

# Annual Subscription Form 2025

Annual Subscriptions to the Scottish Photographic Federation  
(and the PAGB by joint subscription payment)

**due and Payable by 1<sup>st</sup> January 2025**

## Please hand to the correct person for Action

Only those Club Treasurers already on our mailing list will receive this email direct. This is mainly being sent to Club Secretaries and Competition Secretaries so please pass it on to your Treasurer.

PLEASE ENTER YOUR CLUB NAME HERE *No acronyms please*

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PLEASE ENTER YOUR OWN NAME HERE

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PLEASE ENTER YOUR EMAIL ADDRESS HERE

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PLEASE ENTER YOUR PHONE NUMBER HERE

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**The reduced joint SPF (and PAGB) Annual Subscription for 2025 will be at a rate of £4.10 per member. Please calculate your payment and complete your details below**

The joint Subscription to the <b>SPF</b> and PAGB for <b>2024</b>	<p style="text-align: center;">_ _ _ _</p> <p style="text-align: center;">No of Members at 1<sup>st</sup> Nov. 2024</p>	<p style="text-align: center;"><b>@ £4.10</b> per member payable by 1<sup>st</sup> January</p>	<p style="text-align: center;">£</p>
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*Maximum rate is for 120 members.*

**Acknowledgement of payments will be sent if an email address is provided, as will all requests for receipts.**

## CHECKLIST FOR SPF MEMBERSHIP

We require completion and submission of **all** of the following to be received,  
**by 31st December 2024.**

- **Completed SPF ANNUAL SUBSCRIPTION FORM** (Page 1 of this document)
- **Cheque PAYMENT** made payable to 'SPF' – sorry we do not have the option of payment by electronic transfer/BACS. Paypal is possible in extreme circumstances.
- **Completed SPF MEMBERSHIP DECLARATION FORM** (link supplied on Page 2)
- **A Copy of your Syllabus** as currently available - this must not be a changeable webpage or link, but can be a screen grab or electronic (word, excel, PDF or jpeg format only) - may be sent separately by email.
- **Completed SPF MEMBER CLUBS UPDATE FORM** (link supplied on Page 2) if there are any changes to your Club's main contacts - may be sent separately by email.

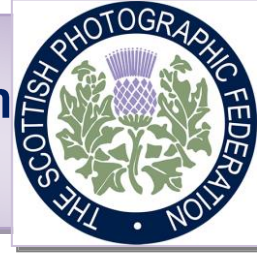
For those concerned about any postal delays and meeting the deadline, please email us the completed forms and we will take this as confirmation of intent to re-join for PAGB and Insurance purposes. Please email to – [libbyneilsmith@virginmedia.com](mailto:libbyneilsmith@virginmedia.com) or [libby.neilsmith@btinternet.com](mailto:libby.neilsmith@btinternet.com)

**Please complete all of the forms on the above checklist and send with your payment to -  
SPF Treasurer, Libby Smith, 34 Braemar Crescent, Carluke ML8 4BH**

# scottish photographic federation

founded in 1903

[www.scottish-photographic-federation.org](http://www.scottish-photographic-federation.org)



The SPF now requires to confirm your Club's SPF membership to the PAGB in early January for you to be eligible for 2025 events and services. Although there is no late payment penalty this year, we cannot take any responsibility for you being unable to gain the services you require if your payment is late. This also requires to be confirmed by the SPF to the Insurance Brokers, Hive, when asked to ensure you are eligible for their 'PAGB' policies.

## INSURANCES

The PAGB's Insurance broker for 2025 continues to be Hive. All Clubs require to purchase their insurances direct from Hive. **All Clubs with existing Insurance with Hive will automatically receive a renewal notice direct from Hive to the person who administered their insurances last year.** NB – Don't renew more than 60 days prior to the renewal date. Any new Clubs wishing to take out one of these Insurances please visit Hive's website. See additional information supplied separately on the document link below.

**Please Note that to be eligible for the 'PAGB' Insurances you must already be a paid-up Club for 2025 in advance of the 1<sup>st</sup> Feb. Insurance Renewal date so please ensure you have sent us your payment by 1<sup>st</sup> January.**

**LINKS TO ALL ADDITIONAL FORMS WERE SUPPLIED ON THE COVERING EMAIL TO YOUR CLUB SECRETARY OR SEE BELOW.**

The **SPF MEMBERSHIP DECLARATION FORM** to be completed and returned along with this SPF Annual Subscriptions Form and Cheque payment can be found on the following link –  
[https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf\\_membership\\_declaration\\_form\\_2024\\_1ff.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf_membership_declaration_form_2024_1ff.pdf)

**SPF MEMBER CLUBS UPDATE FORM** where required can be found on the following link –  
[https://www.scottish-photographic-federation.org/sites/default/files/downloads/member\\_clubs\\_update\\_form\\_issue\\_5\\_nov\\_2021\\_fillableform.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/member_clubs_update_form_issue_5_nov_2021_fillableform.pdf)

**HIVE INSURANCES** full details of Insurances available from Hive and Hive's website details.  
[https://www.scottish-photographic-federation.org/sites/default/files/downloads/member\\_clubs\\_update\\_form\\_issue\\_5\\_nov\\_2021\\_fillableform.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/member_clubs_update_form_issue_5_nov_2021_fillableform.pdf)

**The SPF is registered under the Data Protection Act and handles member's names and addresses via electronic media: Please see our Data Protection Policy for full details on how we will use your details (See below).**

Clubs and Individuals supplying details are also reminded that the SPF have put in place a Data Protection Policy, and amended our conditions of Membership, along with Competition Rules for all of our events in line with the requirements from the 2018 AGM. The change to our Constitution was ratified at our 2018 AGM Constitution as follows - "1.5 All personal data obtained by the SPF and used to facilitate the administration of the SPF, its services and events will be handled in compliance with our SPF Data Protection Policy". The additional reference to personal data within our Constitution is - "1.4 All affiliated societies shall, as a condition of their affiliation, supply a contact person's name, address and telephone number to be published in the SPF Directory".

The full SPF **DATA PROTECTION POLICY** can downloaded here –  
[https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf\\_data\\_protection\\_policy.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf_data_protection_policy.pdf)

The full **SPF CONSTITUTION** can be found here –  
[https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf\\_constitution\\_2023.pdf](https://www.scottish-photographic-federation.org/sites/default/files/downloads/spf_constitution_2023.pdf)