

REGION DUES VOUCHER SYSTEM

New Members in 3rd and 4th Quarters:

1. Send Region Dues Voucher and all accompanying membership information sheets to the Region Membership Chairman and Region Director. These forms may be sent electronically.
2. Do NOT send a check for these 3rd and 4th quarter new members.
3. Keep a copy of all information sent in on hand to prepare the 3rd and 4th quarter payment check.
4. Compare membership information with the information sent from the Region Membership Chairman. Rectify discrepancies, if any.
5. At the end of the calendar year, send your summary sheet and check to the Region Membership Chairman and a copy of your summary sheet to the Region Director.

New Members in 1st Quarter:

1. Send Region Dues Voucher and all accompanying membership information sheets to the Region Membership Chairman and Region Director. These forms may be sent electronically.
2. Do NOT send a check for these 1st quarter new members
3. Keep a copy of all information sent in on hand to prepare the 1st quarter dues payment check.
4. Compare membership information with the information sent from the Region Membership Chairman. Rectify discrepancies, if any.
5. Send your summary sheet to the Region Membership Chairman along with all of the 2nd quarter dues renewal information. The amount owed for 1st quarter may be included in the 2nd quarter dues payment check.
6. Send a copy of all information to the Region Director.

Late Renewing Members:

1. This reporting and payment procedure currently in place will not change. Region Dues Vouchers and checks are to be sent in at the time the member renews.

National EGA Membership Dues:

1. Nothing will change in the procedure for reporting new, renewing, and late-renewing members.