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 and must be teaching staff within the school. Members of the PTA are not allowed to be named cardholders.

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

TO BE COMPLETED BY PRINCIPAL

I agree on behalf of the school 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 teaching staff 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 Anyone found using someone else's card will have the card withdrawn.
- If your membership is out of date by more than two weeks you will not be able to use the centre.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

Office use only
Date changed:
Date group contacted:
Initials: