

**2020 WORKSHOP**  
**OUTLINE FOR ANNUAL MEMBERSHIP DUES**

**Deadline May 1<sup>st</sup>**: The Club Information form (Data Blank) (8 copies) including the check for dues made payable to “Orange District” and a Club Roster **must be received by the Financial Secretary no later than May 1<sup>st</sup>**.

**Deadline July 15<sup>th</sup>**: The Remittance Form for New and/or Late Paying Members is to be used after the Club Information form has already been sent to the Financial Secretary. The Financial Secretary must receive this form, check and list of members paying the dues **no later than July 15<sup>th</sup>**.

**SEND TO:** GERI WALSH, Orange District Financial Secretary, 7505 Holder Street, Buena Park, CA 90260 (For questions, you may contact her at email: [wonderlandcats@sbcglobal.net](mailto:wonderlandcats@sbcglobal.net) Phone: 714-394-2879)

It is important that all the above timeframes are met by each club. The processing of the Annual Dues is performed by four Executive Committee Members (Financial Secretary, Director of Finance, Treasurer and District President). The officers need sufficient time to process the information in order to timely pay the dues to CFWC and provide the information to be included in the CFWC Yearbook.

**I. CLUB INFORMATION FORM (DATA BLANK)** - Eight (8) Copies

A. Please use the Legal Name of the Club and provide the information regarding the Incoming President, Club Dean, Club Treasurer and Recording Secretary. If your club has “co-officers” for these positions, please include the information on the reverse side of the form and include a contact person (name, email address and telephone number) on the reverse side. **The form is to be signed by the Outgoing President and the Incoming President.**

B. Provide the club’s mailing address, and the time of meeting (i.e. P.O. Box 1234, 1<sup>st</sup> Friday at 11:00 a.m.). Also include the address where the meetings are held.

C. Provide the number of paying members and the amount of Dues information for the GFWC, CFWC and District. (GFWC =\$15.00, CFWC=\$4.00 and District=\$1.00 for a total of \$20 per member.)

D. One (1) copy of a Club Roster listing names and addresses of the paying members only. Also, indicate any new members listed on the Club Roster.

E. Check made payable to “Orange District” for the total amount of dues paid.

**II. REMITTANCE FOR NEW AND/OR LATE PAYING MEMBERS:** Any dues to be paid after the Club Information form has been provided to the Financial Secretary is to be prepared on the Remittance for New and/or Late Paying Members

A. Provide the number of paying members and the amount of Dues information for the GFWC, CFWC and District. (GFWC =\$15.00, CFWC=\$4.00 and District=\$1.00 for a total of \$20 per member.)

B. Provide in alphabetical order the names and addresses of new members and/or late paying members. If necessary, attach additional sheets.

C. Provide (3) copies of the Remittance Form for New and/or Late Paying Members.

D. Check made payable to “Orange District” for the amount of dues paid.