

## New Member Check-off List

Check these off as you complete them.

- Attend Meeting #1 (Must attend THREE meetings in a row)
- Check #1: \$150 made out to IPSSA San Diego Chapter # \_\_\_\_\_ Date \_\_\_\_\_
- Complete Membership Application
- Complete New Member Information page
- Complete Blue Card
- Complete Automatic Payment Application (optional), attach VOIDED check
- Make copies of Business License and Proof of Experience
- Attend Meeting #2, return filled out forms & copies to New Member Chairman
- Study Water Chemistry Book
- Obtain Water Chem Test website password ([ipssaexam@aol.com](mailto:ipssaexam@aol.com) or call **888-360-9505**)
- Pass Water Chemistry Test
- Study Chapter Standing Rules and Sick Leave Plan
- Start filling out Yellow Cards
- Attend Meeting #3 (Must attend THREE meetings in a row)
- Attend Chapter Board meeting, First Wednesday of \_\_\_\_\_  
(Please bring Yellow Cards and any missing documents from above)
- Bring check for \$189 made out to: IPSSA Management Co. # \_\_\_\_\_ Date \_\_\_\_\_
- Pass Chapter Test                       Board Interview
- Attend Meeting #4, chapter votes on membership
- Pick up MSDS notebook & Chapter Directory from New Member Chairman
- You will receive a New Member Packet from IPSSA headquarters
- Monthly dues payments MUST be IN THE OFFICE by 10<sup>th</sup> of each month