



MEMBERSHIP AND AWARDS AND INSURANCE TIMETABLE

CLUB RESPONSIBILITIES

July - October 1 – Every member completes a Membership Receipt and pays Federation Membership dues to your club by October 1.

For a club to be covered by insurance, it must have at least 8 members who pay Federation dues through that club. Any club with less than 12 members must pay the minimum club fee of \$45.

October 5 – Creates three completed copies of the Federation Membership Roster (can be printed off the squareandceminnesota.com website). The number of members identified need to correspond with the number of members listed on the Paid Membership Report.

October 5 – Sends to the **Membership & Awards Chair**

- Paid Membership Report – white copy
- Membership Receipts – white copy
- Federation Membership Roster
- Club Officer Registration form – white copy (send as soon as new officers are elected)

October 5 – Sends to the **Region Treasurer**

- Paid Membership Report – yellow and pink copies
- Membership Receipts – pink copy
- **Two** copies of the Federation Membership Roster.
- One check must be included for the Federation membership dues plus the charge for the total number of directory orders. The check is payable to your Region Treasurer; for example, CW Region Treasurer. The dollar amount of the check must correspond with the number of members and the number of directories ordered.
- Location Registration for Insurance form – white and yellow copies
 - ✓ each club will receive one certificate so the club has proof of insurance
 - ✓ name of the facility along with the street address (and number, if applicable), city, state, and zip code (insurance company will not insure without this information)
 - ✓ the dates to be covered means specific dates (regular dances: “every Saturday or 1st and 3rd Monday”, etc. For special dances, give the exact date: “December 31”).
 - ✓ *Name(s) of Additional Insured* means the property owner(s) or organization who wants their name(s) added to your liability policy. Normally, this differs from the name of the facility which you are using or the location of that facility. If not requested by the owners, leave blank.
 - ✓ allow 45 days after Insurance Chairman receives form to get certificate
- Request for Certificate for Additional Site form – complete **ONLY** if club dances at more than the two facilities listed on the Location Registration for Insurance form **AND** the facility requests a certificate
- Notification of Event form – complete if the club dances at more than the two facilities listed on the Location Registration for Insurance form **AND** the facility **DOES NOT** request a certificate
- Club Officer Registration form – yellow copy (send as soon as new officers are elected)

Additional Dates – send to the Membership & Awards Chair

- New Dancers Membership Receipt – white copy (send only after new dancers have graduated)
- **February 1** – Deadline for application for Young At Heart Award and Certificate of Appreciation
- **March 1** – Deadline for Federation members, callers and cuers names in the new directory

Additional Dates – send to the Insurance Chair

- Insurance Notice Club Sponsored Class form – should be completed (must have beginning month/day and ending month/day) no later than three weeks after lessons begin. The e-form can be completed and submitted on the website, www.squaredanceminnesota.com, or printed and mailed.
- Notification of Event form – is completed when events have been added to schedule after insurance forms have been submitted **AND NO** insurance certificate is required (usually demos, parades, exhibitions, and additional or special dances at the regular location do not require a certificate). The e-form can be completed and submitted on the website, www.squaredanceminnesota.com, or printed and mailed. Submit at least 10 days prior to the event.
- Request for Certificate for Additional Site form – should be completed if you have a change of location which requires a certificate after the first forms have been submitted. The e-form can be completed and submitted on the website, www.squaredanceminnesota.com, or printed and mailed.
- New Dancers Membership Receipt – yellow copy (send only after new dancers have graduated)

REGION TREASURER RESPONSIBILITIES

October 15 – Sends to the Insurance Chair

- Paid Membership Report – yellow copy
- Federation Membership Roster
- Location Registration for Insurance – white copy
- Request for Certificate for Additional Site form(s)
- Notification of Event form(s)

October 15 – Sends to the State Treasurer

- The money collected minus the money the region is allowed per member
- A membership count by club
- A directory count by club

December and January – Returns the Insurance Certificates to the clubs when they are received from the State Insurance Chair.

GENERAL INFORMATION

This timetable is necessary to allow time to get insurance certificates returned to the clubs by January 1. The insurance chair must submit all club enrollment forms by November 1 to assure that certificates are received prior to January 1. Any club not enrolled with USDA by December 31 will not be covered beginning January 1.