

DUTIES OF THE CHAPTER MEMBERSHIP CHAIRPERSON

There are, as you may well guess, lots of ways to make errors with names and numbers. When you send in names, addresses and fees we hope you will avoid all of these errors. When an error is made, a RESPONSE FORM will be sent to you indicating what needs to be done. Below are some suggestions.

1. It always helps to show your membership list in alphabetical order by last name First; however, we will accept them any way they come in.
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.
3. When sending additional memberships at a later time please do not send in your entire membership list. 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 and 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. This only adds unnecessary paperwork. Nothing gets entered into the computer or membership cards issued until funds are received
6. We make every effort to send out your membership cards within 48 hours of receipt. There may be delays due to the volume of work or other unforeseeable things such as there not being a chapter # anywhere on the received paperwork or on the check. Putting your chapter # on all checks, correspondence, roster lists, etc. expedites requests.
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.
8. Please have your chapter # printed on your checks next to the chapter name.

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