**CBA/ABATE of NC MEMBERSHIP SERVICE GUIDELINES –**

Chapter is responsible for sending out renewal notices. This should be done at least 30 days before the member is due for renewal. Also suggest that if chapter has not received renewal 30 days after renewal is due – another notice should be sent or phone call made.

Member will be lapsed if renewal is not received before midnight of the 60th day after renewal date.

Applications are to be processed in a timely manner (within 1-2 weeks after application is received by chapter).

Please make sure application is legible. Have applicant to PRINT application. If chapter secretary cannot read – then membership services probably won’t be able to read it.

On new applications – Make sure all information that is requested is filled in on application.

On renewal applications – Make note of any changes since last renewal. If nothing has changed – a simple “no changes” noted on application will suffice.

IMPORTANT! Verify new applicants address or any address change by using the United States Postal Service @ [www.usps.com](http://www.usps.com). Also please add the +4 zip code numbers on the application if the applicant doesn’t.

Scan & send applications as a PDF file if possible. Using the following as a guide for file name.

LAST Name(s), FIRST name(s) – CHAPTER name – Year that renewal was accepted.

*Example: Stillwell, WW & Jill – Gaston 2013*

Please notify Membership Services of any name, address, phone or email changes for members as soon as received.

Email applications to: [cba.abateofncmembershipservice@gmail.com](mailto:cba.abateofncmembershipservice@gmail.com)

Snail mail to: Jill Stillwell, 341 Colt Thornburg Rd., Dallas, NC 28034-8592

Please notify Membership Services of the number of new member packets the Chapter needs at least 1 week before state quarterly meetings. Membership packets will be delivered at those meetings unless needed before then.

NOTE: If new member does NOT want to be contacted about purchasing more accident insurance – please mail insurance beneficiary cards to Jill (not the insurance company).

Respectfully,

Jill C. Stillwell, Membership Services