

FILLABLE PDF FORMS

Follow this advice for best results with fillable forms.

You will need Adobe Acrobat™ software to view and complete screen fillable PDF forms. If you do not have Adobe Acrobat™ software you may download it FREE from the Adobe at: <http://www.adobe.com/products/acrobat/readstep2.html>.

Please note: the free Adobe Acrobat™ Reader does not allow you to save a completed, or a partially completed, form on your computer. If you wish to electronically save a completed form, or retain your work on a partially completed form, you must purchase upgraded software - Adobe Acrobat™ or Adobe Acrobat™ Approval. For more information about these products, please visit the Adobe Web site (www.adobe.com)

Complete Forms Offline:

Although you can fill in a form while it is displayed online within your browser, we strongly recommend that you not do so. You will lose all your entered form data if you accidentally hit the "back" or "forward" button in your browser and navigate to another Web page.

Downloading and Saving PDF Forms:

Once you've found your desired form, right-click on the hyperlink and select "Save Target As" (Internet Explorer) or "Save Link As" (Netscape). You can then save the blank form to the computer directory or folder of your choice and complete it at your convenience. As an alternative, you can click on the hyperlink and open/view the form if Adobe Acrobat™ software is installed on your computer. Then save the form by selecting the small disk icon that appears in the upper left hand corner of the Adobe Acrobat™ frame within your browser.

Filling in a Form:

To begin completing in a "screen-fillable form, select the hand tool from the Acrobat™ toolbar. As you pass over a form field, the hand tool will change to either an I-beam pointer, allowing you to fill-in text, or to a pointing finger to allow you to select a check box. Click to enter or select the form field. Single-line text boxes allow you to enter text on a single line as the form indicates. Multi-line text boxes allow you to enter multiple lines of text that will generally "wrap" (as with most word processors) within the form field until the text limit is reached. You may hit "ENTER" in a multi-line text field to start a new line of text.

When you complete a field, press "TAB" or use your mouse to move to the next form field. Most form fields can be navigated and completed in a logical order by using the "TAB" key. Before printing and closing your form, however, be sure that all required fields on a form have been completed.

Printing Forms:

If you are viewing a fillable form within your browser's window, be sure to use the printer button on the Acrobat™ frame toolbar menu to print the form, rather than using your Web browser's print function. Be sure your cursor is not in an active form field when you print. Use your mouse to select an area outside of a form field or "TAB" after the last field. If a form field is active (i.e., contains the blinking bar) the contents of that field will not print.

Retain Copies for Your Records:

Since form data cannot be saved when using the free Adobe Acrobat™ Reader software, we strongly recommend that you print two copies of the completed form: one copy to submit and one copy for your records. As an alternative, you can photocopy your completed form.

**COLORADO STATE FIRE CHIEFS' ASSOCIATION
APPLICATION FOR DEPARTMENT MEMBERSHIP
2008**

Part 1: GENERAL INFORMATION:

Name of Fire Department: _____

Mailing address: _____

City, State, Zip: _____

County: _____

Telephone: _____ Fax: _____

General dept email address: _____

Dept. homepage address: _____

Type of Fire Department: Municipal Special District Federal State Private (nonprofit)
 Industrial Other (describe): _____

Number of Uniformed Firefighters: Career: _____ Volunteer: _____ Civilian Employees _____

Number of Fire Stations: _____ Resident Population Served: _____

2008 Operating Budget: _____

Part 2: OFFICER INFORMATION (E-mail addresses are VERY IMPORTANT)

| | | |
|----------------------|----------|----------------|
| Fire Chief: | Phone #: | Email Address: |
| Fire Marshal: | Phone #: | Email Address: |
| Training Officer: | Phone #: | Email Address: |
| Pub. Ed. Officer: | Phone #: | Email Address: |
| Maintenance Officer: | Phone #: | Email Address: |

**List all other Chief Officers who are to be considered regular members on page 2.*

Part 3: DUES

| Number of Full-time, Paid Employees | Annual Dues |
|---|-------------|
| <input type="checkbox"/> None (100% Volunteers) | \$75 |
| <input type="checkbox"/> 1 to 5 | \$175 |
| <input type="checkbox"/> 6 to 10 | \$275 |
| <input type="checkbox"/> 11 to 20 | \$350 |
| <input type="checkbox"/> 21 to 50 | \$475 |
| <input type="checkbox"/> 51 to 75 | \$550 |
| <input type="checkbox"/> 76 to 100 | \$650 |
| <input type="checkbox"/> 101 to 250 | \$825 |
| <input type="checkbox"/> 251 and above | \$900 |

Membership dues based on number of employees. "Employees" includes Uniformed and Civilian Full-time.

Check appropriate number of employees in chart at left.

Amount enclosed: \$ _____

Please mail check and completed application to:

COLORADO STATE FIRE CHIEFS' ASSOCIATION
P.O. BOX 3945
ENGLEWOOD, CO 80155


**COLORADO STATE FIRE CHIEFS' ASSOCIATION
SUPPLEMENTAL INFORMATION**

PART 4: OTHER CHIEF OFFICERS

List all other Chief Officers who are to be considered regular members

| | | |
|-------|--------|----------------|
| Name: | Title: | Email Address: |
| Name: | Title: | Email Address: |
| Name: | Title: | Email Address: |
| Name: | Title: | Email Address: |
| Name: | Title: | Email Address: |

PART 5. CREDIT CARD PAYMENTS

| | |
|---|---|
| CSFCA Annual Dues for 2008: (Total from Front) | \$ |
| Denver Metro Fire Chiefs Association 2008 Dues | \$ 24 (if applicable) |
| Total Amount to be Charged to Credit Card: | \$ |
| Card Type: | <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard |
| Name on Card: | |
| Credit Card Number: | |
| Expiration Date: | |
| Card ID Number: | (from back of card, see graphic below) |
| |  |