**ROCKY MOUNTAIN REGION and EGA**

**MEMBERSHIP AND DUES ANNUAL AND PARTIAL YEAR REPORTING**

**INSTRUCTIONS**

## NATIONAL ANNUAL DUES REPORTING:

EGA Chapters are tasked with the responsibility of collecting National, Region, and Chapter dues. Dues payments are due to the National Office and Region Treasurer annually by May 31st. The Chapter Renewal Worksheet, the Chapter Primary Members List, and National Membership Form M-2 are sent to the chapter by National. The Chapter Treasurer/Membership Chairman completes these forms and sends them, along with a Chapter check, to National. **National Policy states that an existing Chapter member who pays after May 31 is responsible to pay full year National, Region and chapter dues. Each chapter member’s NATIONAL dues are $39.00.**

**New EGA members joining after May 31** are to be reported immediately to National. Use National Membership Form M-2 and send it, along with a Chapter check, to National.

#### NATIONAL DUES COLLECTION SCHEDULE

New Member Prorated Dues April 1 – June 30 – 100% - $39.00

July 1 – September 30 – 75% - $29.25

October 1 – December 31 – 50% - $19.50

January 1 – March 31 – 25% - $9.75

## REGION ANNUAL DUES REPORTING:

Renewing primary chapter members, Life members, and renewing Out-of-Region plural chapter members (plural members whose primary chapter is NOT in the Rocky Mountain Region) dues are payable to RMR at the time dues are sent to National. In-region plural chapter members pay their RMR dues in their primary chapter **ONLY**.

It is **VERY** important that the **Annual Region Dues and Membership Reporting Form (RMR VI.B.1**) be completed and **ALL** Chapter Members be included. Please include a copy of the Chapter Primary Members List (received from National) **and** include a list of the member names of: New, Life, In-Region or Out-of-Region plural or Youth members you are reporting on the Annual Region Dues and Membership Reporting Form (RMR VI.B.1), indicating the membership status.

02/2022 RMR VI.A.1

**ROCKY MOUNTAIN REGION and EGA**

**MEMBERSHIP AND DUES ANNUAL AND PARTIAL YEAR REPORTING**

**INSTRUCTIONS (continued)**

## REGION PARTIAL YEAR DUES REPORTING:

**New EGA members joining after May 31** will be reported immediately to the Region using the **Partial Year Region Dues and Membership Reporting Form (RMR VI.C.1)** and will pay as follows:

**New Out-of-Region Plural members** (*This is a plural member whose primary chapter is NOT in Rocky Mountain Region. In order to join a chapter in Rocky Mountain Region as a plural member, the individual’s primary membership dues must be current with EGA.)* will be reported immediately to the Region and will pay as follows:

**Partial Year Region Dues Schedule for New EGA and New Out-of-Region Plural Members**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Dues Amount** | **Region Dues** |
| April 1-June 30 | Full | $5.00 |
| July 1-Sept. 30 | 3/4 | 3.75 |
| Oct. 1-Dec. 31 | 1/2 | 2.50 |
| Jan. 1-March 30 | 1/4 | 1.25 |

Send a copy of the **Late Renewing and Partial Year Region Dues Reporting Form (RMR VI.C.1**) and a Chapter check for the amount of the region dues as computed on the form, to the Region Treasurer.

\*\* FORMS ARE AVAILABLE ON THE RMR WEBSITE <https://rmrega.org/forms-and-manual/>

02/2022 RMR VI.A.2

**Rocky Mountain Region**

**Annual Region Dues and Membership Reporting Form**

**Date: Chapter:**

**Membership Chair Name:**

**Email Telephone:**

### ANNUAL REGION MEMBERSHIP REPORTING DUE May 31

|  |  |  |  |
| --- | --- | --- | --- |
| **Members Status** | **#** | **Dues** | **Total Dues** |
| **Primary** |  | **$5.00** |  |
| **New Primary** |  | **$5.00** |  |
| **Life** |  | **$5.00** |  |
| **Out-of-Region****Plural** |  | **$5.00** |  |
| **In-Region Plural** |  | **$0.00** |  |
| **Youth** |  | **$5.00** |  |
| **Total Dues Owed** |  |  |  |

