



Fellowship



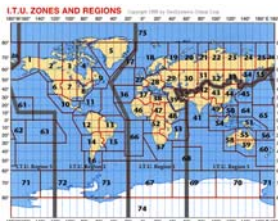
Community



Emergency Services



Education



International Goodwill

Jupiter Tequesta Repeater Group

Affiliated Clubs

Administrative Guide

Presented To
JTRG Members

Prepared By
JTRG International
Goodwill Committee



Jupiter Tequesta Repeater Group, Inc.
PO Box 7751
Jupiter, FL 33468
Main: 561-714-6673
Hmail@jtrg.org
www.jtrg.org



Proprietary Notice

This document was derived through extensive research based on its content subject matter and is the culmination of a variety of information resources including the Internet, educational text materials, industry periodicals, and other sources. All applicable copyrights remain with the originating authors.

This document contains confidential information of Jupiter Tequesta Repeater Group, Inc. In consideration of the receipt of this document, the recipient agrees not to reproduce or make this information available in any manner to persons outside the group directly responsible for the evaluation of its contents.

This document is confidential and proprietary and cannot be reproduced or replicated by any other entity without Jupiter Tequesta Repeater Group, Inc. explicit written approval.

Table of Contents**

1	EXECUTIVE OVERVIEW	1
2	JTRG AFFILIATED CLUBS MISSION STATEMENT (JACMS).....	3
3	JTRG AFFILIATED CLUBS CHARTER OF AFFILIATION (JACCOA).....	4
4	JTRG AFFILIATED GROUPS CHAIRPERSON (JAGC).....	5
5	JTRG AFFILIATE AND INTERESTED PARTY COMMUNICATIONS PLATORM.....	6
6	JTRG AFFILIATED GROUPS RECOMMENDATION FORM (JAGRF)	7
7	JTRG AFFILIATED CLUBS INTRODUCTION LETTER (JACIL).....	8
8	JTRG AFFILIATED CLUBS LETTER OF AGREEMENT (JACLA).....	9
9	JTRG AFFILIATED CLUB REGISTRATION FORM (JACRF).....	10
10	JTRG AFFILIATED GROUP INITIAL CONTACT PACKAGE (JAGICP)	11
11	JTRG AFFILIATED CLUBS YEARLY CERTIFICATE.....	12
12	JTRG AFFILIATED CLUBS YEARLY CERTIFICATE COVER LETTER (JACYCCL).....	13
13	JTRG AFFILIATED GROUPS DENIAL LETTER (JAGDL)	14
14	JTRG AFFILIATED GROUPS DISSOLUTION LETTER (JAGDL)	15
15	AFFILIATED CLUBS IMPLEMENTATION IMPLEMENATION PLAN.....	16
16	APPENDIX A – JTRG AFFILIATED GROUPS RECOMMENDATION FORM (JAGRF) ...	19
17	APPENDIX B – JTRG AFFILIATED CLUBS INTRODUCTION LETTER (JACIL).....	21
18	APPENDIX C – JTRG AFFILIATED CLUBS LETTER OF AGREEMENT (JACLA)	23
19	APPENDIX D – JTRG AFFILIATED CLUBS REGISTRATION FORM (JACRF)	25
20	APPENDIX E – SAMPLE JTRG AFFILIATED CLUBS YEARLY CERTIFICATE (JACYC) 27	
21	APPENDIX F – JTRG AFFILIATED CLUBS YEARLY CERTIFICATE COVER LETTER (JACYCCL)	29
22	APPENDIX G – JTRG AFFILIATED GROUPS DENIAL LETTER (JAGDL).....	31
23	APPENDIX H – JTRG AFFILIATED GROUPS ASSOCIATION DISSOLUTION LETTER (JAGADL).....	33
24	APPENDIX J – JOINING THE HELLORADIO@YAHOO.COM.....	35
25	APPENDIX I – POTENTIAL AFFILIATED CLUBS	36
25.1	ASSOCIATION OF ACTIVE AMATEURS, INC. - DX2AAA	37
25.2	UKRAINE AMATEUR RADIO LEAGUE – UARL – UU4KU	38
25.3	PORTHMADOG AND DISTRICT AMATEUR RADIO SOCIETY - P.A.D.A.R.S	39

