



TFRW Membership Reports 2022-2023

Instructions for Handwritten Reports

1. Handwritten Membership Reports consists of the following:

- Membership Report
- Coversheet
- Check

2. Coversheet Instructions

- Enter report date, club name, club number, and area.
- For the first report of the year:
 - The date of the last report is blank or 00/00/00.
 - The number of members on the last report is 0.
 - Enter the number of members you wrote on the Membership Report.
 - The total members is the number of members you just entered since this is the first report of the year.
- Invoice is the bottom half of the coversheet
 - Calculate amount owed for NFRW dues. This is \$20 per member being reported. Use the Total Members Being Reported For This Report in the section above.
 - Calculate amount owed for TFRW dues. This is \$4 per member being reported. Use the Total Members Being Reported For This Report in the section above.
 - For the first membership report of the year add \$15 for the service charge.
 - Total the Amount Due
 - Enter the Amount Enclosed which should be the same as the Amount Due.
 - Enter club check number and date the report is being mailed.
 - Enter contact information for Club Treasurer and Club President.
- Subsequent membership reports
 - Use Date of last Membership Report and Total Members Reported to Date from Coversheet of previous membership Report
 - Enter Number of Members written on the Membership Report.
 - No Service Charge.
 - Complete Coversheet as above.

3. Make a copy of your completed Membership report and Coversheet. Copy of Coversheet is needed for your next membership report.

4. Submit a handwritten membership report as follows:

- Email a copy of the Membership Report and Coversheet to both Stacey Brewer, Treasurer, and Sharon Ohsfeldt, Tech Chair.
- Mail Check, Membership Report, and Coversheet to Stacey Brewer, Treasurer.

5. **Save a copy of blank Membership Report and Cover Sheet forms.**
6. **Monthly membership reports are due by the 24th if additional memberships have been received.**
7. **Occasionally, the deadline for sending a Membership Report may be revised to meet specific TFRW or NFRW deadlines. All clubs will be notified of deadline changes in advance.**
8. **Addresses:**
 - Stacey Brewer, TFRW Treasurer, 321 Copeland Dr., Waynesboro, TN 38485
stacey@waynecountybank.com, 931-722-0689
 - Sharon Ohsfeldt, TFRW Tech Chair, 2464 Cedar Dale, Germantown, TN 38139
sobridge123@gmail.com, 901-590-7946

Form Questions: Contact Sharon Ohsfeldt - sobridge123@gmail.com/901-590-7946