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### **New Professional Package Checklist**

Thank you for your interest in Colonial Figure Skating Club, Inc. (CFSC). To help expedite your application to the professional staff, the Professional Committee has prepared this checklist to assist you. Please note that incomplete applications will be returned to you and the membership process will be delayed. If you have extenuating circumstances that prevent you from providing all the necessary information, please make a note of it and we will try to assist you. However, keep in mind that this is a volunteer organization and therefore time constraints may prevent our ability to process incomplete applications.

Interviews are usually held each month barring scheduling conflicts. If you have a specific request for an interview time, we will try to accommodate you. Nonetheless, we are limited in our flexibility. If you have further questions, please call the CFSC office at (978) 263-3450.

#### **Required Information**

- Complete/revise all information on the Professional Membership Application. **(Form A)**
- Read and sign Professional Membership Contract **(Form B)**.
- Provide Professional Liability Insurance Certificate naming Colonial Figure Skating Club, Inc., Nashoba Valley Olympia, Inc. and Olympus Realty Inc. as additional insured.
- Read, sign, and return Volunteer Policy. **(Form D)**
- Complete Basic Skills Professional Non-Compete Agreement **(Form G)**
- Resume and Cover Letter must be included with application.
- Submit letters of reference, including telephone numbers and signatures of two (2) Full Professional Members. (Note: Only signatures of Full Professional Members who have been on staff for at least one (1) year will be accepted).
- Submit applicable documentation defined in the Full/Basic Skills Professional Criteria **(Forms H or I)**.
- Submit names of prospective CFSC Members. (All new full professionals are required to bring five (5) new members to CFSC within 60 days of Professional's approval to staff.)

#### **Optional**

- Professional Bio (Professionals designating CFSC as their Home Club will have this included on the CFSC web page)
- Updated resume (For the CFSC Resume book)

***\* Please make sure to completely fill out the entire Membership Package to prevent any unnecessary delays with your professional Membership approval. Please make sure you clearly indicate if CFSC will be your "Home" (representing) Club.***