25.4 BAYSIDE AMATEUR RADIO SOCIETY – VK4BAR..... 40

**Note: Appendices pages numbers may be inaccurate.



JTRG Affiliated Clubs Administrative Guide

1 EXECUTIVE OVERVIEW

In the pursuit of the Jupiter Tequesta Repeater Group's (JTRG) charter, to enhance and expand the commitment to the promotion of Amateur Radio culture and providing community assistance and goodwill, the following document provides a thorough overview of the proposed JTRG Affiliated Clubs organization and delivery system.

The JTRG Affiliated Clubs program enables the citizens of all communities become directly involved in international interpersonal relations in unique and rewarding exchanges which benefit everyone. It enables all who participate to:

1. Exchange ideas and develop friendships with their counterparts in another culture on a direct personal basis;
2. Establish an identity as members of the global family involved in the constructive process of building world peace;
3. Develop a way for the many and diverse elements of each community to come together to enjoy and profits from a cooperative program;
4. Open new dialogues with the people of another cultures to find unique solutions to improving the quality of life of all citizens;
5. Participate in a program with a real partner in another country so all members of the community can feel they are contributing to international understanding in a direct personal way;
6. Better understand their own community by interpreting their way of life to the people of another culture;
7. Expanding the communications area beyond just the local community;
8. Provide a medium to educate organization members, their families, and their associates with individuals and cultures outside of their normal environment;
9. Facilitate the ability to integrate a variety of Amateur Radio technologies to communicate in a DX environment including the local Repeater systems, via Voice over Internet Protocol (VoIP) EchoLink systems and a variety of High Frequency (HF) protocols;
10. Establish a training environment that will expand the organization member's skills sets and operating protocols; and,
11. Allow for the goodwill of the participants to be presented and understood by those affiliate organizations with the intent of establishing new friendships while fostering and promoting cultural traditions.

To enhance the readers experience and provide a better platform for understanding the material provided in this document it has been assembled into the following sub-sections:

- JTRG Affiliated Clubs Mission Statement (JACMS);
- JTRG Affiliated Clubs Charter Of Affiliation (JACCOF);



JTRG Affiliated Clubs Administrative Guide

- JTRG Affiliated Clubs Communications Foundation;
- JTRG Affiliated Groups Recommendation Form (JAGRF);
- JTRG Affiliated Clubs Introduction Letter (JACIL);
- JTRG Affiliated Clubs Letter Of Agreement (JACLA);
- JTRG Affiliated Club Registration Form (JACRF);
- JTRG Affiliated Group Initial Contact Package (JAGICP);
- JTRG Affiliated Clubs Yearly Certificate (JACYC);
- JTRG Affiliated Clubs Yearly Certificate Cover Letter (JACYCCL);
- JTRG Affiliated Groups Denial Letter (JAGDL);
- JTRG Affiliated Groups Associated Dissolution Letter (JAGADL);
- Affiliated Clubs Implementation Action Plan;
- Appendices with Examples of All Documents and Forms; and,
- A List of Prospect Affiliate Clubs and Organizations.



2 JTRG AFFILIATED CLUBS MISSION STATEMENT (JACMS)

The following is the JTRG Affiliated Clubs Mission Statement (JACMS).

1. A commitment to promote, train, maintain and proactively support a continuation of the Amateur Radio operators goodwill throughout the United States and the World community;
2. Encourage the development and growth of new technologies that support and expand the realm of the radio spectrum while affecting related activities pursuant to the discipline in the Amateur Radio world-wide emergency service;
3. To actively participate in the coordinated council among systems operators of the United States and the World for networking and effective linkages among Amateur Radio operators;
4. To aide and assist local, national and international, as the federation of licensed Amateur Radio operators, to approximate an effective network of skilled and able operators to contribute to world-wide traffic systems;
5. To respond as an effective instrumentality of the federation of Amateur Radio operators to propagate and spread the goodwill of the Amateur Radio spirit guided by the principles laid down in the Amateur's Code (see Section 3) as the ultimate guide; and,
6. Lastly, the JTRG Affiliated Clubs association shall serve as an effective channel to bridge the gap between Amateur Radio operators from all over the world to Amateur Radio at home and their families, so as all will realize and understand the warmth and charity of American hospitality.



3 JTRG AFFILIATED CLUBS CHARTER OF AFFILIATION (JACCOA)

Jupiter Tequesta Repeater Group (JTRG) Affiliated Clubs Charter

It is the desire of the Jupiter Tequesta Repeater Group (JTRG) Affiliated Clubs membership to establish bonds of affiliation with non-commercial Amateur Radio organizations of kindred aims and purpose to facilitate unity of action in matters affecting the welfare and proliferation of Amateur Radio and lend mutual strength thru supporting and providing education and communications throughout the world.

Members dedicate themselves to create goodwill among fellow radio amateurs everywhere, in our own community and throughout the world; to render service whenever and wherever our particular abilities permit, not only as radio amateurs and individuals, but as members of JTRG Affiliated Clubs; to organize and participate in club events, as the membership may schedule, in order to promote and encourage the best interests of amateur radio service by personal effort and exemplary conduct, both on and off the air; and we subscribe fully to the Amateur's Code.

Amateurs Code

CONSIDERATE..... never knowingly operating in such a way as to lessen the pleasure of others.

LOYAL..... offering loyalty, encouragement and support to other amateurs, local clubs, through which Amateur Radio is represented nationally and internationally.

PROGRESSIVE..... with knowledge abreast of science, a well built and efficient station, and operation beyond reproach.

FRIENDLY..... with slow and patient operation when requested, friendly advice and counsel to the beginner, kindly assistance, co-operation and consideration for the interests of others. These are the hallmarks of the amateur spirit.

BALANCED..... Radio is an avocation, never interfering with duties owed to family, job, school or community.

PATRIOTIC..... with station and skill always ready for service to country and community.



JTRG Affiliated Clubs Administrative Guide

4 JTRG AFFILIATED GROUPS CHAIRPERSON (JAGC)

The JTRG Affiliated Groups Chairperson (JAGC) is a volunteer position within the Jupiter Repeater Repeater Group (JTRG) that is appointed by the JTRG management and approved by the club members. The term of the position is one calendar year. This individual shall be in good standing with the JTRG organization.

Responsibilities and duties of this individual, and/or their designees, are defined and described throughout this document.



5 JTRG AFFILIATE AND INTERESTED PARTY COMMUNICATIONS PLATFORM

Established as an international communications platform, JTRG shall use the [HelloRadio@Yahoo.com](mailto>HelloRadio@Yahoo.com) group site as a common focal point for all communications. This group site is currently managed and maintained by JTRG management and shall provide both a focused Internet Blog and automated eMailing system that will support all communications for the JTRG Affiliated Clubs.

The primary purpose of this Blog and contributions from its members include:

1. Information pertaining to the JTRG Affiliated Clubs;
2. Scheduling and calendar events of the JTRG Affiliated Clubs;
3. Presentation of Amateur Radio ideas and concepts to enhance the value of the JTRG Affiliated Clubs; and,
4. Transference of Amateur Radio Education, Ideas, Concept, and Technologies between the JTRG Affiliated Club members.

What this platform is NOT:

1. A Political- or Option-Based Ideology Communications Medium;
2. Personal Information Medium; and,
3. Non-Amateur Radio Oriented Information.

The blog forum shall be monitored and administrated by the JTRG Affiliated Groups Chairperson (JAGC), or their designee, and updated no less than on a monthly basis.

Instruction for joining the [HelloRadio@Yahoo.com](mailto>HelloRadio@Yahoo.com) may be found in Appendix J.



6 JTRG AFFILIATED GROUPS RECOMMENDATION FORM (JAGRF)

Any active member of the Jupiter Tequesta Repeater Group (JTRG) may upon identifying an interested Affiliated Club, may complete an JTRG Affiliated Groups Recommendation Form (JAGRF) and present it to the JTRG Affiliated Groups Chairperson (JAGC), or their designee, to be reviewed, accurately completed and presented to the members at the next JTRG scheduled meeting.

At that time the JAGRF is presented to the members for discussion and inclusion voting by the member populous.

Upon the determination of the members the JAGC, or their designee, in a timely manner shall:

- **Accepted** – Generate and deliver a JTRG Affiliated Group Initial Contact Package (JAGICP), see Section 9, below;
- **Rejected** – Generate and deliver a JTRG Affiliated Groups Denial Letter (JAGDL), see Section 12, below.

A sample of the JACRF may be found in Appendix D, below.



7 JTRG AFFILIATED CLUBS INTRODUCTION LETTER (JACIL)

Upon identifying an interested Affiliated Club, the JTRG Affiliated Clubs Introduction Letter (JACIL) shall be an initial letter to be presented to the organizations management introducing the Jupiter Tequesta Repeater Group (JTRG), the Affiliated Clubs purpose and agenda. This letter will invite the prospective Affiliated Club to join with JTRG in a long-term relationship to further amateur radio through the purposes identified in the Affiliated Clubs

The ACLA shall be included as an Attachment to the JTRG Affiliated Clubs Introduction Letter (JACIL) in the Affiliated Group Initial Contact Package (AGICP) (see Section 9, below) and shall only be completed and returned to JTRG once, at the beginning of the affiliated relationship.

A sample of the JACIL may be found in Appendix B, below.



8 JTRG AFFILIATED CLUBS LETTER OF AGREEMENT (JACLA)

Upon identifying an Affiliated Club, JTRG will provide an introductory letter accompanied by the JTRG's Affiliated Clubs Letter of Agreement (JACLA), to be signed by the acting leaders of the two groups. This is purely a formality that has no legal binding force, yet provides a common ground for interaction between the two groups.

Key elements of the JACLA consist of the following:

- ✓ Agreement that both clubs shall be affiliated as Amateur Radio organizations;
- ✓ Agreement that the purpose of the affiliation is to advance the field of Amateur Radio and enhance the education and understanding of both club organization's members and guests;
- ✓ Agreement that both clubs shall exchange Amateur Radio information between themselves;
- ✓ Agreement that both clubs shall coordinate at least one (1) Joint Affiliated Clubs Radio Expedition Day (JACRED) between the member of their organizations; and,
- ✓ Agreement that the affiliation will continue on a yearly basis unless either organization determines they no longer wish to continue.

The JACLA shall be included as an Attachment to the JTRG Affiliated Clubs Letter of Agreement (JACLA) in the Affiliated Group Initial Contact Package (AGICP) (see Section 9, below) and shall only be executed and returned to JTRG once, at the beginning of the affiliated relationship.

A sample of the JACLA may be found in Appendix C, below.



JTRG Affiliated Clubs Administrative Guide

9 JTRG AFFILIATED CLUB REGISTRATION FORM (JACRF)

Upon identifying an interested Affiliated Club, the Affiliated Clubs Registration Form (ACRF) shall be an initial information gathering form to be completed by the organizations management identifying all pertinent information required to ensure proper communications between the two organizations.

The ACLA shall be included as an Attachment to the JTRG Affiliated Clubs Registration Form (JACRF) in the Affiliated Group Initial Contact Package (AGICP) (see Section 9, below) and shall only be completed and returned to JTRG once, at the beginning of the affiliated relationship.

A sample of the JACRF may be found in Appendix D, below.



10 JTRG AFFILIATED GROUP INITIAL CONTACT PACKAGE (JAGICP)

Upon identifying an interested Affiliated Club, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall assemble and forward Affiliated Group Initial Contact Package (JAGICP) to the JTRG Affiliated Clubs Member (JACM) Management, consisting of the following items:

1. Quantity One (1) - Envelop (size?) for Sending Initial Contact Package, unless this information is sent to the recipient via electronic mail (eMail);
2. Quantity One (1) - Postage for Sending the Initial Contact Package, unless this information is sent to the recipient via electronic mail (eMail);
3. Quantity One (1) - Envelop (size?) for Return of Affiliated Group's Completed Documents, unless this information is sent to the recipient via electronic mail (eMail);
4. Quantity One (1) - Prepared JTRG Affiliated Clubs Introduction Letter (JACIL);
5. Quantity One (1) - Prepared JTRG Affiliated Clubs Letter of Agreement (JACLA);
and,
6. Quantity One (1) - Prepared JTRG Affiliated Clubs Registration Form (JACRF).

Upon quality control inspection of the assembled goods, the JACG, or their designee shall post the JAGICP for delivery to the JTRG Affiliated Clubs Member (JACM) Management of the proposed Affiliated Group.



JTRG Affiliated Clubs Administrative Guide

11 JTRG AFFILIATED CLUBS YEARLY CERTIFICATE

Upon receipt of the Affiliated Clubs completed documentation set, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall assemble and forward to the JTRG Affiliated Clubs Member (JACM) Management, the JTRG Affiliated Clubs Yearly Certificate (JACYC) with the JTRG Affiliated Clubs Yearly Certificate Cover Letter (JACYCCL) (see Section 11, below).

As an on-going reminder of our affiliation, every year JTRG shall assemble and provide a new JACYC for each of the Affiliated Clubs. This certificate shall be printed on heavy bonded glossy paper in color and framed in a reasonably priced wooden frame.

JTRG shall send the certificate to the JACM Management of each of the Affiliated Clubs, for its proud display at their club's meeting place.

A sample of the initial years JACYC may be found in Appendix E, below.



12 JTRG AFFILIATED CLUBS YEARLY CERTIFICATE COVER LETTER (JACYCCL)

Upon receipt of the Affiliated Clubs completed documentation set, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall assemble and forward to the JTRG Affiliated Clubs Member (JACM) Management, the JTRG Affiliated Clubs Yearly Certificate Cover Letter (JACYCCL).

As on on-going reminder of our affiliation, every year JTRG shall assemble and provide a new JACYCCL for each of the Affiliated Clubs. This certificate cover letter shall be printed on heavy bonded paper in color.

JTRG shall send the letter, either via electronic mail (eMail) [preferred] or by postal mail (pMail), to the JACM Management of each of the Affiliated Clubs, for its proud display at their club's meeting place.

A sample of the initial years JACYCCL may be found in Appendix F, below.



13 JTRG AFFILIATED GROUPS DENIAL LETTER (JAGDL)

Upon determination of the JTRG Membership that the proposed JTRG Affiliated Clubs Member (JACM) shall not be Ratified for inclusion within the program, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall assemble and forward to the JTRG Affiliated Clubs Member (JACM) Management, the JTRG Affiliated Groups Denial Letter (JAGDL). This certificate cover letter shall be printed on heavy bonded paper in color.

A copy of this letter shall be presented to the JTRG Secretary for permanent filing with the corporate records.

JAGC, or their designee, shall send the letter, either via electronic mail (eMail) [preferred] or by postal mail (pMail), to the JACM Management of the proposed Affiliated Club.

A sample of the initial years JAGDL may be found in Appendix G, below.



