

# ENROLMENT FORM 2009

PO Box 1796, 72 Gloucester Street, Christchurch 8140  
Ph: 03 365-6210 Fax: 03 365-6054 bds@bds.org.nz www.bds.org.nz

Please complete this form in full, and sign

**PLEASE COMPLETE ALL SECTIONS IN FULL, AND SIGN**

**GROUP NAME**

*New Group*

Deposit no.....

**CONVENOR'S NAME** (Write in block letters & provide new post code):

We collect from 72 Gloucester Street: **Y / N**  
OR / **COURIER DELIVERY ADDRESS** (Street address or PO Box):

Post code.....

Phone: ( ).....Rural delivery: **Y / N**

**CONVENOR'S HOME ADDRESS** (Complete in full & provide post code)

Post code.....

Phone: Home ( ).....Work ( ).....

Fax: ( ).....

Email.....

**OTHER CONTACT** (i.e. Member in the group):

Name.....

Phone: ( ).....

Email.....

**MEETING DAY** (e.g. 3rd Wed).....

**MEETING TIME** (Please circle): **Day / Evening**

**1ST BOOKS WILL BE ISSUED FOR**.....

Advise in advance of any change to the first meeting date

**NUMBER OF MEMBERS** (Maximum of 12).....

May the BDS refer prospective members to your group? **Y / N**

**NOTES** (Attach if necessary)

Payment enclosed: **Y / N** Amount.....

**DECLARATION**

I (print name).....of (group number)..... understand, and agree to abide by the Terms and Conditions overleaf, as well as in the 2009 edition of the enclosed BDS Handbook for Groups. Extra copies are available from the BDS office.

**SIGNATURE: BDS CONVENOR**.....**DATE**.....

**Book Selections**

*25 titles minimum  
No authors required*

Selections in order of preference? **Y / N**

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**PLEASE SEE OVERLEAF FOR TERMS AND CONDITIONS / PRIVACY POLICY**

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**PLEASE REMEMBER TO SIGN THIS FORM**

**TERMS AND CONDITIONS / PRIVACY POLICY**

**FUNCTION OF THE BDS**  
The BDS provides individuals with the opportunity to get together in small groups and discuss a range of literature. The objective is that members of each group will read the material supplied for a month and meet to discuss it. Please also refer to the 2009 edition of the BDS *Handbook for Groups* for more information on the BDS and how to manage your group.

**CONVENOR RESPONSIBILITIES**  
The BDS Convenor acts as the group's organiser and liaison person with the BDS office. The convenor is responsible for annual enrolment; advising the BDS office of changes in group information and relieving convenors; informing the group of notices from the BDS office; keeping abreast of changes in BDS policies and procedures; supervising the handling and care of books and notes, and their safe return to the BDS office; and collecting and forwarding membership fees to the BDS office. Please also refer to the 2009 edition of the BDS *Handbook for Groups*. If a new convenor takes over the reins, he/she is required to submit a signed, current Enrolment Form to the BDS office.

**PRIVACY POLICY**  
At the BDS, we realise that our members are concerned about their personal privacy. The following paragraphs address these and most other issues regarding the BDS Privacy Policy. However, if you have a question that is not dealt with on this page, please email us at bds@bds.org.nz, or write to PO Box 1796, Christchurch, 8140, or phone us on (03) 365-6210.

**CONFIDENTIAL INFORMATION**  
Be assured, the BDS will not sell or rent your phone number, email address or mailing address to anyone outside the organisation for commercial purposes. If you have indicated on the BDS enrolment form that your group is open to the referral of prospective members by the BDS, they will be referred to groups in the geographic area. The relevant convenor names and telephone numbers will then be supplied.

**EMAIL POLICY**  
Under the Unsolicited Electronic Messages Act 2007, you must consent to receiving promotional emails after 6 September 2007. If the BDS has your email address in its database, BDS convenors may occasionally receive emails of new services/products or upcoming events/promotions of a literary/cultural nature. If you do not wish to receive these promotional notices, please email us at bds@bds.org.nz and mention "Unsubscribe" in the subject line. You may also call us on (03) 365-6210 or write to us at PO Box 1796, Christchurch, 8140. The BDS does, however, reserve the right to send convenors emails concerning BDS-related business.

**MAILING POLICY**  
You may receive periodic mailings from the BDS to your delivery address with information on new services/products or upcoming events/promotions of a literary/cultural nature. However, if you do not wish to receive such mailings, please let us know by sending an email to bds@bds.org.nz stating that you no longer desire to receive promotional mailings from the BDS. You may also call us on (03) 365-6210 or write to us at PO Box 1796, Christchurch, 8140.

**WEBSITE PRIVACY**  
The BDS is committed to protecting the privacy and security of BDS members and visitors to the BDS website, www.bds.org.nz. Information provided during your visit to the BDS website, is collected for internal purposes only, and is not shared with other organisations for commercial purposes. Where you provide personal information (e.g. through email feedback), we will only use that information to communicate with you. We will keep any such information secure and will not disclose it to any third parties.

**PACKING SLIPS**  
Feedback and comments on books supplied by BDS groups on the BDS packing slips may be used by the BDS for publication and research purposes.

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**DISCLAIMER**  
The information available in all BDS publications, documents, and on the BDS website is intended to provide general and specific information to BDS members and the public, and all reasonable measures have been taken to ensure its quality and accuracy. However, the BDS may change, delete, add to or, otherwise, amend the information.

**FOR OFFICE USE ONLY**

Date received.....Database entered.....

Alice entered.....Email entered.....MYOB entered.....

Payment enclosed:    **Y / N**                      Amount.....