

Working Together: Help Us Help You



For National Office to support clubs more efficiently we ask that you consider:



VIEW Forms

Please:

- Use only current (2025) VIEW forms available at view.org.au/resources/forms
- Ensure your (correct) Club Name is on the form. Please do not use abbreviations eg Holdfast Evening VIEW Club - HEVC
- Complete (as much as possible) before sending – check new member's application to ensure completed correctly (A person is not a VIEW Club and no Club name on the form can/will mean delays in processing)

Not sure which form to use – refer to the Club Handbook 2024-25.



New member applications and Annual Subscriptions

Please ask new members to complete an up to date Application for Membership form Word version (2025 available on the website view.org.au/resources/forms) and email it to the Club email account or hand a printed copy to the Club Secretary for the Club to forward it onto VIEW National Office. Please note: Electronic copies are easier to process ensuring the correct spelling of names and contact details.

Club Name: please ensure that the correct Club name appears in the correct field. Missing or incorrect names can/will mean delays in processing applications.

Annual Subscriptions

- Annual Subscriptions are paid on joining the club and on an annual basis (due 31 March, an extension has been granted to 18 April).
- It is recommended that the Club Committee reminds members at the first meeting of the year that Annual Subscriptions are due (Club Committee can advise members not in attendance via email)
- Collect subscriptions at the first three meetings of the year and send to National Office. DO NOT wait for payment from members that do not attend these meetings. Members can pay later in the year. (remember members do not need to pay in cash and can EFT funds to Club account.)
- Membership lapses after 12 months of non payment.



Member/Club Changes and Updates

Notify National Office as soon as possible:

- Member Details – Change of Member Details form
- Club Details – Change of Club Details form (Committee List is only for annual elections) Prompt notification to National Office allows for quick correction to records ensuring that correct member and club details are available for any communication.



When sending an Email remember to:

Include a brief Subject – a brief descriptive comment about your query/request (not the entire message)

Include your contact details - Please include your name, **club name** and phone number.

Content – clear concise query/request – if needed set out query/request in steps/points



Know who you are contacting:

Website Working Group (Not National Office) - viewwebsite@thesmithfamily.com.au. **Please note that this is a new email address.** Changes/additions to club information on the VIEW website.

Sponsorship query – sponsorship@thesmithfamily.com.au / 1800 633 622– student queries (sponsorship issues, next payments)/portal access. (The Smith Family not VIEW National Office)

VIEW Policy or procedure – please refer to the Club Handbook 2024-25, VIEW Website or contact your Zone and/or National Councillor.

Zone Councillor – any questions you are unable to find a response to in the Club Handbook, inviting to speak at your VIEW Club, concerns about your club.

National Councillor - inviting to speak at your VIEW Club, concerns about your club. Any question you are unable to find a response to in the Club Handbook

National Office – all queries regarding Membership including change of member details/club details/orders/grant applications/square reader/audit/VIEW matters submissions/VIEW Clubs of Australia Community Page Facebook submissions (National Office does not handle individual Club pages) view@thesmithfamily.com.au is the preferred method of contact.

TSF Marketing – Never – VIEW queries to be forwarded to view@thesmithfamily.com.au