14 JTRG AFFILIATED GROUPS DISSOLUTION LETTER (JAGDL)

Upon determination of the JTRG Management/Membership and or JTRG Affiliated Clubs Member (JACM) that the relationship shall be dissolved from further program participation, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall assemble and forward to the JTRG Affiliated Clubs Member (JACM) Management, the JTRG Affiliated Groups Association Dissolution Letter (JAGADL). This certificate cover letter shall be printed on heavy bonded paper in color.

A copy of this letter shall be presented to the JTRG Secretary for permanent filing with the corporate records.

JAGC, or their designee, shall send the letter, either via electronic mail (eMail) [preferred] or by postal mail (pMail), to the JACM Management of the proposed Affiliated Club.

A sample of the initial years JAGADL may be found in Appendix H, below.



15 AFFILIATED CLUBS IMPLEMENTATION IMPLEMENTATION PLAN

The following is a summary of the process steps associated with the initial identification of a prospective JTRG Affiliated Clubs Member/Membership (JACM) and on-going maintenance of the relationships.

1. JTRG Member identifies a potential JACM;
2. JTRG Member completes and submits a JTRG Affiliated Groups Recommendation Form (JAGRF) and presents it to the JTRG Affiliated Groups Chairperson (JAGC), or their designee;
3. The JTRG Affiliated Groups Chairperson (JAGC), or their designee presents the JAGRF at the next JTRG Members Meeting for determination of prospects inclusion in the JACM;
4. The Membership votes on the inclusion of the JACM;
5. Based on the determination of the Membership, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, presents, either via electronic mail (eMail) [preferred] or by postal mail (pMail), the appropriate response to the perspective JACM; either a JTRG Affiliated Group Initial Contact Package (JAGICP) or a JTRG Affiliated Groups Denial Letter (JAGDL);
6. If the determination of the Membership is Acceptance of the JACM, continue below;
7. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, receives the JACM's completed documents and registers the information with the JTRG Secretary for permanent filing with the corporate records;
8. The JTRG Secretary informs the JTRG WEB Master of the inclusion of the new JACM and appropriate WEB modifications, including JACM logo(s) inclusions with hot-links to the JACM's WEB Site(s) and an appropriate JACM WEB Page and associated photos be integrated into the JTRG WEB Site;
9. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall generate and assemble a JTRG Affiliated Clubs Yearly Certificate (JACYC), with JACYC Cover Letter, and after quality control inspection(s) shall be sent, either via electronic mail (eMail) [preferred] or by postal mail (pMail), to the JACM;
10. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall negotiate with the JACM management, generate and assemble a revised schedule for the two groups JTRG Affiliate Groups Communications Day (JAGCD). This schedule shall be presented to JTRG Management for review and Ratification in a timely fashion;
11. Upon Ratification, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall inform the JTRG WEB Master of the new schedule for posting to the WEB Site(s) Event Calendar;



JTRG Affiliated Clubs Administrative Guide

12. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate to the JTRG Secretary of the new schedule for presentation to the JTRG Membership at the following schedule Meeting(s);
13. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate to the JACM of the new schedule for posting to the JACM's WEB Sites Event Calendar;
14. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate to the JTRG's Public Information Officer of the new schedule for the generation and release of a Press Release for Public Announcement;
15. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate with JTRG Management and the JACM Management to establish a detailed schedule for one (or more if determined) Joint Affiliated Clubs Radio Expedition Day(s) (JACRED). This schedule shall be presented to both JTRG and JACM Managements for review and Ratification. {Note: this series of three (3) JACRED tasks may be repeated should there be more than one JACRED event per year};
16. Upon Ratification, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall inform the JTRG WEB Master of the detailed schedule for posting to the WEB Site(s) and JACM's WEB Site(s);
17. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate to the JTRG's Public Information Officer of the new schedule for the generation and release of a Press Release for Public Announcement;
18. During the first two weeks of January, every New Year, the JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall generate and assemble a JTRG Affiliated Clubs Yearly Certificate (JACYC) and after quality control inspection(s) shall be sent, either via electronic mail (eMail) [preferred] or by postal mail (pMail), to the JACM.
19. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, shall communicate to the JTRG's Public Information Officer of the continued relationship for the generation and release of a Press Release for Public Announcement;

