

Membership Income

Event: _____ **Date:** _____

All Documents: These include New Membership applications and Renewal forms:

- Please write in the amount of payment and the check number or “cash” in the bottom margin.
- Make sure that multiple year renewals (how many years) are noted somewhere on the renewal form.
- Cash/checks go into the cash box.
- Documents go into the Membership Envelope.
- This form goes into the Membership Envelope at the end of the day.

New Members: Be sure to check the form for the following (see “Issues” document):

- Email address
- Birthday
- Name Button
- Free item(s)
- New Walker Packets
- Referral information

Renewals: Most people turn in the Renewal form that was mailed to them along with their payment. See the “All Documents” section above for handling procedures.

Use the table below for those people who renew *without* submitting a form or other identifying piece of paper with their payment. Please write in “cash” in the Check # column if paid in cash, otherwise write in the check number. Write in the number of years the renewal is for in the “Yrs” column – members may renew for more than one year.

Name:	\$ Amount	Check # - “Cash”	Yrs

The table below is for “office” use to tally the totals after the event.

Item	Price	Tally	#	Total \$
Membership:				
<i>New Family Membership</i>	\$14.00			
<i>New Individual Membership</i>	\$8.00			
<i>New Senior Membership</i>	\$5.00			
<i>Family Membership Renewal</i>	\$14.00			
<i>Individual Membership Renewal</i>	\$8.00			
<i>Senior Membership Renewal</i>	\$5.00			
		Overall Total	→	

Issues With Membership Forms

New Members: Problems on the Membership Application forms cause delays in sending out their New Member Mailing - bad. Be sure to check all new member applications for the following:

- **Email Addresses:** Please, please, please make sure that these are readable, even for the old geezers on the Membership Committee.
- **Birthdays:**
 - We don't care about the year, even for new Senior members. We go on the honor system when it comes to age.
 - There are legitimate religious and other objections to providing birthday information and the club needs to honor those objections. Write in "DTS" for "Decline To State" so that they won't be asked for birthday data each time they renew.
 - We use the birthday data only for the Birthday listing in the newsletter and to send out birthday cards. I rarely mention the birthday cards just to make them a pleasant surprise.
- **Name Button Options:** People often leave this blank.
 - Check the "1st" column if they want only their first name on the button. For example "Fred" will appear on the name button for Fred Flintstone.
 - Check the "Both" column if they want both of their names to appear on the button. This will get them a name button with "Fred Flintstone" on it, for example.
 - Write in any other nickname if the first name or both names is not what they want. Mr. Flintstone might want "Freddie" for example.
- **Free Pins or Patches:** This remains a source of confusion for some unknown reason. I guess some people go crazy when they see the word "free."
 - **Individuals/Seniors** only get **ONE** free pin **or** patch per member, *but not both*. Senior couples will often apply on the same form, but since they are two members, they can choose 2 items.
 - **Family** memberships get up to two free items. That's 2 pins **or** 2 patches **or** 1 pin and 1 patch.
 - **Older Membership Application forms**, the ones we have lots of copies of: Please write in "received at event" on the form if the free gift was given out at the event.
 - **Newer Membership Application forms**, available on the website: Check the checkbox at the bottom that says "Received Pin or Patch at Event" if the free gift was given out at the event.
 - Anyone can decline the free gift(s).
 - Anyone can purchase more for \$3.00 each.
- **Referral Information:** Many people leave the "Please describe how you heard about the Sacramento Walking Sticks" question blank. We use this information to make sure we are putting our publicity efforts in the right place since volunteer time is more precious than money. Simple answers are all that is necessary. Some examples (but not limited to):
 - Word of mouth – friend – family member – etc.
 - Newspaper
 - Internet
 - Health Fair
- **New Walker Packets (NWP):** If the new member pays for a NWP when they join, make sure:
 - The NWP is tallied on the Specialties Income Accounting sheet.
 - **Older Membership Application forms**, the ones we have lots of copies of: Please write in "received at event" on the form.
 - **Newer Membership Application forms**, available on the website: Check the checkbox at the bottom that says "Received New Walker Packet at Event."
 - Give them a "Stick's Walk Stick's Walks" book, *if they are members!*