



Member Application Procedure

There seems to be much confusion on new member processing, and this is holding up release of membership cards & certificates as well as slowing down the onboarding process. No Forms should be sent directly to the records officer, they must pass through Group HQ.

This document is designed to help a squadron navigate what is a complicated process

Please print and keep for reference.

New Member Under 18 Years

- Form 20 - 04/2021 to be filled out **No other Form 20 version to be used or accepted.**
- Can be Paper Version, PDF Editable version or NAS based.
- Fill in **ALL** details. Including Parent/Guardian section
- Parent or Guardian **MUST** sign.
- Witness to sign immediately after the parent/guardian signature.
- Receipt number recorded on the Form 20.
- Form 15 with New Member selected to be filled out including the receipt number issued.
- If an Active Kids Voucher is claimed or an online payment is received, a receipt is still written but **NOT** recorded on the Form 23 as no actual money has changed hands at that time.
- Member told to keep receipt as proof of membership until the certificate & membership card is received.
- **Should a squadron wish to and have access**, the squadron can enter the members details directly onto the NAS and obtain the membership number immediately (this also should be written on the Form 20 but will automatically appear on the NAS generated version), at this point only, a Form 20 can be printed directly from the NAS for the parent/guardian to sign and be witnessed. F20 can be scanned and uploaded to the Notes Section of the member's record as a PDF no greater than 2mb, no photo or images.
- **IMPORTANT** – **The original signed Form 20 NAS generated OR PAPER is to be sent to meet the next Group Consultation Meeting, It MUST not be held by a squadron or WOC as it is a legal document that needs to be sent to Federal.**
- A squadron can keep a copy of the Form 20 **BUT** must ensure its security being confidential information. **Group does not require the copy only the original signed form.**
- Undue delay of the original signed Form 20 will mean that the member will be in a pending state on the NAS with NO membership certificate or card being issued until the original Form 20 is received at GHQ.
- Original Form 20 can be sent to the Operations Commissioner at the above address to meet the Group Consultation meeting after the date the form is signed.

Squadron Document Check

1. Form 20 04/2021 completed fully with parent/guardian signature & receipt number – **original copy**
2. Form 15 with New Member indicated to be completed (can contain multiple new members but not renewals) with receipt number included.
3. Receipt issued to member/s as proof of membership
4. 1 & 2 sent to Group (via usual means) to meet the next Group Consultation meeting.



New Member Over 18 Years - League Membership.

- Form 20 04/2021 to be filled out. **No other Form 20 version to be used or accepted.**
- Can be paper version, PDF Editable version, No NAS version at this point.
- Applicant **MUST NOT** sign.
- No Witness signature at this point in time.
- **No money transaction is to take place, NO Receipt number is recorded at this time**
- Squadron to hold secure the filled-out Form 20.
- Applicant to be handed a Form 41 & Form 41a to be completed as soon as practical.
- Applicant **MUST** provide proof of WWCC/VP or be directed to apply for WWCC/VP.
- **Form 41 & Form 41a are to be sent to GHQ or emailed to training.nsw@airleague.com.au to meet the next Group Consultation meeting after forms are returned to squadron DO NOT HOLD ONTO these forms. A copy is highly recommended to be kept at the Squadron.**
- Group will complete the necessary checks and communicate to the Squadron to proceed with membership subject to WWC/VP confirmation.
- Form 20 can now be signed by the applicant and a receipt written to cover the membership fee.
- **Should a Squadron wish to and have access**, the squadron can enter that member record directly onto the NAS and obtain the membership number immediately (this also should be written on the Form 20), at this point only, a Form 20 can be printed from the NAS for the applicant to sign and be witnessed. F20 can be scanned and uploaded to the Notes Section of the member's record as a PDF no greater than 2mb, no photo or images.
- **IMPORTANT – The original signed Form 20 NAS generated OR PAPER is to be sent to meet the next Group Consultation Meeting, It MUST not be held onto by a squadron or WOC as it is a legal document that needs to be sent to Federal.**
- **Membership is subject to WWC/VP confirmation and verification. WWC/VP must be forwarded to Group or directly to operations.nsw@airleague.com.au membership will not be confirmed until the WWCC/VP has been received and verified.**
- A squadron can keep a copy of the Form 20 **BUT** must ensure its security being confidential information. **Group does not require the copy only the original signed form.**
- Undue delay of the original signed Form 20 will mean that the membership of the member will be in a pending state with NO membership certificate or card being issued until the original Form 20 is received at GHQ.
- Original Form 20 can be sent to the Operations Commissioner at the above address to meet the Group Consultation meeting after the date the form is signed.