Should the JTRG Affiliated Clubs Member (JACM) be terminated, the following task shall be performed as follows:

1. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, receives information that the associated has been negated and informs the JTRG Secretary of the Dissolution for permanent filing with the corporate records and for presentation to the JTRG Membership at the following schedule Meeting(s);
2. The JTRG Secretary informs the JTRG WEB Master of the removal of the JACM and appropriate WEB modifications, including JACM logo(s) with hot-links to the JACM's WEB Site(s) and an appropriate JACM WEB Page and associated photos be removed from the JTRG WEB Site;



JTRG Affiliated Clubs Administrative Guide

3. The JTRG Affiliated Groups Chairperson (JAGC), or their designee, generates to the JTRG Affiliated Groups Association Dissolution Letter (JAGADL) and delivers it to the JTRG Affiliated Clubs Member (JACM) Management.



**16 APPENDIX A – JTRG AFFILIATED GROUPS RECOMMENDATION
FORM (JAGRF)**

The following page(s) provides a sample of the JTRG Affiliated Groups Recommendation Form (JAGRF).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Groups Recommendation Form (JAGRF)}



JTRG Affiliated Clubs Administrative Guide

17 APPENDIX B – JTRG AFFILIATED CLUBS INTRODUCTION LETTER (JACIL)

The following page(s) provides a sample of the JTRG Affiliated Clubs Introduction Letter (JACIL).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Clubs Introduction Letter (JACIL)}



JTRG Affiliated Clubs Administrative Guide

18 APPENDIX C – JTRG AFFILIATED CLUBS LETTER OF AGREEMENT (JACLA)

The following page(s) provides a sample of the JTRG Affiliated Clubs Letter of Agreement (JACLA).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Clubs Letter of Agreement (JACLA)}



JTRG Affiliated Clubs Administrative Guide

19 APPENDIX D – JTRG AFFILIATED CLUBS REGISTRATION FORM (JACRF)

The following page(s) provides a sample of the JTRG Affiliated Clubs Registration Form (JACRF).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Clubs Registration Form (JACRF)}



JTRG Affiliated Clubs Administrative Guide

20 APPENDIX E – SAMPLE JTRG AFFILIATED CLUBS YEARLY CERTIFICATE (JACYC)

The following page(s) provides a sample of the JTRG Affiliated Clubs Yearly Certificate (JACYC). This certificate will be provided to all of JTRG's Affiliated Groups Members on a yearly basis.



JTRG Affiliated Clubs Administrative Guide



2009 MEMBERSHIP
JTRG Affiliated Club
Replace W/ CallSign
Replace w/ Club Name
Replace w/ Location

It is agreed, above identified organization is a member of Jupiter Tequesta Repeater Group (JTRG) Affiliated Clubs, and that said organization's membership shall abide by the currently agreed Charter. (See WEB Site: www.jtrg.org/site) for current version of Charter)

JTRG Affiliated Clubs Chairperson (JAGC)

Jupiter Tequesta Repeater Group, President



JTRG Affiliated Clubs Administrative Guide

21 APPENDIX F – JTRG AFFILIATED CLUBS YEARLY CERTIFICATE COVER LETTER (JACYCCL)

The following page(s) provides a sample of the JTRG Affiliated Clubs Yearly Certificate Cover Letter (JACYCCL).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Clubs Yearly Certificate Cover Letter (JACYCCL)}



22 APPENDIX G – JTRG AFFILIATED GROUPS DENIAL LETTER (JAGDL)

The following page(s) provides a sample of the JTRG Affiliated Groups Denial Letter (JAGDL).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Groups Denial Letter (JAGDL)}



**23 APPENDIX H – JTRG AFFILIATED GROUPS ASSOCIATION
DISSOLUTION LETTER (JAGADL)**

The following page(s) provides a sample of the JTRG Affiliated Groups Association Dissolution Letter (JAGADL).



