Volunteer opportunities
- Receive notices through ECS INK DROPS publications

**PRIVACY NOTICE:** The executive relies greatly on an email address to relay relevant information, workshop updates, program reminders etc. ECS is in compliance of the Alberta PIPA regulations. Roster information is for the personal use of members only. We do not sell or lend out our mailing list. We use a blind post for all electronic posts to the general membership. This practice ensures that your private information is not released on any correspondence from ECS.

**Please sign and date your membership form.**

\*\*\*Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please see attached pages for volunteer information.**

## *ECS Volunteer Opportunities*

**As we are a 100% volunteer organization**, we have many volunteer opportunities. Please indicate on which committees and/or events you are already serving or willing to serve: (check all applicable). Please indicate if you wish to be trained or help in a volunteer position.

**Please print your name here:** \_\_\_\_\_

### **Fundraising:**

- Special projects
- Monthly draws (Three Bags Full)

### **Grants:**

- Writing EAC application
- Grant availability research.

### **Community Outreach: Event coordinator**

- Project preparations
- On site team member
- Communications, Research & development

### **Exhibits:**

- Venue and Entries
- Installation and take down

### **Workshop:**

- Signup table at meetings
- Billeting and transportation

### **Donations:**

- In kind items for monthly draws.
- Special projects or bursaries.

### **Supplies:**

- Purchases specialized supplies to sell at meetings.
- Sells and records sale of supplies items at meetings.

### **Welcome Table**

- Greets members and assists the person in charge of Membership with tasks.
- Nametag distribution for meetings. Sign in sheet.

### **Volunteers**

- Recruitment for existing and emerging roles. Spreadsheet of volunteer positions.
- Volunteer Appreciation event (February)

### **Envelope exchange**

- Facilitate exchange of names.
- Create a display board of envelopes

## Letters and Lines

- \_\_\_\_\_ Create a display board of submissions at each meeting.
- \_\_\_\_\_ Facilitate a conversation about submissions.

## Library

- \_\_\_\_\_ acquisitions, lending & returns
- \_\_\_\_\_ setup & takedown

## Photographer(s) takes and sends images to social media team.

- \_\_\_\_\_ Work of students during classes
- \_\_\_\_\_ Letters and Lines submissions
- \_\_\_\_\_ Live demos for social media accounts

\_\_\_\_\_ ***OTHER:*** Other skills and talents, please elaborate on back of this page.

## ***Social Media Team***

\_\_\_\_\_ **Website** – keep website updated with links

\_\_\_\_\_ **Facebook** – manage & update Facebook pages: Information about 2 Facebook Pages:  
1. *Official Facebook page* – Edmonton Calligraphic Society – this is where everything specific to the ECS occurs. 2. *Calligraphy in Edmonton* (a version for anyone interested in calligraphy – very diverse and more universal) *Reasoning for 2 Facebook pages* – the ECS specific page allows members to see exactly what is happening with ECS only and without having to sort through a lot of threads to be up-to-date.

\_\_\_\_\_ **Twitter** – tweet ECS info.

\_\_\_\_\_ **Instagram** - post ECS info.

\_\_\_\_\_ **INK DROPS editor** – receive & format images & text & send to secretary.

## **Executive**

\_\_\_\_\_ **President:** Oversees administrative duties and chairs meetings. Organizes & chairs executive meetings. Responds to all correspondence regarding ECS.

\_\_\_\_\_ **Vice President:** Oversees workshop delivery and subs in president's absence

\_\_\_\_\_ **Secretary:** takes and distribute minutes, sends out meeting reminders and agenda

\_\_\_\_\_ **Treasurer:** manages expenses of the society and does yearly audit report.

\_\_\_\_\_ **Membership / Welcome table:** Act as welcoming agent, create a membership roster, collect membership dues.