**MESS ADMINISTRATION IN CLEARANCE FORM**

Personal Information

Service Number: Rank:

Last Name: First Name:

Unit Name: Section Name:

Home Address:

City/Town: Province: Postal Code:

Home Tel. # Email Address\*:

\*Email address will be used for your NPF monthly statement and for Mess Communications (recommend using the email you will check the most).

Mess Dues

My Mess will be for:

* SSM (Officers, including Otter Squadron)  Coggins Club (NCM) Please identify the Group that best applies to you:

|  |  |
| --- | --- |
| * Regular Force Member (RMC, CDA, MPG) * AMS Student (1 year program) * Otter Squadron OCdt * NEPDP Student | COS Date:  Posting Out Date (if known): |
| * Reserve Member | Class:  Course/Contract Start Date: Course/Contract End Date: |
| * SSM Associate (Faculty) | Membership Start Date: |
| * SSM Associate (Non-Faculty) | Membership Start Date: |
| * Coggins Club Associate | Membership Start Date: |

Mandatory to be completed by Regular Force Members:

IAW CFAO 203-04, Mess Members must give written authorization to have Mess Dues/Chit purchases deducted from their pay via Aquittance Roll. I hereby authorize my Mess Charges to be deducted from my pay account on my behalf to the appropriate RMC Mess for my rank.

(DATE) (MEMBER’S SIGNATURE)

CHECKLIST (To be completed by Mess Admin):

* Datamart – ensure members information is updated and accurate (email address)
* Update mess membership excel spreadsheet
* Prophet – (recurring started/end dated)
* POS – add members information to Maitre’d (Bar Chit/acqr)
* DWAN – (add member to any distribution list for the mess)