Squadron Document Check

1. Group Confirmation to proceed with membership application.
2. Form 20 04/2021 completed fully with applicants' signature & receipt number – **original copy**
3. Form 15 with New Member selected to be completed (can contain multiple new members but not renewals) with receipt number included
4. WWC/VP to accompany application or sent separately to Group Operations.
5. Receipt issued to member/s as proof of membership
6. 1, 2 & 3 sent to Group (via usual means) to meet next Group Consultation meeting.



New Member Over 18 Years - Associate Membership.

- Form 20 04/2021 to be filled out. **No other Form 20 version to be used or accepted.**
- Can be paper version, PDF Editable version or NAS based.
- Form 20 to be signed by the applicant and a receipt written to cover the membership fee.
- Witness signature at after applicant's signature.
- Applicant **MUST** provide proof of WWCC/VP or be directed to apply for WWCC/VP.
- **Should a Squadron wish to and have access**, the squadron can enter that member record directly onto the NAS and obtain the membership number immediately (this also should be written on the Form 20), at this point only, a Form 20 can be printed from the NAS for applicant to sign and be witnessed. F20 can be scanned and uploaded to the Notes Section of the member's record as a PDF no greater than 2mb, no photo or images.
- **IMPORTANT** – **The original signed Form 20 NAS generated OR PAPER is to be sent to meet the next Group Consultation Meeting, It MUST not be held onto by a squadron or WOC as it is a legal document that needs to be sent to Federal.**
- **Membership is subject to WWCC/VP confirmation and verification. WWCC/VP must be forwarded to Group or directly to operations.nsw@airleague.com.au Membership will not be confirmed until the WWCC/VP has been received and verified.**
- A squadron can keep a copy of the Form 20 **BUT** must ensure its security being confidential information. **Group does not require the copy only the original signed form.**
- Undue delay of the original signed Form 20 will mean that the membership of the member will be in a pending state with NO membership certificate or card being issued until the original Form 20 is received at GHQ.
- Original Form 20 can be sent to the Operations Commissioner at the above address to meet the Group Consultation meeting after the date the form is signed.

Squadron Document Check

1. Form 20 04/2021 completed fully with applicants' signature & receipt number – **original copy**
2. Form 15 with New Member selected to be completed (can contain multiple new members but not renewals) with receipt number included
3. WWC/VP to accompany application or sent separately to Group Operations.
4. Receipt issued to member/s as proof of membership
5. 1, 2 & 3 sent to Group (via usual means) to meet next Group Consultation meeting.



Sample of NAS Notes Section upload.

Select Notes, then select "Add Note"

Members [REDACTED]

Details | Contacts | Badges | Instructor Points | Aviation Experience | Community Awareness | Diplomas | Awards | Promotions | Appointments | Warrants | Units | Statuses | Financials | Background Checks | Form 18s | **Notes 1**

« List Members | Search | [Q] | Clear

Date ↑	Summary	
26 Sep 2022	F20	[edit] [delete]

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1.

+ Add Note

File name to be "F20 (surname)" file no larger than 2MB is size and PDF ONLY, Summary name to be "F20"

Members [REDACTED]

Details | Contacts | Badges | Instructor Points | Aviation Experience | Community Awareness | Diplomas | Awards | Promotions | Appointments | Warrants | Units | Statuses | Financials | Background Checks | Form 18s | **Notes 1**

« List Notes

* Date: 30/09/2022

* Summary: [input field]

Notes: [text area]

Attachment: Choose File | No file chosen | Maximum file size is 2 MB.

[Save] [Reset]