

## ***New Professional Package Checklist***

Thank you for your interest in the Colonial Figure Skating Club (CFSC). To help expedite your application to the professional staff, the Professional Committee has prepared this check list to aid 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 restraints prevent our ability to process incomplete applications.

Interviews are usually held in the early evening each month barring conflicts. If you have a specific request for an interview time, we will try to accommodate you. None the less, we are limited in our flexibility. If you have further questions, please call the CFSC office @ (978) 263-3450.

### ***Required Information***

- Complete/revise all information on Membership form.(including email addresses- *\*new*) **(Form A)**
- Read and sign Agreement area.
- Provide Insurance Certificate naming Colonial Figure Skating Club as additional insured.
- Read, sign and return Volunteer form. **(Form E)**
- CORI form must be completed in person with identification in the Colonial office.
- Resume and Cover Letter must be included with application
- Letters of reference including telephone numbers
- Two (2) Signatures. Note: Only the signatures of Full Professional Members who have been on staff for at least one (1) year will be accepted.
- Applicable documentation as defined in the Criteria for Prospective Coaches.
- Names of prospective Colonial Members. All new professionals are required to bring 3 new members to CFSC within 60 days of coach's approval to staff.

### ***Optional***

- Professional Bio (Will be included on the new Colonial FSC Web Page)
- Updated Resume (For the Colonial FSC Resume Book)

### ***Nashoba Valley Olympia Requirements***

- Certificate of Insurance naming Nashoba Valley Olympia, Inc. and Olympus Realty Inc. as additional insured.

***\*\*\* Please make sure to completely fill out membership package to prevent any unnecessary delays with membership approval. Please make sure you clearly indicate if Colonial will be your "home" (representing) club.***

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