

PREPARING THE SEASONS MAILINGS

In a single evening, our volunteers prepare two mailings. The first is the invoices to member, the second is tag transmittal letters.

Invoices are printed on a colored page. Those members who are currently active will also receive a white page inviting them to the Annual Meeting (and includes a proxy).

A #10 envelope is stuffed with an invoice (and Annual Meeting Notice if they are current) along with a report from the President and an unstamped #9 return envelope. The #10 envelope is stamped and sealed.

At the end of the evening the invoices are sorted and verified against a member list that includes both active and inactive members.

Tag transmittal envelopes are a #9 envelope stuffed with the tag transmittal letter and the hang tags. The envelopes are stamped, but not sealed. (In case something changes when the member sends in the check).

There are two categories of hang tags. One for members that monitoring duty, the second for all others.

Hang tags receive a sticker with name, member number, and address. Members with monitoring duty have an extra sticker for their hang tags indicating the date for them to perform monitoring duty.

At the end of the evening, the two categories of transmittal envelopes are merged and verified against a list of active members.

Post meeting activities

The invoices are mailed to members.

When the check is returned:

1. The database is updated (with any changes) with the date paid, amount paid, and the deposit # that contains the check. This way, the deposit listing can be created.
2. Any changes to the hang tag (i.e. new license number) are made.
3. The envelope is sealed and mailed to the member.