

EXPLANATORY NOTES: ALTERNATIVE GUILD NOTIFICATION

If a paid member of your Guild informs you that she is leaving your Guild during the year, for whatever reason, and intends to join another Guild, please give her a copy of the enclosed form to complete and return to TGHQ.

If a paid member joins your Guild from another Guild during the year, ask if she was given a copy of the enclosed form and if she has returned it to TGHQ. If not, please give her a copy and advise her to complete and return it.

If a member leaves your Guild towards the end of the TG subscription year, you do not need to use the enclosed form, but please tick her as cancelled when you receive the Affiliation Payment Pack.

If a member joins your Guild, from another Guild, during the time between when you receive the Affiliation Payment Pack and when you send the affiliation payment to TG, please add that member's details (including Member ID) to the affiliation forms and include her payment.

Please note that this form does not apply if a member is joining your guild as an additional (second) guild member.

Please also give your member a copy of the **Notification: Change of Personal Details** form if they are seeking an alternative Guild due to moving address.

Townswomen

Tomlinson House, 329 Tyburn Road, Birmingham B24 8HJ

Telephone: (0121) 326 0400 Fax: (0121) 326 1976 Web site: www.townswomen.org.uk Email: tghq@townswomen.org.uk

Registered Charity No. 5901323