

TIPS FOR SECRETARY/TREASURERS FOR 2017
COMPLETELY REVISED SO READ THIS IN ITS ENTIRETY.

1. SECRETARIES

MEMBERSHIP ROSTERS –Be sure all contact information and Good Sam Membership dates are current. Show NEXT YEAR’S chapter officers on the left of the form on the same line as their name. Please avoid follow-up phone calls for must have officers by showing them here.

Send the **updated original** to the address/email address shown below after State Treasurer. You may make your corrections via Microsoft WORD/WORKS to the document emailed to you, **but keep it in Landscape format just as you received it and DO NOT change the original format, plus show all corrections/updates in RED so I will know what changed.** *If you are determined to use an Excel file for this information use Cell Styles to highlight changed information or it will be missed, plus ALL information shown on standard form must be included.*

Fields shown in **bolded light blue** must to be updated with CURRENT VALUES. If another chapter is paying the dues for a member, please show that paying chapter name below their other information with the words “paid by”. If you make corrections to the hardcopy for mailing, PLEASE **PRINT LEGIBLY**.

Due date for return of this information is on or before December 1st. After that date I’ll send out **ONLY ONE REMINDER**. Seven chapters out of 31 had not completed this process by December 29th in 2015 and this is unacceptable. The roster update forms are sent out in June each year so there is ample time to complete this prior to December.

If a current member is not continuing as a member next year, write “Dropped” in Officer Position column. If a name is to be removed (death, etc.) show “remove” in front of that individual’s name.

Throughout the year new membership information (and dues check) is to be sent to the State Treasurer as they occur so they will receive each issue for the newspaper in a timely manner using the Notice of Chapter Change form found in each issue of the newspaper OR on our website, <http://kansasgoodsams.org>. Address changes should be made as they occur so mail will get to them.

2. TREASURERS

KANSAS STATE DUES run from January 1 through December 31 of each year. Dues are \$10.00 for each Good Sam membership. **Anyone joining your chapter before October 1st will need to pay State dues for the current year as well so current year copies of the KS GS News issues can be mailed to them.** Your Kansas Good Sams dues check may be sent with the roster update if done on the original hard copy otherwise please show the chapter name in the memo field on the check (if not on check elsewhere) so I can tie it back to the chapter roster. **Make check payable to: Kansas Good Sam Chapter and use address shown below.**

Contact information: State Director: Dean Stewart - rstewart8@cox.net (620) 241-6544
State Secretary – Lana Jones mirage1101@cox.net (316) 263-1905 State Treasurer – Pat Nippert
– treasurerkgs@gmail.com (620) 242-4502 – 600 Penn Dr., McPherson, KS 67460.

Thank you for your assistance in keeping our KS GS Membership files up-to-date!

Kansas Good Sam Chapter Treasurer, *Pat Nippert*