

SECTION VI

FORMS

(Complete review done: 12/2008)

**ROCKY MOUNTAIN REGION-The Embroiderers' Guild of America, Inc.
Yearly Membership Count and Dues Transmittal Form**

Amount of Dues: RMR dues are \$5.00 per year. For each renewing primary chapter member and each renewing plural chapter member (whose primary chapter is NOT in the RMR), dues are payable at the time dues are sent to National. *New primary or new plural chapter members' dues are payable **at the time they join**. See *Annual Dues Collection for New EGA Members or New Region Plural Members* - RMR VI.B.1

A chapter check, made payable to ROCKY MOUNTAIN REGION, EGA, should be sent together with this form, to **the current Rocky Mountain Region Treasurer**.

Chapter name: _____ Date: _____

Amount enclosed \$ _____ Check# _____

RENEWAL AND NEW MEMBER INFORMATION

New RMR Primary members (in May only)	_____
Renewing RMR Primary members	_____
New Out-of-Region Plural members (in May only)	_____
Renewing Out-of-Region Plural members	_____

TOTAL _____

Amount submitted (should equal Total X 5.00) \$ _____

CURRENT MEMBERSHIP INFORMATION

Please indicate your **current** membership count as follows:

Primary members	_____
Plural members in RMR	_____
Plural members from outside RMR	_____

Total count _____

Submitted by: _____ Office held _____

Address _____ Telephone number _____

E-mail address _____

NOTE: A copy of this form must be submitted each year. This is necessary to maintain a record of the current RMR membership count

This form may be photocopied. Keep the original in the *Officers' Notebook*.

ANNUAL DUES COLLECTION SCHEDULE
for
New EGA Members and New Region Plural Members

New EGA members, joining as of January 1, 2010, will be reported immediately to national and region and will pay as follows*:

- If a member joins January 1 through March 31 - 1/4 (\$8.00-national/\$1.25-region) of the annual dues amount is paid.
- If a member joins April 1 through June 30 - FULL (\$32.00-national/\$5.00-region) dues are paid.
- If a member joins July 1 through Sept 30 – 3/4 (\$24.00-national/\$3.75-region) of the annual dues amount is paid.
- If a member joins Sept 1 through Dec 31 – 1/2 (\$16.00-national/\$2.50-region) of the annual dues amount is paid.

*Send the *New Member* national membership form M-2 (Under Forms/Guides/Manuals on EGA website) along with a chapter check to EGA. Send a copy of that form and a chapter check to the RMR treasurer.

New Region Plural^ members, joining as of January 1, 2010, will be reported immediately to the Region and will pay as follows*:

- If a member joins January 1 through April 30th - 1/3 (\$1.67) of the annual region dues amount is paid.
- If a member joins May 1 through August 31 - FULL (\$5.00) annual region dues are paid.
- If a member joins September 1 through December 31 - 2/3 (\$3.33) of the annual region dues amount is paid.

*Send a chapter check to the RMR treasurer.

^This is a plural member whose primary chapter is NOT in Rocky Mountain Region. In order to join a chapter in Rocky Mountain Region as a plural member, the individual's primary membership dues must be current with EGA.

Plural members of a chapter are reported to national once a year on the annual report form that national sends out to all chapters.

Please staple receipts to
the back of this corner

ROCKY MOUNTAIN REGION REQUEST FOR REIMBURSEMENT

Requested by: _____

Pay To: Name _____

Address _____

Date	Description/Purpose/Use	Phone	Postage	Printing	Other

Total Amount to be Reimbursed _____

Total Value of Gifts and Donations _____

For RMR Treasurer Use Only

Paid by Check# _____ Date Issued _____

Date deducted from Account _____ Check file page _____

CHAPTER OFFICERS REPORTING FORM

Please go to EGA's National Website and download the *Chapter Officers Reporting Form*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: www.egausa.org. In the left-hand column, scroll down to: Members Area. Click on: Forms & Guides. Go to the section labeled: Chapter and click on the document name.

Send (email or mail) a copy of this completed form to the following within one month of officer and/or contact information change(s):

1. EGA, Inc. 426 W. Jefferson St., Louisville, KY 40202-3202
Email: Go to website: www.egausa.org, click on Contact Us, click on Executive Director
2. Current region director
3. Current region secretary
4. Current region newsletter editor
5. Current region outreach chairman
6. Current region education chairman

**MEMBER PROFILE
FOR SERVICE IN THE ROCKY MOUNTAIN REGION**

Date _____

Please type or print:

Name: _____

Address: _____

Telephone: Home: _____ Business: _____

E-mail Address:

Chapter offices held: (include dates)

Region offices held: (include dates)

Special skills and other qualifications:

List offices held in other organizations:

Number of Region Seminars attended: _____

Number of National Seminars attended: _____

How long have you been a member of EGA? _____.

