



Colonial Figure Skating Club, Inc  
P.O. Box 517, West Acton, MA 01720  
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## **New Professional Application 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).
- Submit applicable documentation defined in the Full/Basic Skills Professional Criteria (Forms H or I).
- Read and sign Professional Membership Contract (Form B).
- Read, sign, and return Volunteer Policy (Form D).
- Provide Professional Liability Insurance Certificate naming Colonial Figure Skating Club, Inc., Nashoba Valley Olympia, Inc. and Olympus Realty Inc. as additional insured.
- 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.