**USE LATE RENEWING AND PARTIAL YEAR REGION DUES REPORTING FORM (RMR VI.C.1) JUNE 1 – MAY 1**

### Incomplete documents will be returned for complete documentation

### PLEASE SEND TO THE RMR Treasurer

1. **Completed Form (RMR VI.B.1).**
2. **A CHAPTER check payable to RMR EGA for dues calculated.**
3. **A copy of the Chapter Primary Members List that was sent to National.**
4. **A list of names & contact information for New, Life, In-Region and Out-of- Region plural and Youth members you are reporting on this form. Write-in this information at the bottom of the National form mentioned in item #3 above.**

**RMR Treasurer**

**Lucy Bosio**

**13 Skyline Dr.**

**Wheatridge, CO 80215**

**treasurer@rmrega.org** **303-589-5181**

**------------------------------------------------------------------------------------------------------------------------------------------**

**For Treasurer’s Use Only:**

**Date Received: Check Number: Check Amount: Posted:**

RMR VI.B.1

02/2022

**Rocky Mountain Region**

**Late Renewing and Partial Year Region Dues Reporting Form**

**Date: Chapter:**

**Membership Chair Name:**

**Email: Telephone:**

**Instructions:** 1. Please submit this form for all Late Renewing, New, Out-of-Region Plurals, In-Region Plurals, Life, and Youth Members.

Should more space be needed, include 2nd form (RMR VI.C.2).

* 1. Late renewing existing members pay full annual dues (national and regional).
	2. Send this form and a Chapter check (payable to RMR EGA, for the dues owed) to the RMR Treasurer:

Lucy Bosio, 13 Skyline Drive, Wheatridge, CO 80215

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Status:****(Late Renewing, New, Out-of-Region Plurals, In-Region Plurals, Life, and Youth members)** | **Address, City, ST****Phone/Email** | **After May 31 based on Status:****$5.00** | **In Region Plural:****$0.00** | **New Members only** | **Dues Owed** |
| **June 1 thru** **June 30: $5.00** | **July 1 thru** **Sept 30:****$3.75** | **Oct 1 thru** **Dec 31:****$2.50** | **Jan 1 thru** **Mar 31:****$1.25** | **Apr 1 thru** **May 31:****$0.00** |
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|  |
|  **Total Dues Owed** | $ |

**For Treasurer’s Use Only:**

**Date Received: Check Number: Check Amount: Posted:**

RMR VI.C.1

02/2022

 **Rocky Mountain Region**

 **Late Renewing and Partial Year Region Dues Reporting Form (page 2)**

**Date: Chapter:**

**Membership Chair Name:**

**Email: Telephone:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Status:****(Late Renewing, New, Out-of-Region Plurals, In-Region Plurals, Life, and Youth members)** | **Address, City, ST****Phone/Email** | **After May 31 based on Status:****$5.00** | **In Region Plural:****$0.00** | **New Members only** | **Dues Owed** |
| **June 1 thru** **June 30: $5.00** | **July 1 thru** **Sept 30:****$3.75** | **Oct 1 thru** **Dec 31:****$2.50** | **Jan 1 thru** **Mar 31:****$1.25** | **Apr 1 thru** **May 31:****$0.00** |
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|  **Total Dues Owed** | $  |

**For Treasurer’s Use Only:**  RMR VI.C.2

 02/2022

**Date Received: Check Number: Check Amount: Posted:**

# SAMPLE of EGA’s Annual Dues Renewal Letter

Dear Membership Chair,

Please find enclosed a list of your chapter’s primary members as well as annual membership renewal paperwork. May 31st is the renewal date for all members (except those with lifetime memberships.) Your renewal forms and chapter check for dues must be received no later than that date. Below are some guidelines to help you with the process.

On the list of primary chapter members, check each member who renews by marking the box in the “Renew” column and put a strike through the name of any member who is not renewing.

If a primary member of your chapter is missing from the list, please email me.

If you have any new EGA members or members rejoining after having lapsed of a year or more and have not yet reported them to EGA Headquarters, please include them on the New Member Form. A rejoining member will generally keep the EGA number they had previously. Please include that information if you have it.

