



# BCTF

**British Columbia Teachers' Federation** A Union of Professionals  
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 [bctf.ca](http://bctf.ca)  
604-871-2283 1-800-663-9163

F08-20/Rev. August 2017

## Affiliate Administrative Membership Application

The British Columbia Teachers' Federation ("BCTF") is committed to both protecting the privacy and confidentiality of our members' personal information and complying with British Columbia's *Personal Information Protection Act*. We are collecting your personal information on this form because it is needed to provide the services (outlined overleaf) to which you are entitled as an affiliate administrative member.

To view the BCTF's complete privacy policy, visit our website at [bctf.ca/PrivacyPolicy](http://bctf.ca/PrivacyPolicy).

**Important note:** In order to maintain eligibility for continuation of BCTF Salary Indemnity Plan coverage, **application** for Affiliate Administrative membership, and **payment** of the application fee (\$100.00), **must be received by the BCTF within 30 days of appointment** as a temporary administrative officer. Coverage may be accessed during the 12 months from date of appointment; for additional information, see overleaf.

### Authorization to employer

Effective \_\_\_\_\_, 20\_\_\_\_, for up to one year, I hereby authorize the Board of School Trustees of School District No.\_\_\_\_ ( \_\_\_\_\_ ) to deduct from my gross salary and/or wages, and pay to the British Columbia Teachers' Federation, the sum equivalent to the British Columbia Teachers' Federation Salary Indemnity Plan fee according to the scale currently in force pursuant to its Constitution and By-laws.

\_\_\_\_\_  
*Applicant name (please print)*

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

### Member information

Please print, providing all requested information.

Legal First Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Former Name \_\_\_\_\_

( DD / MM / YYYY )

Address \_\_\_\_\_  
*Unit Street City Postal Code*

Home phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email (home) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email (SD) \_\_\_\_\_

Appointing school district # \_\_\_\_\_, \_\_\_\_\_ Appointing SD employee # \_\_\_\_\_

Date of appointment \_\_\_\_\_, 20\_\_\_\_ TRB (teacher) certificate # L \_\_\_\_\_

Please inform [membership@bctf.ca](mailto:membership@bctf.ca) if there are changes to the above information during your membership period.

FOR BCTF OFFICE USE ONLY

#### Member Records and Fees Department

Effective date \_\_\_\_\_ Expiry date \_\_\_\_\_ Member ID \_\_\_\_\_  
( DD / MM / YYYY ) ( DD / MM / YYYY )

Accounting Department Paid by: School District  Member  Date paid \_\_\_\_\_, 20\_\_\_\_

Method of payment: Cheque # \_\_\_\_\_ or Deposit # \_\_\_\_\_ or Credit card \_\_\_\_\_

## Benefits and Privileges of BCTF Affiliate Administrative Membership

Affiliate administrative membership entitles the member to:

1. participate in the Salary Indemnity Plan for up to one year (eligibility ends after 12 months and is not renewable);
2. participate in the BCTF/BCSTA Group Life Plan, the North American Group Life Plan, the BCTF/Industrial Alliance Voluntary Group Life Plan, and the BCTF/Royal Trust Group Registered Retirement Savings Plan, or their equivalents, subject to eligibility conditions under the terms of those plans;
3. receive advice on benefit plans, employment insurance, Workers' Compensation Board, the teachers' pension plan, the Canada Pension Plan, etc.;
4. receive the *Members' Guide to the BCTF*, on request;
5. receive the *Teacher*, or equivalent;
6. join provincial specialist associations on payment of the PSA membership fee;
7. participate in BCTF Professional Development activities, as appropriate.

<b>Timeline</b>	Application for membership must be received <b>by the BCTF within 30 days of appointment</b> as a temporary administrative officer.
<b>Fee</b>	The affiliate administrative membership fee of <b>\$100</b> , payable directly to the BCTF, must also be received within 30 days of appointment. The appropriate Salary Indemnity Plan and EI Rebate fees will be deducted from salary and remitted to the BCTF via monthly school district payroll during the eligibility period.
<b>Payment</b>	The affiliate administrative membership fee may be paid in one of the following ways: By the school district: by cheque or as part of a monthly remittance By the member: by cheque, payable to the BCTF (see letterhead, overleaf, for address), or by credit card: call 604-871-2283, or 1-800-663-9163, and request to speak with Accounts Receivable
<b>Questions</b>	Member Records and Fees Department: 604-871-2191; <a href="mailto:membership@bctf.ca">membership@bctf.ca</a> Salary Indemnity Plan: 604-871-2283, or 1-800-663-9163; request to speak with the Plan Administrator

Affiliate administrative membership will ensure coverage under the BCTF Salary Indemnity Plan for the percentage fee currently payable by BCTF active members, plus the employee's share of the reduced employer contribution to employment insurance (payroll deduction), for up to one year from date of appointment. Please make sure your application form and payment are received within the timeline.

Affiliate administrative members are not eligible to vote or hold office in the BC Teachers' Federation.