



MEMBERSHIP AND AWARDS AND INSURANCE TIMETABLE

CLUB RESPONSIBILITIES

July - October 15

- Collect Federation Membership from each member by October 15.

October 20

SUBMIT TO REGION TREASURER:

- Submit Membership Receipts, Paid Membership Report & Club Roster or Federation Membership Roster (this can be printed off the Squaredanceminnesota.com website)
- Include one check for the Federation membership dues and the amount for the directories ordered. Make the check payable to your region treasurer, e.g., CW Region Treasurer. Make sure the dollar amount of the check corresponds with number of members and the number of directories ordered.
- Send Club Officer Registration Form

SUBMIT TO MEMBERSHIP & AWARDS:

- Send the Membership Receipts, Paid Membership Report & Club Roster or Federation Membership Roster
- Send Club Officer Registration form

SUBMIT TO FEDERATION INSURANCE:

- Send the completed Location or Association Club Listing for Insurance form.

February 1

MEMBERSHIP & AWARDS

- Deadline for application for Young at Heart Award and Certificate of Appreciation. .

March 1

MEMBERSHIP & AWARDS

- Deadline for Federation members, callers & cuers names in the new directory.

(over)

GENERAL INFORMATION

This timetable is necessary to allow time to get insurance certificates by January 1. If you have new members join your club after the times indicated, you need to send in an additional Membership Receipts & Paid Membership Report. If change in officers, name change or relief of duty, a new Club Officer Registration Form should be submitted.

- Send names of your new students three weeks into lessons to the Federation Insurance Chair on the Insurance Notice Club Sponsored Class form.
- After graduation send in the New Dancer Membership Receipt to Federation Membership & Awards Chair (white) and to Federation Insurance Chair (yellow).
- If you have a location change or have a new location for an additional or special dance, it is necessary to send in a new Federation or Association Club Listing form. If a location change or additional location requires an insurance certificate, you need to allow at least 45 days.
- When no certificate is required, complete a Notification of Event form (i.e. demos, picnics, etc) send to Federation Insurance Chair.

REGION TREASURER RESPONSIBILITIES

November 3

- Send the Federation Membership Roster, and Paid Membership Report to the Federation Insurance Chair.
- Send the money collected (less the amount per member allowed for your region), the membership count and Book/CD directory count by club to the Federation Treasurer.
- Send Club Officer Registration Form (yellow) to The ROUNDUP.

Revised April 2007