

NGO FORUM ON CAMBODIA Membership Application Form 2007

Before applying for membership, NGOs are encouraged to meet with NGO FORUM staff and learn about NGO FORUM's purpose, mission and current activities. NGOs are permitted to join in NGO Forum activities for up to one year before deciding on whether to apply for membership. After one year, NGOs who wish to continue their involvement are expected to apply for membership. *Local NGOs* which have been active participants for at least one year will be offered free membership.

The following set of NGO FORUM documents may be obtained from the NGO Forum office:

- this application form;
- the NGO FORUM By-Laws;
- a list of current Member Organisations;
- details of Membership fees.

Applications for membership are considered by the NGO Forum's Management Committee, which meets monthly.

Specific responsibilities of members include attending Quarterly Members Meetings, and voting on all issues brought to the membership, including Management Committee elections.

Applicant Details:

.....
(name of the organisation as it should appear on the membership list, including acronym)

wishes to apply for membership of the "NGO Forum on Cambodia" as:

- Please tick one: Full member (for NGOs implementing projects in Cambodia)
 Associate member (for NGOs not operational in Cambodia that support Cambodia's development)

Mailing address: CCC Box No.

Street address:

Telephone: Fax:

Email:
(Please list all email addresses at which you wish to receive information from the NGO Forum)

All member organisations are required to participate in Members Meetings. Please list below the name of the person who will most often represent your organisation at Quarterly Members Meetings:

Member Meeting representative:

The NGO Forum currently organises *network activities* for the following issues: Development policy; Gender; Trade and Economic Development; Environment Awareness; Pesticides; Mekong Basin Community Rights; Land Reform; Resettlement; Forest Livelihoods.

Member organisations are invited to participate in the regular network meetings organised by the NGO Forum. Please list the network meetings your NGO intends to regularly attend and the name of the person who will represent your organisation in these meetings:

<u>Network Activity (see above)</u>	<u>Name of staff member (and email if different from above)</u>
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.....
.....

The NGO Forum operates an email list serve that provides news on Cambodia relating to the following topics. Please tick the news topics for which you would like to receive information:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Development | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Human Rights |

Checklist of documents to attach to this application:

- A letter explaining the reasons why the organisation wishes to join the NGO FORUM;
- The Organisation’s Mission and/or Vision Statement (where these exist);
- The Organisation’s Constitution and/or By-Laws (where these exist);
- A list or summary of the Organisation’s current activities in Cambodia; and any brochure or other document used to explain the Organisation’s purpose and activities;
- A list of the Organisation’s funding sources, and list of Board Members or other decision-making body;
- The organisation’s official authorisation to operate in Cambodia. Letters of recognition from line ministries or provincial authorities will suffice where formal protocol agreements have not been completed. (Not required for Associate Membership.)

Pledge of commitment:

On behalf of my organisation, I accept the Mission statement and Values of the NGO Forum on Cambodia and agree to abide by the By-Laws governing membership. I believe that my organisation fully qualifies for membership of the NGO Forum, as outlined in the NGO Forum’s By-Laws, and have attached the required documentary evidence of this fact. My Organisation agrees to participate regularly in the member meetings of the NGO FORUM and to pay annual membership fees (except where exempt).

.....
(Name and signature of Director of the NGO)	(Correct title of Director)	(Date)