

PROCESSING OF NEW MEMBERS
FRIENDSHIP FORCE OF SOUTHWEST FLORIDA

November 1, 2019

The Board agreed to the following procedures on Jan 15, 2018:

When a new member joins, their application form and check for payment will be given to the Treasurer (Jo/Jack Cooley). The treasurer (Jo Cooley) will record and deposit the check in the Primary Account.

The Treasurer will photograph the application (like with a cell phone) and email the photo copy to Carol Nasby (Membership Chair), Joanne Collins (Directory Chair/Newsletter Editor) and Michelle Kemps (President).

The Treasurer (Jo Cooley) will file the original membership application in the Friendship Force file box.

Carol Nasby (Membership Chair) will follow up with a welcoming letter and phone calls to the new member(s), invite them to the next meeting etc.

Joanne Collins (Directory Chair) will record the new member(s) name(s) in the Directory. The Directory Chair will email the most recent newsletter to each new member. The Directory Chair will update the Directory each January, and at other times, as needed. When the directory is updated the Directory Chair will email it to all members.

Michelle Kemps (President) will include the name(s) of the new member(s) in the Power Point presentation for the next meeting of members. The Power Point presentation will include a welcoming message, featuring the new member(s).

Ordering of Name Badges

Jo Cooley (Treasurer) will order name badge(s) for new member(s), when their dues payment, and payment for name badge is received. The badge(s) will be sent directly to the new member(s), or presented to them at the next regular meeting of FF.

Badges are purchased locally from:

Gulf Coast Engraving & Awards, 2205 Tamiami Trail, Unit G, Port Charlotte, FL 33948, 941-743-7744, sales@gulfcoastengraving.com. The average cost of a name badge is \$10-\$15. We should maintain our current charge of \$12/badge, with any overage being paid out of our "Primary Account".