Print Form

New Application or Renewal of Membership for the Ottawa Valley Guild of Stitchery (OVGS) and Privacy Waiver

Name: (printed) _____ ☐ I am also a member in the _____ Guild

Membership No. _____ Expiry Date: _____

☐ I agree to the following three statements:

1 - A) If **new** application, I authorize the OVGS to collect and retain the following personal information that I wish the OVGS to have.
B) If **renewal** application, I authorize the OVGS to collect and retain the personal information I have provided previously or the updated information I am providing below.

2 - I authorize the OVGS to use this information for the sole purpose of the operation of the Guild and Guild activities, and to comply with the requirements of chapter membership in the Embroiderers' Association of Canada, Inc.

3 - I agree to observe the Embroiderers' Association of Canada *Code of Conduct*; a copy of which can be requested at the Membership Table or can be found on the EAC's website (eac-acb.ca).

Member's information:

Name: (printed) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: (_____) _____ E-mail address: _____

(Please make sure your email address is clearly printed.)

Payment Information:

☐ Membership Fee: $85.00 ☐ Dual Membership Fee: $30.00

Method of Payment: ☐ **E-transfer** - (You may email your form to **membership@ovgs.ca**. The OVGS Treasurer will email you with instructions for your e-transfer payment.)

☐ **Cheque** - (**Payable to**: Ottawa Valley Guild of Stitchery. Please bring your cheque to the next monthly OVGS meeting.

☐ **Cash** - (Please bring to the next monthly OVGS meeting.)

***Guild Members are responsible to notify the OVGS executive of any changes to their personal information as they occur.*
***Renewals must be received **by July 7th** to ensure continuous delivery of Embroidery Canada magazine.*

Signature: _____ **Date:** _____

Instructions for filling out the "*New Application or Renewal of Membership*" form:

1. Open the form in the latest verion of Adobe Acrobat Reader.

2. Fill in the form electronically and use the print button to print. **OR**
   Use the print button to print a blank form and fill it in manually.

Although this fillable pdf cannot be saved in Adobe Acrobat Reader, you still can save it in one of the following ways:

a. If you have a "Print to PDF" option in your list of printers, use that option and give the file a new name. **OR**

b. **Open the file in a web browser rather than Adobe Acrobat Reader**, fill it out and download, giving the file a new name.

If used, name of web browser: _____

3. Submit the form:

a. Printed forms (including forms that have been scanned and printed) can be brought to an OVGS meeting or can be mailed to the address in the Payment Information section of this form.

b. Electronic forms can be emailed to **membership@ovgs.ca**.

OTTAWA VALLEY GUILD OF STITCHERY (OVGS)
PRIVACY POLICY

1. The Ottawa Valley Guild of Stitchery shall collect only such personal information from its members as is necessary for the operation of the Guild and Guild activities, and to comply with the requirements of chapter membership in the Embroiderers' Association of Canada, Inc.

2. The OVGS shall safeguard all personal information relating to Guild members, including addresses, telephone numbers, email addresses and membership numbers.

3. The OVGS shall take all necessary steps to ensure that information it may have in its possession in relation to any OVGS member not be used for an unauthorized purpose, either by another member of the OVGS or by any other person.

4. Every member of the OVGS shall execute a form no later than at the time of renewal of annual membership:

a) authorizing the collection and retention of personal information specified by the member;
b) undertaking not to disclose personal information of any other OVGS member that may come into his/her possession.

5. Every member of the OVGS has the right to withhold personal information from the Guild, with the understanding that this may limit the ability of the OVGS and EAC to communicate news and announcements to that member.

6. Any member of the OVGS who fails to respect the confidentiality of personal information relating to another member of the Guild shall be subject to sanction by the OVGS. Breach of confidentiality shall include providing the name and contact information of any member of the Guild to a person who is not an OVGS member without first obtaining the consent of the Guild member concerned.

7. All personal information relating to any OVGS member in the possession of the Guild shall be destroyed no later than one year after the expiry of that member's membership in the OVGS, with the exception of any material on or reference to that member in archived issues of the OVGS newsletter and archival records of the Guild.

Updated: September 2026