

**RMFMS Report, Dues and Club Insurance Form 2008-09**

Instructions for filling out the report form in Word. Please read before proceeding to fill out the form.

1. Save a copy of the unfilled out form in a Word file where you can remember where it is. If you screw up the form, you can always delete and then retrieve a fresh copy from your file and start all over.
2. Do not fill out in bold. Keep an eye on the Bold button in case it turns on.
3. Fill out ALL the club information. Do not assume that we can look it up from last year.
4. Fill out the officer info. in the order listed. Separate the data with commas and semicolons. Example: T Gene Maggard; 8318 SE HWY 77, Leon, Ks 67074; etc. If your info. for an office runs over to the next line, don't worry about that.
5. P=president; VP =Vice President; T=Treasurer; FldTr=Field trip chairman;FdRp=RMF rep.; Ed=Editor; Show=Show Chairman; Bltn=Bulletin Chairman
6. When you are complete, save the completed form for the specific year 2008-09. Then you can recall the document the next year and just edit changes rather than filling out a whole new report

City:

Club:

Website:

Contact/Address:

Meeting Location/Dates/Times:

Members: Junior -

Adult -

Life/Honorary -

**Officers for the 2008-09 fiscal year, if known; otherwise, current officers**

<u>Office</u>	<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Telephone No.</u>	<u>Email</u>
P-					
VP-					
S-					
T-					
FldTr-					
FdRp-					
Prg-					
Ed-					
Show-					
Bltn-					
Show Date(s)/Loc-					

**Dues and Club Insurance**

Fill out all information in the overtyp mode. Get to overtyp mode by toggling the Insert key. Get back to insert by toggling, again.

Dues calculation

Dues paying members as of October 31. 2008, age 12 and older: Junior \_\_\_\_ + Adult \_\_\_\_ = Total members \_\_\_\_

Dues due = Total members \_\_\_\_ x \$1.50 = \_\_\_\_

Club Insurance Calculation

Households \_\_\_\_ x \$3 = \_\_\_\_

Total Dues + Insurance = \_\_\_\_

Would you like RMFMS stickers for your club membership cards? \_\_\_\_ How many? \_\_\_\_

Return Instructions: If you are able to fill out this form in Word, please return an email copy to Gene Maggard ([gandpmaggard@wildblue.net](mailto:gandpmaggard@wildblue.net)) and to Kay Atkinson ([kwotsamattau@sbcglobal.net](mailto:kwotsamattau@sbcglobal.net)), and mail one check for both dues and club insurance payable to RMFMS directly to Gene Maggard, 8318 SE HWY 77, Leon, Ks 67074. Due date is Dec. 15. If you are unable to complete the form in Word, please mail a completed copy with check to Gene and a copy of the report only to Kay Atkinson, 2012 W 4<sup>th</sup> Pl S, Claremore, Ok 74017-4700. If you are filling out the form by hand, please feel free to add extra spaces as needed to hand write, before printing the form.