

# Metropolitan Coordination Association, Inc. – MetroCor

305-12 Knickerbocker Avenue Bohemia, NY 11716

## General Filing Instructions for Membership Application/Data Sheet

### Information Current and Complete

Information filed with MetroCor must be kept current and complete.

### Membership Fee and Coordination Fees

The yearly dues fee for **MetroCor Membership** is \$20.00 per year per Sponsor/Club/Organization. This fee does not include Coordination Fees.

**Coordination Fees** are \$15.00 for the PRIMARY Coordination with \$5.00 for each Additional Coordination. These fees are assessed by the Sponsor/Club/Organization Mailing Address. This fee does not include MetroCor Membership Fees (dues).

There is a **Special First Year Rate** for Membership and Coordination that is \$15.00 for the PRIMARY Coordination and \$5.00 for 1<sup>st</sup> year membership for \$20.00, with \$5.00 for each Additional Coordination. For more information on MetroCor Membership Fees see the Bylaws.

### For Assistance

For Assistance with this application, please send an email to [metrocor@metrocor.net](mailto:metrocor@metrocor.net) or send correspondence to: MetroCor, 305-12 Knickerbocker Avenue Bohemia, NY 11716

## Sponsor, Club or Organization

**ITEM 1: Sponsor** Sponsor, Club or Organization Name Format of response: Full name

**ITEM 2: Callsign** Sponsor, Club or Organization Callsign (Make sure to submit copy of FCC license for callsign with paperwork)

**ITEM 3: Expire Date** Sponsor, Club or Organization Callsign Expiration Date Format of response: MM/DD/YY

**ITEM 4: License Class** Sponsor, Club or Organization Callsign License Class Format of response: (Tech, Gen, Adv, Ext, Club)

