



REVISED AUGUST 2024

TNFRW Membership Reports 2024-2025 Instructions for Handwritten Reports

1. Handwritten Membership Reports consists of the following:

- Membership Roster
- Coversheet
- Check
- Scan or Photo of 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. Membership Roster Instructions

- Enter the official Club Name, Club Number, Date, and Area.

- In the () – enter R for Renewals and Returning members, N for New Members, and C for a Change to a member submitted previously this year. Use RC for a renewal with a name, address, email or phone change from the previous year.
 - For each Renewing and New member, PRINT the name, address, City & Zip, Phone numbers, and Email.
4. **On check print full club name & Treasurer's name in Memo.**
 5. **Scan or take a photo of report, coversheet, and check.**
 6. **Email scans or photos of report, coversheet, and check to tnfrwmembership@gmail.com.**
 7. **Mail check to Deborah Bailey, Assistant Treasurer, 670 Washington Ave, Harrogate, TN 37752, cincydebb@icloud.com, 606-273-7279.**
 8. **NFRW invoice/receipt will be emailed. Verify members and notify Deborah Bailey or Sharon Ohsfeldt as needed.**
 9. **Make a copy of your completed Membership report and Coversheet. Copy of Coversheet is needed for your next membership report.**
 10. **Save a copy of blank Membership Report and Cover Sheet forms.**
 11. **Monthly membership reports are due by the 15th if additional memberships have been received.**
 12. **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.**
 13. **Questions: Sharon Ohsfeldt, 2nd VP Membership, 901-590-7946, sobridge123@gmail.com**