



To: Members
Clubs

Cc: Regions/NAs/Networks
Federation Councillors
Federation Programme Action Committee
Federation Management Board

Dear all

Membership Gift Vouchers for use by Clubs

Some Clubs have requested that gift vouchers be developed for them to use to offer “discounts” on Membership to women to encourage them to join, so we have developed two gift vouchers that can be used by Clubs.

There is one gift voucher for Associate Membership, which can be purchased from SIGBI HQ by Clubs at a cost of £60.00, and a separate gift voucher allowing Clubs to offer money off a year’s Club Membership. The gift vouchers are both intended to be issued and completed electronically and forwarded by email. They could be used as Christmas gifts, or as a gift for a speaker at a Club meeting, for example.

How to use the gift vouchers

Associate Membership Gift Voucher

1. Complete the [Associate Membership Gift Voucher order form](#). You will be asked to pay £60 via PayPal as part of placing the order.
2. A uniquely numbered gift voucher will be forwarded to the email address given on the order form. This can be the email of a Member who wishes to forward the gift voucher themselves, or the email of the person who is to receive the gift voucher.
3. The person receiving the gift voucher completes their details on the back of the voucher and clicks “Submit”, which will send the voucher to SIGBI HQ.
4. SIGBI HQ will log the numbered voucher against the recipient, so that when it is returned to SIGBI HQ it will be registered as returned, the new Associate Member will be added to the database, and contacted in the usual way.
5. SIGBI HQ will email the person who purchased the gift voucher to advise them that the gift voucher has been returned and the recipient is now an Associate Member.

6. The gift voucher does not have a time limit. It will be activated upon receipt at SIGBI HQ, and the year's Associate Membership will start from that date. No refunds on gift vouchers purchased will be given.

Club Membership Gift Voucher

1. The Club downloads the [gift voucher from the website](#).
2. The person making the gift completes the front of the card with the value of the gift voucher and the name of the Club. They must also complete the "Return to" section on the reverse of the voucher with their Name and Email Address. If they wish they can enter the name of the recipient on the back of the voucher and any known contact details in the appropriate fields.
3. The person making the gift forwards the gift voucher with a personalised message to the recipient explaining that it can be returned to receive a reduced Membership fee and what the balance of the subscription is. The recipient should be asked to complete any remaining information and return the voucher to the email address shown.
4. The person making the gift will then negotiate with the Club Treasurer and the recipient about making the full payment and enrolling the Member in the Club.

We hope that you agree that these gift vouchers make excellent Christmas/Birthday/Mothers Day presents, and that you make good use of them to increase Membership.

Yours in friendship

Sue Williams

Sue Williams
Director of Membership