

# School Change of Cardholder Form

Membership No.

Name of School: \_\_\_\_\_

Cardholder to be removed	Cardholder to be added	Position in school

Each school is allowed a maximum of 10 cardholders

**ALL CHANGES OR ADDITIONS COST £5.00 PER CARD AND MUST BE PAID ON COLLECTION**

**TO BE COMPLETED BY HEAD OF ORGANISATION**

I agree on behalf of the organisation named above, to be bound by the terms and conditions of membership and that the information on this form is correct. I also confirm that the above named are employees (paid or voluntary) and are authorised to collect on our behalf.

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Please note the following:

- It is a condition of membership that your group does not collect on behalf of a non-member group.
- This is an application process which cannot be done at the counter. **It can take up to three working days from receipt of application to process.** Once completed we will email the group using the email provided to let them know their cards are ready for collection.
- Cardholders cannot bring non-members into *Play Resource* to make collections.
- Cards are non transferable and can only be used by the named person. Anyone found using someone else's card will have the card withdrawn.
- If your membership is out of date by more than two weeks you will not be able to use the centre.
- This form can either be returned by:

Post: Play Resource, North City Business Centre, 2 Duncairn Gardens, Belfast, BT15 2GG  
 Email: [nicola@playresource.org](mailto:nicola@playresource.org)  
 Fax: 02890 755596

Office use only

Date changed:

Date group contacted:

Initials: