



Slow Food®

SUBSCRIPTION FORMS - INSTRUCTIONS

Please find below what we hope to be easy to follow instructions on how to be able to register members to Slow Food.

All membership cards are sent directly from our International Service Centre to Slow Food members, along with copies of *The Slow Food Companion* for new members. The *Companion* is a clear and concise booklet that explains our organization and gives an overview of our projects and activities.

New members are subscribed using the electronic (MS Excel) subscription form or the subscription form booklets. It is important to follow these instructions so that incoming members can be added to the Service Centre database with ease.

Please note: both the subscription forms - electronic and paper booklets may only be used by convivium leaders and cannot be distributed to members.

The electronic version of the form is the **preferred** option, but the paper version is, of course, still welcome. If using the electronic form, please send it by email to servicecentre@slowfood.com. Be sure that the member gets a receipt by:

- giving him or her the green paper copy -OR-
- emailing the electronic version.

The subscription form - electronic (Excel) version

The electronic version contains 20 subscription forms. While it is essentially the same as the subscription form booklet, please keep in mind the following:

1. For renewal without change of address, there is no need to fill out the address portion of the form; just enter the name of the member, membership number and complete the rest of the form.
2. It is important that you indicate the sex of the subscriber, as it is often difficult for us to determine this by name alone.
3. When a Couple membership is requested, both names and email addresses (if applicable) must be included.
4. Birth date information is only required for those applying for Young membership, since the Young membership is only available to those 30 years of age or younger. We cannot accept requests for Young membership from those older than 30. We however recommend that this information should be included regardless of membership type, as it is useful for our records.
5. It is important to:
 - double-check that the address is correct and complete
 - enter the email address if the member has one
 - enter also the partners email address, if available
6. Basic membership is only available in developing countries. We cannot accept requests from other countries.



Slow Food®

SUBSCRIPTION FORMS - INSTRUCTIONS

7. Project membership is assessed on a case by case basis, with the Slow Food geographical area co-ordinator and therefore is not included in this subscription form.
8. New members and renewing members can give donations to the Slow Food Foundation for Biodiversity. Please underline this option.
9. **Check the box in accordance with the Privacy Policy. We cannot process membership subscriptions otherwise!**
10. For the item 'Application member' please indicate the date the form was completed. For the item 'Sent to' please put the date you are mailing the form to Slow Food. The line '*Elaborazione*' does NOT need to be filled in.

The subscription form - paper (booklet) version

Every booklet has 15 subscription forms.

1. Each form separates into 3 copies:
 - a black copy to send to Slow Food
 - a red copy to keep for convivium records
 - a green copy to give to the new member as a receipt
2. For the duplicates, as above, you will need to put the cover of the booklet after the 3rd copy (green) before filling it out.
3. Please print clearly in block capital letters; otherwise it is difficult to read and thus have accurate records of the members names, addresses and other details.
4. Completed forms can be:
 - sent to the address indicated on the form

OR

- photocopied onto an A4-size sheet of paper and faxed to +39 0172 421293.
Before sending a fax, can you double check that the photocopy is legible.

Forms should be sent to Slow Food as soon as possible after completion. Our aim is to reduce the time between subscription and delivery of the membership card and for new members *The Slow Food Companion*.

Whether you choose to send the forms by post, email or fax, please be sure to send each form only once so we can avoid entering members twice into the database.

Feel free to call us at the membership service centre on +39 0172 419 611 or e-mail servicecentre@slowfood.com with any questions that you may have.

Thank you for your collaboration.