

The University of Arizona Beta Group 2008-2009 Membership Application

Membership is open to any person holding a position at The University of Arizona in the Administrative Support Services Job Family (Job Codes 70000 to 72200) with a Pay Grade of 31 and above, such as: Administrative Assistant; Administrative Associate; Business Manager; Business Manager, Senior; Executive Assistant; Legal Assistant; Office Specialist, Senior; Office Supervisor; Program Coordinator; Program Coordinator, Senior; Prospect Research Coordinator, etc. The full listing of these applicable Job Sub-Families can be viewed at http://beta.web.arizona.edu/membership/job_titles.htm.

_____ Your Name	_____ Title
_____ Dept. Name and Number	_____ Campus Address (P.O. Box)
_____ Work Phone	_____ Work Fax
_____ DOB: (month and day <i>only</i>)	_____ E-mail address
_____ Home Address	_____ Zip Code
_____ Home Phone – publish in Roster (circle one: YES / NO) Cell or Alternate Phone	

Please list any specialty or specialized knowledge you have that may be of benefit to other Beta Group members. This can include some unique aspect of your position and/or experience at the University (i.e., organizing events, staff development, budget and financial information, University protocols, policy making, scheduling meetings, etc.).

- New Member** Dues are prorated at \$2.00 per month, depending upon your membership enrollment date (Membership year = 11/01/08 to 10/31/09). If applicable: name of referring Beta Member: _____.
- Continuing Member** Dues are \$24.00 annually. Beta Group dues CANNOT be paid by state funds; you must use your department's designated account funds or personal funds. PAYMENT IS DUE BY 10/31/2007. Failure to pay dues will automatically cancel your membership.

Payment procedures:

Make your personal check, Check Request or dPR payable to: **The Beta Group**. NOTE: the Check Request or dPR *must state*: "For the [*Department Name*], Departmental UA Beta Group Membership: Represented by: [*Your Name*]." Please also note: **original** Check Requests and dPR's **MUST** go to the Financial Services Office (FSO)! Please DO NOT submit the originals to Beta!!

Today's date: _____ Amount enclosed: \$ _____ Personal Check # _____ OR Check Request/dPR # _____

Please check one: Continuing Member New Member Transfer of Departmental Membership

Send application and payment** to: Rebekah Salcedo, Beta Membership Director
c/o Office of Student Financial Aid
Administration Building, **Room 219P**
P. O. Box 210066
Tucson, AZ 85721-0066
Fax: (520) 621-9473 / E-mail: rsalcedo@email.arizona.edu

** Remember - **original** Check Requests and dPR's MUST go to FSO! DO NOT send the originals to Rebekah Salcedo. She will process your application (add/update information on the Roster and add/update ListServ information) and will forward the checks and dPR's to our Treasurer.

PLEASE FILL OUT AND INCLUDE THE ATTACHED INTEREST SHEET!
THANK YOU AND WE LOOK FORWARD TO SEEING YOU SOON!

Interest Sheet

Here's a way to enhance your UA Beta Group membership through committee involvement.

Your assistance is greatly appreciated!

Please select the committee(s) where you can assist the chair in meeting this year's goal.

- ❑ **Bylaws Committee: Meets periodically for necessary bylaws revisions.
Chair: Pearl Byrne (pearlb@email.arizona.edu; 621-5511)**

- ❑ **Philanthropy Committee: Meets periodically for organization of charitable fundraisers. Chair: Pearl Byrne (pearlb@email.arizona.edu; 621-5511)**

- ❑ **Membership Committee: Plans the recruitment of new members, manages membership roster and Listserv.
Chair: Rebekah Salcedo (rsalcedo@email.arizona.edu 621-5783)**