



## MEMBERSHIP REPORTS

**Membership Renewals Can Begin October 1<sup>st</sup>**



From the NFRW Membership Director, Madison Albrecht - Annual membership begins on January 1<sup>st</sup> and expires on December 31<sup>st</sup> of every year. Clubs may begin submitting renewals for the following year as early as October 1<sup>st</sup>.

In previous years, reporting to AzFRW was done quarterly. With changes in NFRW bylaws, reports may now be submitted at any time. AzFRW is encouraging monthly reports, especially for clubs with 150 or more members and bi-monthly reports for smaller clubs. There will be an AzFRW mandated report due no later than **June 15<sup>th</sup>** of each **odd numbered** year to determine the number of Convention delegates allotted to each club.

At the end of each year, please be mindful that any **new member** joining in the last few months of the current year will be required to renew after January 1<sup>st</sup> of the coming new year. Current year members may renew for the upcoming year beginning on October 1<sup>st</sup>. Remember, because NFRW membership is based on the calendar year, **ALL** current year members will expire on December 31<sup>st</sup>, unless they have renewed for the upcoming year.

As a reminder, all new and renewing memberships are to be submitted and entered in the NFRW database by March 1<sup>st</sup> for members to have access to the NFRW website and other resources. As the year progresses, additional members, either renewing or new, need to be submitted as soon as possible, but no more frequently than once per month. Timely submission of new and renewing members allows activation of their NFRW membership.

An additional change being implemented is that clubs are required to submit only their membership roster by email. As the reports are received, Treasurer Donna will enter the club's information in the NFRW database. After membership is verified in the database, an updated voucher, which reflects the new reporting dates, will be prepared and emailed to the club's treasurer for payment. Also, when submitting the membership rosters, please use the Excel spreadsheet form, which will be emailed to each club. To maintain current information in the NFRW database, please highlight any changes to members' names, addresses or contact information needing to be updated.

When the voucher is received, payment must be remitted to AzFRW within 10 days. AzFRW will not make payment to NFRW for new or renewing members until payment is received from the club. This change is being made due to multiple issues during previous reporting periods.

It is our sincere hope that these changes will improve the overall process as it eliminates the extra time needed to fix errors, request additional payments or issue refunds for over-payments. If there are any questions, please contact Treasurer Donna Stawicki by email at [azfrwdonalyn@gmail.com](mailto:azfrwdonalyn@gmail.com); or by calling or texting her at 602-316-7083.