

Form 2A, Rev 12/23/2022

Information for using the Application for SIR Membership Form

Form 2 was revised to present a new format and include the new SIR Logo.

You may customize the Application For SIR Membership form that you download to meet the specific needs of your Branch following the instructions below. These instructions apply to the WORD version of the Form as the PDF version is not possible to change “non-fillable” text.

- 1) It is not permissible to change any part or portion of Form 2, page 1, except as noted in 2) below.
- 2) The 'box' titled 'For Branch Use' on page 1 can be used for any specific message(s) or instructions that should be conveyed to the applicant, such as the amount of dues (if any); the name and address of the person to whom the application should be mailed to if not given to the applicant's sponsor; or the name phone number of a member (if any questions arise.)
- 3) The “MS Word” document can be completed on a computer or on-line and then printed. The blank MS Word document and a blank Adobe PDF document that can be printed and then completed by the applicant preferably in ink.
- 4) The “MS Word” document Activities List on page 2 should be customized to reflect Branch offerings.

Note: When using the WORD form, enter a Capital 'P' after any activity to indicate that it is or could be one in which Partners can participate. This helps to stir up interest in new activities or in existing activities wherein Partners would be welcome.

Note that the activities are in alphabetic order for easier reading.

- 5) The phrase “ways that a member can assist the Branch” on page 2 may be customized in the Word version by the branches to reflect the needs of the Branch.
- 6) If completing the "MS Word" document online, use an Arial font in 10 point. Do not exceed the space allowed in the boxes; it will cause an additional row to be inserted in the form.
- 7) For now, the PDF version:

The PDF version of the file can be used blank as a “Printable” file.

The letter “P” can be hand entered on a “printed” copy of the PDF file and then the entire printed file can be duplicated for distribution to new applicants.

This PDF file is “Fillable” in the “Blue” boxes. Click on the box and enter the information you want on the form.

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Each "Box" has some strange behaviors. For example: In some of the boxes...

If you exceed the space available, the Typed Text is automatically reduced in font size to fit the box.

If you type a carriage return, you might start a new line within the box. Some boxes just throw the carriage return away.

The checkboxes on the second page are troublesome to use. I have found that if you hover your cursor over a particular checkbox and move around until the border of the box turns black, and then left-click the box seems to consistently work.

To uncheck a box, just click it again using the same procedure.

If you click in the wrong area of the checkbox, the box may not allow the click to work. I had to click somewhere outside the boxes and then go back and try again. This a problem with the software that I use to create the Form... It is not personal.

When you are finished filling out the PDF form, you can save it to a file folder of your choice on your computer. You can email this file to the contact on the form. You can also print the file with your information and mail it to the indicated address or hand it to a branch member.

The PDF file is used to get around the several incompatibilities found on different computer platforms. PDF also is an improvement over a WORD form that CAN to be edited to fit new information.