

HELPFUL TIPS FOR PROCESSING MEMBERSHIP

- Please send only 1 unit transmittal form, no duplicate required.
- Band all Senior cards together, band all Junior cards together.
- Keep all duplicate and deceased cards together.
- DO NOT send in "Drop" Membership card, please discard them.
- DO NOT put membership cards inside data forms or staple cards to the form.
- DO NOT add back dues on the same transmittal form with the current membership dues.
- You can include back and current dues on one check, but please keep them on separate unit transmittals.
- **Please do not staple anything; this is a must!!!**
- Check the box for name change and continuous years change. If this box is not marked with an (X) National will not make the change for that member.

Please double check all new applications. Anything that is not checked off may result in your application being returned to you. Sometimes we do not get the application back and the person may think she's a member when in fact she is not!

Thank you for your cooperation.

Donna Davis, Membership Coordinator