


Dues Collection, New Member Processing and Change Member information

(1) **The directors shall collect the annual dues starting November 1 -- \$15 per year.**

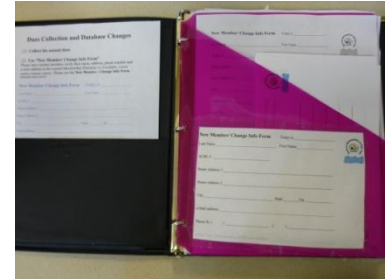
(2) **Use “New Member/ Change Info Form”**

Please ask current members to verify their address, phone number and e-mail address in the current Membership Directory. Please use the **New Member / Change Info Form** which can be found in the **Membership Log Book**.



New Member/ Change Info Form		Today is _____
Last Name _____	First Name _____	
ACBL # _____		
Street Address 1 _____		
Street Address 2 _____		
City _____	State _____	Zip _____
e-Mail address _____		
Phone #s () _____ () _____		
Office Use: Date posted to ACBLscore database _____		

You'll find the **New Member/Change Info Form**, shown at left, in the **Membership Log Book** (3-ring binder)



(3) **Membership Log Book:** Write member's name in log and the date. Please file forms THAT HAVE NOT BEEN POSTED IN THE COMPUTER in the **FRONT** of the **Membership Log Book**. When time permits, please continue with step 4 below.

AFTER Feb 8, 2009 cutoff

New Members

NAME	DATE	POSTED
Soo Oum	2/9	Bill
Bob Sungenis	2/9	Bill
Sandy Sungenis	2/9	Bill
AUSTIN FITZGERALD	2/9	up Ke
DENNIS TUEDAY already paid	2/10	
Greene, John	2/11	Bill
Ewing, Ivye	2/11	Bill
Derwick, Linda	2/11	Bill

When you update a member's record in ACBLscore, please write your name in the posted column. When the posted column is blank, the member's record HAS NOT BEEN UPDATED!

(4) **Computer:** Enter any changed data and update the **group code** in the member record in ACBLscore. Use **group code** "09" for 2009 to indicate the dues has been paid. For 2010, use "10" and 2011 use "11" and so on.

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(5) **Log Book:** After updating the ACBLscore database, please write your name (or Initials) and the date in the appropriate column indicating the record has been updated.

(6) Please write the **processing date** on “**New Member/ Change Info Form**” and file form in the **BACK** of **Membership Log Book**. This is important so we have an audit trail of changes to our database.

