

Annual Membership Instructions

For renewing online, see next page.

Members can download & print forms from the [WQMA website](#), ask the WQMA [secretary](#) to mail them a packet, or pick up a membership packet at one of our monthly business meetings. (*Renewing members also have the option of filling out their forms on the WQMA website and printing them afterward; see below for further instructions.*)

For friends and family who are not part of the immediate family but want to participate (e.g., grandparents, parents living in a separate house, etc.), each person must submit an individual (alternate) membership.

Important: all forms must be signed in front of the WQMA secretary or another board member, or a Notary Public.

1. Application: Please fill out one membership application per family (include non-drivers) or individual/alternate member.
2. Waivers: Fill out one adult waiver for each adult and one child waiver for each child (including non-drivers).
3. If you use the online forms, print a copy of each document to submit to the WQMA [secretary](#) (*documents which are completed online will not be automatically saved, so please save a copy to your computer*).
4. New Members must also submit an original, embossed birth certificate for each child (this can be returned to you upon request after a copy has been made.) In addition, new members must submit a 1x1 photo for each person 16 years or older.
5. Submit all documents and photos to the WQMA [secretary](#), along with membership fees. Current annual membership fees are \$210 for a family membership and \$50 for an alternate membership. **If you are renewing after the first of the year (if your membership has expired), there is an additional \$15 late fee, as stated in our Bylaws.** If you cannot submit the forms in person, have signatures witnessed by a notary public. Otherwise, sign them in front of an authorized WQMA witness.

Renewing Members: Online Membership Renewals

1. On the QMA website, validate your membership if you haven't already done so (go to <http://www.quartermidgets.org/index2.asp> and click on "Log In". Have your membership # ready {it's on your I.D. card!}). Follow links on the page.
2. At the top-left of the page, a member section will show up where you can get to the online application.
3. Select online application and follow the prompts; update any information that is not correct.
4. Please print a copy of your completed application; your club secretary will stamp this and forward it to National (if you want a copy for yourself, print 2 copies). **Important: if you do not print the copy at this point, you will have to fill it out manually to give to your club secretary. Once you close out of the page with the completed application, it cannot be retrieved later!**
5. Print the adult and child waiver forms (2 copies if you want to keep one).
6. Submit your application online.
7. Once submitted an email will be sent to you, your club secretary or membership processor, and the National office.
8. Bring all forms to your club secretary for processing, with appropriate payment. **Do not sign waivers before hand – the signature must be witnessed by an authorized QMA witness or notary public!**
9. Once this step is complete, your club will notify the National office that your application has been received and payment will be sent in.