



Dear New Member Applicant,

We thank you for your interest in membership in the NCCA and welcome any full service, Hotel employed lobby or club level concierge to apply. Enclosed is all of the information you need to complete the application for your NCCA membership.

Please review the enclosed materials carefully; any incomplete applications will be returned. Every application must include:

- The **completed application form.**
- A **hotel business card** with applicant's name and title of "Concierge".
- **Signed RSVP & Ethics Commitment Form.**
- The completed **dues invoice**, along with **check or money order.**
- A **photo** of you at your concierge desk must be enclosed with the application; this can be sent electronically to: nccamembershipdirector@gmail.com

• ANY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, PLEASE MAKE SURE YOU HAVE INCLUDED EVERYTHING ABOVE

Applications are good for the current calendar year only and are non-transferable. Our membership director will notify you when your application is approved; please notify her when you will attend your first meeting so that you may be properly introduced to the Association and receive your NCCA pin.

For any specific questions, please do not hesitate to contact our Membership Director at the above address, or our President at nccapres@gmail.com.

Please write APPLICATION ENCLOSED on the front of the envelope, enclose all items (the photo should be emailed) and mail to:

Northern California Concierge Association
588 Sutter Street, Box 22
San Francisco, CA 94102
Kind regards,

The Board of Directors, Northern California Concierge Association