**Annual Membership Renewal Procedure**

**Draft 2015-01-09**

Prepare membership materials

1. Consult with Board, etc. re: changes (e.g., dues levels, deadlines)
2. Update application form (fillable PDF, printable PDF)
3. Update application package
4. Send updated application package as PDF to website coordinator.

Request membership renewals

* Email application forms and instructions to all team contacts from the previous year; this is the list drawn from the most recent membership roster. See sample emails.
* About 4 weeks after initial mailing, send email reminder to contacts whose teams have not responded.
* Ditto 8 weeks.

Prepare current year files

* Create folder to current year applications
* Make a copy of the most recent membership roster, renaming it to the current year. This is the working file and will become the new master file when the process is complete.

Process team renewal

* NMSARC mail
	+ Collected and sorted, separating membership applications/renewals
	+ Payment information is noted on the application/renewal forms (amount, date, check #)
	+ Checks are forwarded to the treasurer
	+ Forms are scanned (one for each team) and emailed to the membership chair
	+ Membership chair prints forms (for processing and filing)
* Update working spreadsheet with information from application/renewal form
	+ Check all fields
	+ Email for clarification as needed
	+ When this step is complete highlight the member team row in the spreadsheet in green.
* Update membership information on the website
	+ Verify name of organization and address
	+ Update the resources to reflect current team capabilities
	+ Review team description for map, and adjust with current information, including resources, and team meet dates
	+ Lat/long for meeting location may need update
* Send confirmation email to team resources. See samples and be sure to encourage them to check their information on the NMSARC website.