

Alberta Fish and Game Association

Club Membership Roster Guidelines

The Alberta Fish and Game Association has over 24,000 members. This is a very large database for us to manage so when submitting renewals, new members or changes to your club roster, please follow these guidelines so that we can process your roster as quickly as possible.

We ask that you always use the Membership Roster form and Remittance form provided by AFGA preferably filled out by computer and returned via email. We also require a yearly Club Executive List. These forms are available on our website under "Clubs and Zones" <http://www.afga.org/clubs-and-zones.html> and are returned to membership1@afga.org. If they must be filled out by hand, please ensure that they are legible and mail to our office at 6924 104 Street, Edmonton AB T6J 2L7 – faxed copies are often illegible.

Please provide updates only on roster forms unless it is just a change of address (include membership number). We ask that you use the proper forms only for all other entries. Please do not use your own form or list.

If you are providing renewals only, these may be highlighted on a previous roster and submitted to us.

ALWAYS include a Remittance form.

Membership Roster

- enter the club expiry date, typically December 31st of the current year
- enter membership type:
 - o R – Regular, individual member 18 years of age or older
 - o F – Family, head of the family
 - o D – Dependant, spouse and/or dependant under the age of 18, living in the same household
 - o Y – Youth, individual member under 18 years of age
 - o keep family members together on the roster, under Family surname (even if surname is different)
- enter AFGA number – ALWAYS include this number assigned by AFGA, leave blank for new members
- enter surname, IMPORTANT to enter alphabetically on roster A – Z
- enter first name
- enter complete mailing address, with town/city AND postal code
- enter phone number, we require contact information
- indicate M – male or F – female, not always evident by first name
- enter birth year only, needed to clarify youth/dependant status and for insurance purposes
- enter email, required for contact information and the AFGA Newsletter; members may unsubscribe at any time

If you have any questions or need more assistance or information on doing computer entries, please don't hesitate to ask for help. We hope to make roster entries as simple and expedient as possible. You can contact Cheryl at our office at 780-437-2342 or via email at membership1@afga.org