Comments:

Signature _____

OUTREACH: PROJECT SHARING FORM
(Or go to EGA website and download)

Chapter _____ Date _____

Number of Chapter Members _____

Chapter Outreach Chairman's Name _____

Address _____

Phone (____) _____ Cell (____) _____

E-mail Address _____

Name of Project _____

Name of Benefactor/Recipient of Project: _____

If a fundraiser, what was net amount raised? _____

1. How was project financed: Chapter budget _____ Funding _____?

Stitchers _____ Donations from Outside Sources _____ Other _____

No Funding Necessary _____

2. Final Cost: _____ Gross _____ Net _____

3. Objectives: Benefit the Chapter _____ Involve more Members _____

4. Number Of Members Who Participated: _____

5. Special Skills or Techniques Required: _____

6. Supplies Required: _____

7. Patterns and/or Instructions Available For Sharing: _____

Mailing Cost: _____ Material _____ Postage _____

8. Do you recommend this project? _____

9. Additional Information that might help a chapter decide whether they could successfully complete this project: (Make any additional comments on back. Thank you.)

*This form should be reproduced for each chapter outreach project

* **Please complete this form and send it to the current region outreach chairman.**

TIME TO TEACH – YOUTH PROGRAM REPORT

Name(s) of Project Teachers / Grant _____

Chapter _____ Region _____

Number of Chapter Members Involved _____

Number of Youth _____ Female _____ Male _____

Number of Sessions _____ Length _____ Dates _____

Location of Teaching Site _____

Techniques Taught _____

Materials Used _____

Brief Description of the Project _____

Use a second page, if necessary

Method of Financing _____ Other Amount _____

Chapter Contact Person _____

Address _____

Phone _____ E-mail _____

Are you willing to share lesson plans / charts/ experience: (check all that apply)

_____ Article in *Needle Arts* _____ EGA Youth Web Page _____ EGA Study Box.

Please note: Pictures of children must have parental approval for EGA use. Only first names will be published.

Mail or E-mail to:

- 1) EGA Headquarters – 426 W. Jefferson St., Louisville, KY 40202-3202
Email: Go to website: www.egausa.org, click on Contact Us, click on Executive Director
- 2) Current region outreach chairman

Thank you for taking the time to complete this form. Your information assists in making the Youth Program successful.

REGION SCREENSAVER PROJECT CONSENT FORM

Consent is given for the Rocky Mountain Region to use a photograph of the needlework, identified below, in their screensaver fundraising project. Consent of both the stitcher and designer is required.

Needlework Title

Stitcher's Name (Printed)

Stitcher's Signature

Date

Designer's Name (Printed)

Designer's Signature

Date

Send form and photo of needlework to:
Current Fundraising Chairman

EGA CHAPTER/REGION FUNDRAISING SUBMISSION FORM

This form is to be used when a chapter or region wishes to have their fundraising items listed on the EGA's website. Please note that this service is available only to EGA regions and chapters.

Please go to EGA's national website and download the *EGA Chapter/Region Fundraising Submission Form*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: www.egausa.org. In the left-hand column, scroll down to: Members Area. Click on: Forms & Guides. Go to the section labeled: General and click on the document name.

**INDIVIDUAL APPRAISAL AND WAIVER OF APPRAISAL FORM
(INSURANCE)**

Please go to EGA's national website and download the *Individual Appraisal and Waiver of Appraisal Form*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: www.egausa.org. In the left-hand column, scroll down to: Members Area. Click on: Forms & Guides. Go to the section labeled: Insurance and click on the document name.

**HANDS ACROSS AMERICA and
HANDS ACROSS THE WATER PROGRAM
Program Forms**

Please go to EGA's National Website and download the *Request for Twin Chapter Form*. This will assure you of getting the most up-to-date version of the document.

To find this document, go to the home page for EGA: www.egausa.org. In the left-hand column, scroll down to: Members Area. Click on: Forms/Guides/Manuals. Go to the section labeled: Chapter and click on either the .doc or .pdf form called Hands Across America Hands Across Water.

SUGGESTED SEMINAR SCHOLARSHIP WINNER(s) LETTER

Dear _____

On behalf of the RMR board of directors I want to congratulate you for winning the region scholarship for Seminar 20—to be held at (place) on (dates). The scholarship will pay for the seminar registration fee only. You are responsible for all other costs.

Please let me know right away if you can accept this scholarship. If you accept, respond with your contact information, including membership number, mailing address, phone number, and email address. Upon your acceptance, I will notify the seminar registrar so that she will be aware of your scholarship.

If you pre-registered and paid the registration fee, the fee will be refunded once you send in your regular registration form for the seminar. You will need to make a notation on your registration form that you are the 20__ (First-time attendee) or (scholarship) winner. Please note that you must be a member in good standing at the time of the seminar.

We certainly hope that you can participate and we look forward to seeing you at the seminar.