

# MEMBERSHIP CHAIRPERSON'S RESPONSIBILITIES

There are, as you may well guess, lots of ways to make errors with names and numbers. On the other side of this notice are many of the errors we encounter throughout the year. Please read it over carefully. When you send in names, addresses and fees we hope you will avoid all of these errors. When ever you do make an error this RESPONSE FORM will be sent to you indicating what needs to be done. Let us add a few more pointers.

1. It always helps to show your membership list in alphabetical order by last name first. But we will accept them any way they come in. We can sort them later.

2. Please type, use a computer, or print legibly in block letters all names and addresses. Always include the ZIP code. Do not abbreviate the city name (spell it out in full). You are used to reading your own hand writing, but we cannot always read it. Sometimes it is just too fancy.

3. When sending additional memberships at a later time please do not send in your whole membership list. Pretty soon our file cabinet is too crowded to hold all the paper work. We need NEW & RENEWED NAMES AND ADDRESS ONLY.

4. Be sure you send \$15.00 for each individual. Many times this past year we received either too much money or too little money. It causes us much extra time, phone calls & letter writing to get it all straightened out.

5. It does not do any good to FAX your membership list first and then send the money later. It just adds unnecessary paperwork. Nothing gets entered into the computer or membership cards issued until funds are received

6. We make every effort of send out your membership cards within 48 hours of receipt. But there may be delays because of volume of work or other unforeseeable delays such as you not putting your chapter # anywhere on your mail, on all enclosures or on your check. Putting your chapter # on all checks, correspondence, roster lists, etc. expedites your requests quickly.

7. Always use your **Chapter #** when writing, calling or contacting us for any reason. It is the way we find your file in the computer. When we get mail without your chapter # it is a long computer search to find your file. Your mail then gets put to the end of the stack to be processed when we have more time available.

8. The next time you have checks made up please have your chapter # printed next to your name. in the meantime just write it legibly near your chapter's name.

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9. Thanks for all your help, helping us to do a better and more efficient job serving you.

## **RESPONSE FORM**

PLEASE NOTE:

Your paperwork for ratification of your chapter is incomplete. Please do the following Checked item(s) and return them to this office as soon as possible.

Complete the COR form. Be sure all lines are filled in at the top and bottom. Both the President and Treasurer must sign and date the form. Type or print clearly all names, addresses, Zip code, phone numbers, fax number and e-mail address etc.

Complete the consent of chapter directors adopting by-laws form. It must have the printed names and written signatures of all executive board members. Fill in all blanks to the top of the form. You must send in the original form. Keep a copy for your own records.

A check made out to CSFPA totaling \$15.00 for each individual \$30.00 per couple must accompany your membership list. You need to send \$50.00 chapter membership fee for subordinate chapters, or \$25.00 for affiliated chapters.

YOUR CHECK FOR MEMBERS DID NOT EQUAL 15.00 PER INDIVIDUAL. Please send a additional \$\_\_\_\_\_ or names and address. We will hold the extra funds until you send additional names to utilize the overpayments. This office cannot issue refunds.

**THIS IS VERY IMPORTANT!**

**MAKE CHECKS PAYABLE TO CSFPA**