



California State Foster Parent Association, Inc.
Representing all California Resource Families
"To Touch A Life Forever"

GUIDELINES FOR CHAPTER MEMBERSHIP SUBMISSIONS

When submitting your Chapter's membership to the CSFPA for processing, please follow the below guidelines and provide information in a clear (preferably typed) and readable format to avoid any errors. When an error is made, a RESPONSE FORM will be sent to you indicating what needs to be done.

1. It is helpful 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 or print legibly in block letters the following information for **each** member:
Name: First and Last
Address: Full address including zip code
Email address
Newsletter receipt preference – email or regular mail
3. When sending additional memberships at a later time, please do not send in your entire membership list. We need only new member information.
4. Send \$15.00 for each individual member. Often, we receive too much or too little money which causes extra time, phone calls and letter writing to figure it out.
5. Do not send your membership list first and the dues later. This only adds unnecessary paperwork. Nothing gets entered into the computer or membership cards issued until payment is received.
6. Every effort is made to send 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. Include your Chapter number on EVERYTHING – forms, checks, membership lists, etc. as well as when writing, calling or contacting us for any reason. When we get mail without your chapter #, it delays a response. You should have your chapter # printed on your checks as well.

8. You may submit your information electronically, but it will not be processed until payment is received. You can submit to csfpanewsletter@gmail.com.

RESPONSE FORM

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 Chapter Roster 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 annual chapter membership dues for subordinate chapters, or \$25.00 for affiliated chapters.

YOUR CHECK FOR MEMBERS DID NOT EQUAL 15.00 PER INDIVIDUAL.

Please send an 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!

ALL CHECKS ARE TO BE PAYABLE TO CSFPA