

MEMBERSHIP CARD CHECKLIST

Immediately upon receiving your Squadron new membership cards for the upcoming year, please take time to go over the following checklist, which should save you much time, effort, and confusion during the balance of the membership year. Refer to the Post Adjutants Manual for additional details.

- ❑ Thumb through the cards to insure that you have cards for your Squadron only, then check the first and last number, and compare to your membership roster. If you receive cards for another Squadron, return to your Department with a note attached, "Sent in Error".
- ❑ Go through the three-part cards and pull out any preprinted cards for members who are deceased. Put an "X" in the box opposite the word "deceased" on the left section of card. Write "deceased" in the "remarks" column of your membership register. Return the entire card, including the official membership card, to your Department Headquarters.
- ❑ Check to see if you have any preprinted cards for anyone who was not a member of your Squadron last year and who is not known to your Squadron. Pull these out and place an "X" in the box opposite the word "unknown" on the left section. Strike the name off your membership register and write "unknown" in the "remarks" column. Return the entire card, including the official membership card, to your Department Headquarters.
- ❑ Check to see if you may be missing a preprinted card for one or more of your members from last year. This occurs when the member pays late in the year—after the cards for the next year have already been printed. If you have to make out a new card for a member who belonged last year, record his name and address in exactly the same way as it was previously reported, and credit the member with the proper number of years of continuous membership. Unless the name and address on the new card are the same as previously recorded, it will likely result in duplicate membership cards being preprinted the next year.
- ❑ Check to see if you have any duplicate preprinted membership cards for a member. If so, mark an "X" in the box opposite the word "duplicate" on the left section. Strike those returned off your membership register, and write "duplicate" in the "remarks" column. Return the entire card, including the official membership card, to your Department Headquarters. Unless duplicate membership cards are reported, the member will also receive duplicates for everything mailed using the National Headquarters mailing list.
- ❑ Check the years of continuous membership on the cards for corrections. If the number of continuous years of membership is incorrect, or nothing appears in the box, and if you are now able to report the number of years to be credited to the member, first with a pencil put an "X" in the correction box on the left section. Then strike out the incorrect number printed in the left and middle sections. In each box write or type in the correct number. Correct the member's official membership card and also the membership register. The figure will then be advanced one year when the cards are printed each year.

- ❑ Check for correct spelling of members' names. If the member's name is misspelled, first with a pencil put an "X" in the correction box left section and type or print the name correctly in the left and middle section. Please do not make out a new card; correct the one you receive.

- ❑ The membership card should not be used to make a change of address. The Member Data Form (00-007) should be used for this purpose. Membership cards for the coming year are printed in the spring. Naturally, some of your members will move after the cards have been printed, and the membership card will not show their present address. Even though the address is wrong on the card, do not correct the address printed on the card. The Member Data Form is available from your Department Headquarters without charge and should be used to report address changes as they occur.

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