**ITEM 5: First Issued** Sponsor, Club or Organization Callsign Date first issued Format of response: MM/DD/YY

**ITEM 6: Mailing Address** Sponsor, Club or Organization Full Mailing Address

**ITEM 7: City** Sponsor, Club or Organization City/Town

**ITEM 8: State** Sponsor, Club or Organization State Format of response: 2 Letter State Abbreviation

**ITEM 9: Zip Code** Sponsor, Club or Organization Zip Code Format of response: 5 by 4 if available i.e.: 11704-2606

**ITEM 10: Borough, Township, etc.** Sponsor, Club or Organization Borough, Township, Village

**ITEM 11: County** Sponsor, Club or Organization County

**ITEM 12: Region** Sponsor, Club or Organization ARRL Section Format of response: NNJ, NLI, ENY

**ITEM 13: Org. Phone** Sponsor, Club or Organization Phone Number Format of response: (Area Code) 555-1234

**ITEM 14: Org. Fax** Sponsor, Club or Organization Fax Phone Number Format of response: (Area Code) 555-1234

**ITEM 15: Org Packet Address** Sponsor, Club or Organization Packet Address

**ITEM 16: Org Email** Sponsor, Club or Organization Internet Email Address

**ITEM 17: Org. Website** Sponsor, Club or Organization Internet WebSite if there is one.

**ITEM 18: ARRL Affiliated Member** Is Sponsor, Club or Organization an member of the ARRL?

## Trustee Information

**ITEM 19: Trustee First Name** Trustee's Full First Name Format of Response: First Name

**ITEM 20: Trustee Middle Initial** Trustee's Middle Initial Format of Response: Singular letter

**ITEM 21: Trustee Last Name** Trustee's Full Last Name Format of Response: Last Name

**ITEM 22: Birth Year** Trustee's Birth Year Format of response: year 4 figures (i.e. 1954)

**ITEM 23: Callsign** Trustee's Callsign (Make sure to submit copy of FCC license for callsign with paperwork)

**ITEM 24: Exp. Date** Trustee's Callsign Expiration Date Format of response: MM/DD/YY

**ITEM 25: License Class** Trustee's License Class Format of response: (Tech, Gen, Adv, Ext, Club)

**ITEM 26: Year first Licensed** Trustee's Callsign Date first issued Format of response: MM/DD/YY

**ITEM 27: Position** Trustee's Position in Organization

**ITEM 28: Mailing Address** Trustee's Full Mailing Address

**ITEM 29: City** Trustee's City/Town

**ITEM 30: State** Trustee's State Format of response: 2 Letter State Abbreviation

**ITEM 31: Zip Code** Trustee's Zip Code Format of response: 5 by 4 if available i.e.: 11704-2606

**ITEM 32: Borough, Township, etc.** Trustee's Borough, Township, Village

**ITEM 33: County** Trustee's County

**ITEM 34: Region** Trustee's ARRL Section Format of response: NNJ, NLI, ENY

**ITEM 35: Home Phone** Trustee's Home Phone Number Format of response: (Area Code) 555-1234

**ITEM 36: Home Fax** Trustee's Home Fax Number Format of response: (Area Code) 555-1234

**ITEM 37: Cell Phone** Trustee's Mobile/Cell Phone Number Format of response: (Area Code) 555-1234

**ITEM 38: Work Phone** Trustee's Work Phone Number Format of response: (Area Code) 555-1234 ext.

**ITEM 39: Work Fax** Trustee's Work Phone Number Format of response: (Area Code) 555-1234

**ITEM 40: Pager** Trustee's Pager Number Format of response: (Area Code) 555-1234 pin #

**ITEM 41: Alternate Phone** Trustee's Alternate Phone Number Format of response: (Area Code) 555-1234

**ITEM 42: Email** Trustee's Internet Email Address

**ITEM 43: Website** Trustee's Internet WebSite if there is one.

**ITEM 44: Packet Address** Trustee's Packet Address

**ITEM 45: ARRL Member** Is Trustee an member of the ARRL? Y/N

**ITEM 46: Positions Held** Any positions Trustee holds in ARRL organization.

**ITEM 47: Other Interests** Trustee's other interests

## **Alternate Contact Information**

**ITEM 48: Alternate First Name** Trustee's Full First Name Format of Response: First Name

**ITEM 49: Alternate Middle Initial** Trustee's Middle Initial Format of Response: Singular letter

**ITEM 50: Alternate Last Name** Trustee's Full Last Name Format of Response: Last Name

**ITEM 51: Birth Year** Alternate Contact's Birth Year Format of response: year 4 figures (i.e. 1954)

**ITEM 52: Callsign** Alternate Contact's Callsign (Make sure to submit copy of FCC license for callsign with paperwork)

**ITEM 53: Exp. Date** Alternate Contact's Callsign Expiration Date Format of response: MM/DD/YY

**ITEM 54: License Class** Alternate Contact's License Class Format of response: (Tech, Gen, Adv, Ext, Club)

**ITEM 55: Year first Licensed** Alternate Contact's Callsign Date first issued Format of response: MM/DD/YY

**ITEM 56: Position** Alternate Contact's Position in Organization

**ITEM 57: Mailing Address** Alternate Contact's Full Mailing Address

**ITEM 58: City** Alternate Contact's City/Town

**ITEM 59: State** Alternate Contact's State Format of response: 2 Letter State Abbreviation

**ITEM 60: Zip Code** Alternate Contact's Zip Code Format of response: 5 by 4 if available i.e.: 11704-2606

**ITEM 61: Borough, Township, etc.** Alternate Contact's Borough, Township, Village

**ITEM 62: County** Alternate Contact's County

**ITEM 63: Region** Alternate Contact's ARRL Section Format of response: NNJ, NLI, ENY

**ITEM 64: Home Phone** Alternate Contact's Home Phone Number Format of response: (Area Code) 555-1234

**ITEM 65: Home Fax** Alternate Contact's Home Fax Number Format of response: (Area Code) 555-1234

**ITEM 66: Cell Phone** Alternate Contact's Mobile/Cell Phone Number Format of response: (Area Code) 555-1234

**ITEM 67: Work Phone** Alternate Contact's Work Phone Number Format of response: (Area Code) 555-1234 ext.

**ITEM 68: Work Fax** Alternate Contact's Work Phone Number Format of response: (Area Code) 555-1234

**ITEM 69: Pager** Alternate Contact's Pager Number Format of response: (Area Code) 555-1234 pin #

**ITEM 70: Alternate Phone** Alternate Contact's Alternate Phone Number Format of response: (Area Code) 555-1234

**ITEM 71: Email** Alternate Contact's Internet Email Address

**ITEM 72: Website** Alternate Contact's Internet WebSite if there is one.

**ITEM 73: Packet Address** Alternate Contact's Packet Address

**ITEM 74: ARRL Member** Is Alternate Contact an member of the ARRL? Y/N

**ITEM 75: Positions Held** Any positions Alternate Contact holds in ARRL organization.

**ITEM 76: Other Interests** Alternate Contact's other interests

**ITEM 78: Signature** Signature of Person Filling Out The Application.

**ITEM 79: Call Sign** Call Sign of Person Filling Out The Application.

**ITEM 80: Date** Date The Application was completed.

If you have any prior documentation to confirm your responses to these items please send photo copies of the originals so we can compare these to the paperwork that has been forwarded to us.

We thank you for your time and patience as we go through this process of contacting ALL equipment owners.

Please be aware that this has been a time extensive process and we have not been able to contact every owner as quickly as we would have liked because of the limited information we were first given.

Thank you,

MetroCor