 **REVISED May 2025**

**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
1. **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 Da*te from Coversheet of previous membership Report
	+ Enter Number of Members written on the Membership Report.
	+ No Service Charge.
	+ Complete Coversheet as above.
1. **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.
2. **On check print full club name & Treasurer’s name in Memo.**
3. **Scan or take a photo of report, coversheet, and check.**
4. **Email scans or photos of report, coversheet, and check to** **tnfrwmembership@gmail.com****.**
5. **Mail check to Sharon Ohsfeldt, Germantown, TN 38139.**
6. **NFRW invoice/receipt will be emailed. Verify members and notify Sharon Ohsfeldt as needed.**
7. **Make a copy of your completed Membership report and Coversheet. Copy of Coversheet is needed for your next membership report.**
8. **Save a copy of blank Membership Report and Cover Sheet forms.**
9. **Prepare and submit a membership report as soon as possible whenever additional memberships are received.**
10. **Questions: Sharon Ohsfeldt, 2nd VP Membership, 901-590-7946, sobridge123@gmail.com**