You do not need to report plural or life members to us.

Each chapter member’s national dues are $39. Below is the pro-rated dues schedule for new members joining for the first time or those who are rejoining after a lapse of a year or more. Keep this for your reference throughout the year. Please remember that members making late payments should pay the full amount regardless of when they renew.

**New Member Prorated Dues**

April 1 – June 30, 2021 – 100% - $39

July 1 – September 30, 2021 – 75% - $29.25

October 1 – December 31, 2021 – 50% - $19.50

January 1 – March 31, 2022 – 25% - $9.75

As you prepare your forms, feel free to contact me if questions arise. Also, if you need membership cards, please let me know how many sheets of ten you would like and I’ll send them to you. **\*\*\* Please don’t email any information back to National. We need to receive all forms and payment together in the mail.**

Sincerely,

Tonya Parks, Membership Coordinator

502.589.6956 Monday – Friday EST 9:00 to 5:00 or **typarks@egausa.org**

4/2021 RMR VI.D.1

**SAMPLE of EGA’s Chapter Primary Members List**

**Hollywood Legends Chapter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last** | **First** | **EGA #** | Renew |
| Bacall | Lauren | 45678 |  |
| Bergman | Ingrid | 12345 |  |
| Davis | Bette | 67890 |  |
| Dietrich | Marlene | 61234 |  |
| Garbo | Greta | 72345 |  |
| Gardner | Ava | 84567 |  |
| Garland | Judy | 95678 |  |
| Hepburn | Audry | 23456 |  |
| Hepburn | Katharine | 56789 |  |
| Hayworth | Rita | 13456 |  |
| Kelly | Grace | 78901 |  |
| Leigh | Vivian | 90123 |  |
| Loren | Sophia | 89012 |  |
| Monroe | Marilyn | 34567 |  |
| Taylor | Elizabeth | 74567 |  |
|  |  |  |  |
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RMR VI.D.2 4/2021

# SAMPLE of EGA’s Chapter Renewal Worksheet

####  CHAPTER RENEWAL WORKSHEET

|  |  |  |  |
| --- | --- | --- | --- |
| Number of primary members |  | @ $39 | $ |
| Number of late renewals |  | @$39 | $ |
| Number of new members |  | @ $39 | $ |
| Number of twin chapters |  | @ $39 | $ |
| Number of libraries your chapter sponsors |  | @ $29 |  $ |
| Number of Youth members |  | @15 |  $ |
| Add the following postage for each address outside the United States:Canada addresses Other foreign addresses |  | @ $ 8 | $ |
|  | @ $24 |  $ |
| SUBTOTAL | $ |
| Credits to be applied (please include a copy of letter ormemo) | $ |
| TOTAL TO BE SENT TO EGA HEADQUARTERS | $ |

Please list the current President, Membership Chair and Treasurer for your chapter. President

Membership Chair

Treasurer

SENDING REPORTS:

1. Mail your Chapter Sheet, this Renewal worksheet, any additional forms, and your **CHAPTER** check payable to EGA (**NO PERSONAL CHECKS**) to EGA headquarters:

Attn: Tonya Parks, Membership Coordinator EGA

1205 East Washington Street, Suite 104

Louisville, KY 40206

02/2022 RMR VI.D.3

|  |
| --- |
| **EGA New Members FORM****(All dues must be paid with a chapter check)****Page of** **Chapter: Date:** *Note: A new member is any member who previously has not belonged to your chapter. If person has been a member elsewhere insert the I.D. number.* |
| **I.D.#** | **Name** | **Street Address** | **City** | **ST** | **Zip** | **How did you hear about EGA?** | **Telephone/E-mail** |
|  |  |  |  |  |  |  | Tel: |
| E-mail: |
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| E-mail: |

Form M-2 (12/20)

**Send a copy of this completed form to:**

Embroiderers’ Guild of America

1205 East Washington Street, Suite 104

Louisville, KY 40206

502-589-6956

**or email the form to**: typarks@egausa.org

EGA Form M-2 (12/20)