

Membership Transmittal Suggestions Not In Any Particular Order

Please

- Include all the contact information that the club has for each member [name, address, phone numbers, email address]
- Indicate all the club officers
- List any members that are currently holding elected office [school board, city, district, county, state, etc.]
- Do not include any non-voting members [men or associate members]
- Use a font size of 11 or larger
- Do not send any mail that requires a signature.
- Send the first transmittal before the end of February. NFRW considers a club delinquent after March 1.
- I consider the information sent by the club to be correct. If there is a difference, I will change the NFRW database.
- I close the 2020 database on Oct 15.
- Fill out the name of the club. [There are 4 clubs that have "BCRW" initials]
- Put the membership list in alphabetical order.
- Indicate returning members and new members
- Fill out the transmittal form completely.

I work two jobs, so please have patience I will get back to you. It is easiest for me to text back to you. If I am working, I cannot answer the phone, so leave me a message. I try to check emails as often as possible, I will eventually get back to you.

Thanks,

Pat Lehman

Membership Secretary

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