

GFWC OF KANSAS ANNUAL MEMBERSHIP REPORT
Guidelines for Clubs and State Secretary

CLUB INSTRUCTIONS:

1. Make corrections to Club Membership List, type or print those additions or corrections.
2. Draw a line through members no longer in the Club.
3. Indicate why they are no longer members.
 - a. D – Deceased
 - b. M – Moved
 - c. DR – Dropped
4. Add new members – giving address, zip+4, phone number(s) and e-mail address.
5. President's name must be printed in the space provided, please sign next to the name.
6. ***NEW FOR 2022-2023 CLUB YEAR* Please mark the Newsletter EMAIL ONLY column if the clubwomen wants to receive the Kansas Clubwoman News via email only.**
7. When all corrections have been made, make a copy for your Club records for yourself.
8. Send corrected membership list and dues to the state secretary by June 1st.

STATE SECRETARY INSTRUCTIONS:

1. Make copies of Club membership lists for the State Executive Committee and the KS Clubwoman Editor.