Membership Application Form

the Optima Social Club

Optima Social Club is for all public sector staff of Optima B and associated sites.

The club holds a number of events during the year (usually one per month) such as Easter Morning Tea, Xmas in July, a Spring in the Valley event, Oktoberfest or Melbourne Cup party, a huge end-of-year Xmas party and plenty more!

Optima Social Club also runs a licensed bar in the Town Hall of Optima. It has a wide variety of drinks at reasonable prices and is open most Friday nights from 4.00pm.

I wish to apply to be a member of the Optima Social Club and agree to pay $6 per fortnight as a membership subscription, or $156 per year.

Full Name:		Preferred Name:	
Signature (please sign):		Date:	
Division (or Associate):		Floor:	

Membership type

☐ Employee membership (Government employee or contractor)

☐ Associate membership (partner, external or other)

Membership subscription payment method

☐ Direct deduction from my salary - $6 per fortnight

(if on payroll – refer next page for instructions)

☐ Directly to a Committee Member (if not on payroll) - $156 pre-paid

If I pay $6 per fortnight, in the event I attend any Social Club functions I agree to maintain my membership subscription for at least 6 months to cover the cost of functions involved.

If I pay $156 per annum in advance and subsequently retire from the Social Club, I acknowledge that the unused portion of my subscription fee will be refunded (less the cost of any functions I have already attended).

Please print, sign (yes, a signature is required) and send to the Membership Officer:
Brian Harris
Brian.Harris@FINANCE.WA.GOV.AU
Desk # 003 - North West corner of the 4TH Floor.

Instructions for commencing fortnightly deductions in Ascender:

1. Log into Ascender.

2. Under 'My Pay' \ 'Payroll details' \ hit 'Deductions'.

3. Hit 'Add new Deduction record'.

4. In the 'Deduction' drop-down box, choose 'SCOPT - Social Club Optima'.

5. Enter a Deduction Amount of '6' (for $6 per fortnight).

6. You can leave the 'Expires after Total Amount' box blank.

7. Enter a 'Start Date', being a Thursday pay day.

8. You can leave the 'End Date' and 'Reference' blank.

9. Hit 'Insert', and you should get a message along the lines of 'Success! Row inserted'.

Committee use only			
Paid date:		*Receipt No:*	
Period From:		*Period End:*	
Date submitted to committee:		Committee member proposing membership:	
Membership register noted:		Seconded by:	