



## **CLUB DIRECTIONS FOR FEDERATION FORMS**

### **WHERE TO SEND COPIES OF FORMS:**

#### **FEDERATION MEMBERSHIP & AWARDS CHAIR:**

- 1. Club Officer Registration form – White copy**
- 2. Membership Receipt - White copy along with Club roster or Federation membership roster.**
- 3. Paid Membership Report – White copy**
- 4. New Dancers Membership Receipt – White copy (Send only after your new dancers have graduated)**

#### **FEDERATION INSURANCE CHAIR:**

- 1. Federation or Association Club Listing – White, carney & gold copies**
- 2. Club sponsor class form**
- 3. New Dancers Membership Receipt – Yellow copy (Send only after your new dancers have graduated)**

#### **REGION TREASURER:**

- 1. Club Officer Registration Form - Yellow and pink copies**
- 2. Membership Receipt - Pink copy only**
- 3. Paid Membership Report – Yellow and pink copies**

### **EXPLANATION OF FORMS:**

#### **Membership Receipt - (Four parts – Original and 3 copies)**

- 1. Complete the Membership Receipt Form for all club members no matter if the member paid Federation membership through another club. If member paid Federation membership through another club, please enter the club name on the form. If member belongs to other clubs, the member should also list them on the form.**
- 2. If the member would like to order a hard copy or CD of next year's directory, complete that area on the form**
- 3. Collect the Federation membership and directory money. Each member pays the local club. The local club sends a check for Federation memberships and directories to the Region Treasurer.**
- 4. Keep the yellow copy for the club records**
- 5. Give the goldenrod copy to the member**
- 5. See above where to send the white and pink copies**

**Paid Membership Report – (Four parts – Original and 3 copies)**

- 1. Complete a Paid Membership Report each time Membership Receipts are sent.**
- 2. Keep the goldenrod copy for the club records.**
- 3. See page 1 where to send the white, pink and yellow copies.**

**Federation Membership Roster – (One part – Original only)**

- 1. Complete all information including youth & number of directories.**
- 2. Send additional lists for late paying members and new dancers.**
- 3. Make more copies as needed.**
- 4. See page 1 where to send copies**

**Federation or Association Club Listing – (Four parts – Original and 3 copies)**

- 1. Complete all the information on the Federation or Association Club Listing form.**
- 2. Pink copy goes to the club.**
- 3. See page 1 where to send copies.**

**Notification of Event – (One part – Original only)**

- 1. Needs to be completed when no insurance certificate is required.**
- 2. Complete “Type of Function” section for demos, parades, nursing homes, club dance, etc.**
- 3. Complete “Group Travel Information” section for bus trips**
- 4. Send to Federation Insurance Chair**

**Club Officer Registration Form – (Four parts – Original and 3 copies)**

- 1. This form should be sent in as soon as new officers are elected.**
- 2. Complete all the information for club officers and contact person.**
- 3. See page 1 where to send copies**

**Insurance Notice Club Sponsored Class Form – (One part – Original only)**

- 1. Send names of your new students three weeks into lessons to the Federation Insurance Chair.**

**New Dancers Membership Receipt – (Three parts – Original and 2 copies)**

- 1. This form should be completed when you graduate your new dancers**
- 2. Keep the pink copy for the club**
- 3. See page 1 where to send copies**

**Federation Website – [www.squaredanceminnesota.com](http://www.squaredanceminnesota.com) – The following forms are available on the website:**

- 1. Young at Heart**
- 2. Certificate of Appreciation**
- 3. Federation Membership Roster**

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