

INSTRUCTIONS – MEMBERSHIP DUES

Attached are the Club Information Form (aka Data Blank) and 2020-2022 Remittance Form for New and/or Late-Paying Members. The Remittance Form for New and/or Late Paying members is to be used to pay dues after the Club Information Form has been submitted to the District Financial Secretary.

Each of these forms will soon be found on the Orange District Website: www.cfwcorangedistrict.com under “Forms”. The forms will be interactive and can be prepared on the computer. Thank you, Katie Stewart, OD Communication Secretary.

PLEASE BE SURE TO USE THE ABOVE MENTIONED FORMS AS THEY ARE DIFFERENT THAN THE CFWC FORMS. Additional information is needed by the Orange District.

GENERAL INFORMATION:

1. Use the full legal name of your club.
2. The Club Information Form is a two sided document, except for the Affiliate Club Form. The second page of the Club Information Form is to be used to list “Co” officers’ information and the club contact person information in the event there are any questions.
3. **DUES AND CHECK:** The total amount of dues per member is \$20.00 each. (Breakdown is GFWC: \$15.00 per member, CFWC \$4.00 per member and District \$1.00 per member). The club’s check for the District is to be made payable to “Orange District”.
4. The **Club Information Form is to be submitted with a check for dues and a **list of members for which the fees are being paid to the District Financial Secretary and is to be received by her no later than May 1.**
5. The **2020-2022 Remittance Form for New and/or Late Paying Members** is to be submitted with a check payable to “Orange District” and a** list of members for which the dues are being paid to the Orange District Financial Secretary and is to be **received by the District Financial Secretary no later than the 15th day of each month. Pursuant to Bylaw ARTICLE IV, DUES, Section 4, “No dues will be accepted by Orange District after December 1.”**
6. **** LIST OF MEMBERS:** One copy of a list showing the names and addresses of those members only for which the dues are being submitted is to be provided with each of the forms. Any new members on the list are to be identified (marked). Do not provide your complete Club Roster unless the dues being paid covers all the members that are listed.

7. NUMBER OF COPIES:

Club Information Form: Seven (7) copies and one list of members’ names and addresses for which the dues are being paid.

Remittance for New and/or Late Paying Members: Three (3) copies with names and Addresses of Members for which dues are being paid.

ADDRESS AND TELEPHONE NUMBER FOR THE ORANGE DISTRICT FINANCIAL SECRETARY:

Geri Walsh, OD Financial Secretary, 7505 Holder Street, Buena Park, CA 90620

Telephone: (714) 394-2879