



## ***SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS***

Affiliated with National Volunteer Outreach Network, Country Women's Council, U.S.A., Associated Country Women of the World and in partnership with Clemson University Cooperative Extension Service  
SCFCL website: <http://www.scfcl.com>

### **Leader Training Guide**

#### **Membership Records Made Easy**

##### **Objectives:**

To clarify the easiest method for re-registering current members and registering NEW members in SCFCL.

##### **Lesson Overview/Introduction:**

This lesson will explain the forms and procedures that a SCFCL club treasurer and a SCFCL county treasurer must submit each year. It is the intent of this lesson to make the process easier for everyone. Club treasurers send their information to the county treasurer who then submits the county information to the state treasurer. The County Treasurer also sends this information to the Data Base Chair who compiles it to keep an ongoing history of membership in SCFCL.

**The State Treasurer will send a printed list of current membership to the County Treasurer in November of each year.**

##### **Lesson:**

**Membership forms A, B and C are available on the SCFCL website at SCFCL.org.**

Form C is the form used by the Club Treasurer to send information about the club members along with their club dues to the County Treasurer.

Form B is to be used for NEW members (who are not listed on the printed County List that the State Treasurer sends to the County Treasurer in November of each year). This list has been re-worked for 2012 and contains the name. Mark "yes" if they are NEW members or "No" for members who are re-joining after a period when they did not belong to FCL. Include their address, name of club that they attend, phone number, whether they work or not, race and sex, email address and the name of the club where they pay their dues. (Some members pay dues in one club but attend several.)

Form A is used to list the number of members that you are registering and any "individual" members (also known as "at large" members), who pay dues in your county but do not attend club meetings. There is also a list of the organizations that SCFCL supports and we ask that your county promote the purpose of, and contribute to helping, these organizations. Send your county check with membership dues and any other contributions to the SCFCL Treasurer no later than **January 15<sup>th</sup>** of each year.

Other contributions listed on Form A:

The “Nickels for 4-H Youth” – is a contribution (we hope that it is NOT only nickels – but is also “folding money”) - that is collected by the state and is sent to Clemson at the end of each year. We have been able to fund two 4-H scholarships with these contributions every year.

The “Pennies for Friendship” - (again is NOT only pennies) – but is a contribution that is collected until the end of each year and then is sent to ACWW to help women in other countries provide necessities for their families – such as clean water or helping them develop a skill that will help them provide for themselves and their family.

Scholarships: Information about scholarships is in our handbook each year. The scholarships are given by each organization to selected applicants who qualify. The Buff-Swicegood Award is available to agents and SCFCL members who plan to study a subject that will benefit the organization.

## **IMPORTANT NOTE:**

### **Club Level:**

**Club Treasurer:** Send an alphabetical list of club members, with address, E-mail address and phone number to your County Treasurer, along with Form B that lists any NEW club members since last year along with your club check for County Dues. (Note: a member who is re-joining is not a NEW member).

### **County Level:**

**County Treasurer:** Send three forms to the SCFCL State Treasurer along with your check for dues for anyone who has paid in your county on or before January 15<sup>th</sup>.

**Form A** that lists the number of members, the number of “individual” members who pay in your county, and any contributions to the Pennies for Friendship, Nickels for SC Youth or Scholarships and,

**Form B** with current information on any NEW members who have joined in your county, and the **Printout of your current membership** that you received from the SCFCL Treasurer in November. Please mark out any members who are not paying dues for the current year and make any changes to address, telephone number or E-mail address that may have occurred since last year.

**Also, send Forms A, B and C to the Data Base Chair** along with a copy of the corrected printout that was sent to you by the State Treasurer, on or before January 15<sup>th</sup>.

**State Level:** Treasurer will compile the information from each county and prepare the report for the Board, listing participating counties, number of members, number of clubs and number of NEW members in each county, amount of dues paid, amount donated by that county to the Pennies for Friendship, Nickels for SC Youth and scholarship funds. This report is included in the Minutes of the latest Board Meeting which are sent to every County.

**Lesson Summary:**

This lesson will help current Treasurers and newly elected Treasurers on the club and county levels collect and forward information about our club, county and state membership that is needed by the Counties, SCFCL and by Clemson University. This information is also reported by the State President at the NVON, CWC and ACWW meetings each year.

**Suggested Activities:**

Have a "Lunch and Learn" session with your Club Treasurers to explain this lesson and to help current Club Treasurers or Newly elected Club Treasurers understand what their job entails.

At the September District Meetings each year, hold a learning session with County Treasurers to discuss the lesson and to answer any questions that Club or County Treasurers may ask.

**There is an ongoing competition within the counties to bring in the most "New" members during the current year. The winner is presented with a certificate and a check for \$25 at the State Meeting if present, or at the next District Meeting.**

**Suggested Materials:**

The current SCFCL Handbook, available for purchase from the Sales Tables at any District or State meeting.

**Lesson Prepared by:** Bobbie Earle, SCFCL Board Officer, Treasurer and Miriam White, SCFCL Board Member, Data Base Coordinator

**Lesson Review by:** Debbie Calcutt, SCFCL Board Officer, Vice President for Programs, Sumter County FCL President

**Sources/References:**

Current SCFCL Handbook  
SCFCL Website - SCFCL.org