

2010 ENROLMENT FORM FOR NEW GROUPS

PO Box 7126, Christchurch 8240 440 Colombo Street, Christchurch 8023
Ph: 03 365-6210 Fax: 03 365-6054 bds@bds.org.nz www.bds.org.nz

PLEASE COMPLETE ALL SECTIONS IN FULL, AND SIGN

NAME OF NEW GROUP (OPTIONAL)

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

We collect from 440 Colombo 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 2010 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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

PLEASE SEE OVERLEAF FOR TERMS AND CONDITIONS / PRIVACY POLICY

ENROLMENT FORM 2010

PO Box 7126, Christchurch 8240 440 Colombo Street, Christchurch 8023
Ph: 03 365-6210 Fax: 03 365-6054 bds@bds.org.nz www.bds.org.nz

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 2010 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 2010 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 7126, Christchurch, 8240, 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 7126, Christchurch, 8240. 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 7126, Christchurch, 8240.

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 (eg, 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.

COPYRIGHT
Material featured in all the BDS publications and on the BDS website is subject to copyright protection, unless otherwise indicated, and may not be reproduced without prior permission from the BDS. Any permission granted to reproduce BDS copyright-protected material does not extend to any material that is identified as being the copyright of a third party. Authorisation to reproduce such material must be obtained from the copyright holders concerned.

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.....