

SPRINGVALE LEARNING AND ACTIVITIES CENTRE INC.

Application for Inspection of Records

Full financial members of Springvale Learning and Activities Centre Inc. may on request inspect free of charge the register of members; the minutes of general meetings and subject to Committee's approval other relevant records of the organisation.

The members willing to inspect the records must complete this application form, sign the declaration and forward the completed form to the Secretary.

The application will be considered by the Committee in the following scheduled meeting and the member will be informed on the Committee's decision within 10 working days after the meeting.

Application for Inspection of Records

I, _____ (full name), being a full financial member of Springvale Learning and Activities Centre Inc. at the time of this request, wish to inspect the following records of the organisation (list the documents you wish to inspect):

I wish to inspect the records for the following reasons/purposes (list the reasons/purposes in detail):

List the reasons/purposes in detail

Member's Signature _____ **Date** _____

MEMBER'S DECLARATION

I, _____ (full name) declare that:

- I support the purposes of Springvale Learning and Activities Centre Inc.
- I understand and agree to comply with the Springvale Learning and Activities Centre Inc. Rules.
- I will not make improper use of information acquired by virtue of being a member to gain an advantage for myself or any other person, or cause detriment to Springvale Learning and Activities Centre Inc.
- I will not engage in oppressive conduct, i.e. unfairly prejudicial or discriminatory against any member of the Committee of Management or the organisation; or contrary to the interests of the Centre as a whole.

**MEMBER'S
SIGNATURE** _____

DATE _____