JTRG Affiliated Clubs Administrative Guide

{Replace this page with JTRG Affiliated Groups Association Dissolution Letter (JAGADL)}



24 APPENDIX J – JOINING THE HELLORADIO@YAHOO.COM

The following outline describes the process for joining HelloRadio@Yahoo.com.

1. Open your computer browser.
2. Enter <http://groups.yahoo.com/group/HelloRadio/> into the URL Address field and press the Enter key.
3. Left-Click the “Join this Group!” button.
4. Follow the instructions provided.



JTRG Affiliated Clubs Administrative Guide

25 APPENDIX I – POTENTIAL AFFILIATED CLUBS

Currently, the following Amateur Radio Club (Group) organizations have indicated interest in joining with JTRG in an Affiliated Club capacity. Each group is individually identified below.

Introduction letters will be sent to each group requesting them to consider an affiliation with JTRG. Upon a positive result, they will sign the appropriate Affiliated Club Registration Form (AFCR) and we will send them a nicely completed Affiliated Clubs Yearly Certificate (ACYC) (see Appendix E, above).

To date, there have been four (4) groups identified as being interested in participating. These groups include:

1. Association of Active Amateurs, Inc. - dx2aaa
2. Ukraine Amateur Radio League – UARL – uu4ku
3. Porthmadog and District Amateur Radio Society – P.A.D.A.R.S
4. Bayside Amateur Radio Society – vk4bar.



JTRG Affiliated Clubs Administrative Guide

25.1 Association of Active Amateurs, Inc. - dx2aaa

Association of Active Amateurs, Inc.

PHP/DX2AAA[du2lx-Joey&w6ems-Jun] (25+) Member Orgs (500 Repeaters)

<http://dx2aaa.multiply.com/>



JTRG Affiliated Clubs Administrative Guide

25.2 Ukraine Amateur Radio League – UARL – uu4ku

Ukraine Amateur Radio League

Ukraine/EM6OJ[UU5JK-Boris(73yrs-old)-Repeater UU4KU-L] – <http://em60j.s5.com/>

http://translate.google.com/translate?hl=en&sl=ru&u=http://em60j.s5.com/&ei=SKG6SZ_2CeH8tgfW7eTiDw&sa=X&oi=translate&resnum=2&ct=result&prev=/search%3Fq%3DEM6OJ%26hl%3Den%26rlz%3D1T4GWYF_enUS315US315%26sa%3DN%26start%3D10



JTRG Affiliated Clubs Administrative Guide

25.3 Porthmadog and District Amateur Radio Society - P.A.D.A.R.S

Porthmadog and District Amateur Radio Society

<http://www.amateur-radio.porthmadog.co.uk/index.html>





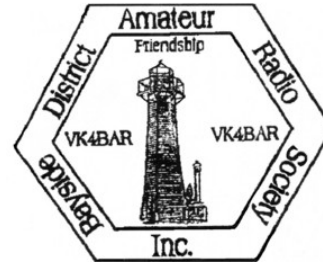
JTRG Affiliated Clubs Administrative Guide

25.4 Bayside Amateur Radio Society – vk4bar

Bayside Amateur Radio Society

<http://www.freewebs.com/vk4bar/>

Training And Assessment Contact
Learning Organiser



Cathie Cooper VK4FG (4-028)

ccooperadsl@qldnet.com.au

Phone : AH 07 3829 9954

Club Contact Details

Bayside Amateur Radio Society

PO Box 411

Capalaba Qld 4157

<http://www.freewebs.com/vk4bar/>

Phone : 07 3396 5944

Email :

Committee

President

Tom Yapp

Phone : 07 3396 5944

Email :

Secretary

Darrell Conkey

Phone : 07 3207 1114

Email :



JTRG Affiliated Clubs Administrative Guide

Treasurer

Geoff Fox

Phone : 07 3206 4387

Email :