

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.

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/>

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			

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.

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

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: _____

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).
2. Late renewing existing members pay full annual dues (national and regional).
3. 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	
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	
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

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	

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		@ \$ 8	\$
Other foreign addresses		@ \$24	\$
SUBTOTAL			\$
Credits to be applied (please include a copy of letter or memo)			\$
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

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
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>
							<div style="border: 1px solid black; padding: 2px;">Tel:</div> <div style="border: 1px solid black; padding: 2px;">E-mail:</div>

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