

## MEMBERSHIP RENEWAL FORM

There is no official AGO membership renewal form. Chapters are free to design renewal forms that fit their situations. A model form is sent by AGO Headquarters to each chapter annually, along with dues renewal materials. It is recommended by National Headquarters that renewal forms include the Code of Ethics, to remind members of their commitment to this document.

The chapter membership form/renewal application has evolved into more than a document for the transmittal of dues and membership information. Some chapters now give members the option of providing substitute information, an e-mail address or cell number, funds for relevant activities, and service to the organization. The optional information is a resource for chapter officials and, when published in the annual directory, a source of information for the membership. Prior to detailing what information might be listed on the document and supplying an example of an all-inclusive form here is useful information for your executive committee:

1. The dues season commences April 15 and terminates August 31. All dues money and information must be received at headquarters by September 1 to assure processing in a timely fashion.
2. Dues reports should be sent to headquarters frequently during the collection period. Please do not transmit the entire report on September 1.
3. Deposit membership checks into the chapter account promptly (at least once a week).
4. Place the renewal form in the April or May newsletter and make the renewal a priority in your dean's message.

The above steps will assist your chapter and the membership department at headquarters in the timely collection and processing of dues.

As stated above the renewal form is basically a fiscal and information document. The fundamental fiscal part is the payment of dues. The chapter portion of the dues pays for items such as programs, printing, postage, and refreshments. The additional monetary part gives the chapter a chance to think ahead and/or collect revenue for other related activities. If your chapter is sponsoring a major recitalist in a year or so, place a gift line in the present renewal form. Other optional monetary gift categories are:

- PIPEDREAMS (either for the production of the show or local transmission)
- Regional convention (a great method to pay for quality events)
- Scholarship fund
- General gift to chapter

Other pertinent information that may be obtained on the membership form:

1. List at least two chapter activities that you would attend.
2. Do you need transportation to and from chapter events?
3. What way(s) can you assist the chapter (phone calls, reception, stuffing envelopes, etc.)
4. Any advice for the chapter.