

CBA/ABATE of NC MEMBERSHIP SERVICE GUIDELINES –

Even though the state sends out renewal notices, **the chapter is also responsible for contacting members about their renewal especially when they get close to lapsing.** This should be done at least 15-30 days before the member is due for renewal. Also I suggest that if chapter has not received renewal 30 days after renewal is due – contact should be made by email or telephone.

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 (7 business days per the Constitution By-Laws Section 1 – subsection 4) after application is received by chapter. If the applicant is a FREE member (16-29 years of age) – it must state on the application that it is free. If the chapter collects a fee for that age group – then the state also gets their funds. Please send me your applications when you receive them.

Please make sure application is legible. Have applicant to PRINT application. If chapter secretary cannot read it – then I'm sure this membership services director probably won't be able to read it. We have a lot of problems with incorrect email addresses, so please check the address to make sure it's a working email address before you send the application.

On New Applications – Make sure all information that is requested is filled in on application.

On Renewal applications – Make sure all information that is requested is filled in on the application also. We are adding information to the roster, so we need it filled out completely.

IMPORTANT! Verify new applicants address or any address change by using the United States Postal Service @ www.usps.com. Also please add the +4 zip code numbers on the application if the applicant doesn't. **This is very important! It helps to get our mail delivered to the right address plus it verifies that the address is a legitimate one.**

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 2017

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

Email applications to: cba.abateofncmembershipservic@gmail.com

Postal 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.

EVERY QUARTER! Please check your roster against the State's for errors. Send corrections to me by email or by the USPS.

American Income Life Insurance wants us to get the insurance beneficiary cards filled out when we enroll a new member. They want you to mail the cards to me and then I am supposed to mail them to the insurance company. They are no longer supplying envelopes for the new member to mail the cards so it will be up to you to make sure the cards get filled out and back to me. If you want to scan and send me the cards that way – that would work also.

Respectfully,

Jill C. Stillwell, Membership Services