

**RMFMS Report, Dues and Club Insurance Form 2016-17**

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. Navigate between fields using your mouse and left click button. Do not try to move from field to field with your up/down/left/right arrows, space bar or Enter key. That will not work very well.
3. Do not fill out in bold. Keep an eye on the Bold button in case it turns on.
4. Fill out ALL the club information. Do not assume that we can look it up from last year.
5. P=president; VP =Vice President; T=Treasurer; FldTr=Field trip chairman;FdRp=RMF rep.; Ed=Editor; Show=Show Chairman; Bltn=Bulletin Chairman

City:

Club:

Website:

Contact/Address:

Meeting Location/Dates/Times:

Members: Junior -

Adult -

Life/Honorary -

**Officers for the 2016-17 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>
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P-

VP-

S-

T-

FldTr-

FdRp-

Prg-

Ed-

Show-

Bltn-

Show Date(s)/Loc-

**Dues Calculation**

Dues paying members as of October 31. 2016, age 12 and older: \_\_\_\_\_ Junior + \_\_\_\_\_ Adult = \_\_\_\_\_ Total dues paying members

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

**Optional Club Liability Insurance Calculation**

**NOTE: The insurance premium is calculated on TOTAL club membership, not just dues paying membership.**

Total club membership = \_\_\_\_\_ Dues paying members + \_\_\_\_\_ Non dues paying members = \_\_\_\_\_

Insurance Premium = \_\_\_\_\_ Total Club Membership x \$.60 = \$ \_\_\_\_\_ 2015-16 Premium

**Total Payment**

Total Payment = \_\_\_\_\_ Dues + \_\_\_\_\_ Insurance Premium = \_\_\_\_\_ Total Payment

**Who in your club should receive your club's Certificate of Insurance (by email, preferably):**

Name:

Email Address:

Return Instructions: If you are able to fill out this form in Word, please return an email copy to Gene Maggard (gandpmaggard@gmail.com) 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. 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.