**MEMBERSHIP BOOKLET/COMMITTEE**

**Membership Application Form**:

Maintain the Application Form that is being email each spring to each member and/or prospective member. This can involve changing the appropriate dates, amounts for dues, adding items not asked for before or removing items that are no longer needed.

**Setting up the Booklet**:

     \* Receive all applications and checks.

     \* Check applications for complete and legible information.  Call member to verify if there are questions.

     \* Keep a running spreadsheet (or comparable tally) of 18 Hole members, 9 Hole members,  SNEWGA members and First Tee donations (if applicable).

     \* Submit spreadsheet to the President, Treasurer, Communications, Ringer Board and Birdie-Par Tree Chairpersons, as necessary.

     \* The previous year's booklet is on a flash drive.  Update with current year's information and proofread...proofread...proofread...

     \* Bring completed flash drive to the printer (Minuteman Press in Vernon has been our printer for years) at least one week before intended distribution of booklets.

       (Choose the color of the cover at this time.  This will be the most fun you will have!!)

     \* Pick up booklets and submit the invoice to the Treasurer.

     \* Put names on booklets before distribution to insure only one booklet per member.  The Front Desk and the Pro Shop each get a copy of the booklet.

**For new members joining after the booklet has been printed**:

     \* Set up a "group e-mail" to include the Pro Shop, Front Desk, Communication Chairperson and all other committees.

     \* Send updated/new information to these people.

     \* The Communication Chairperson sends all new information to the entire membership so booklets can be updated.

     \* Submit incoming checks to the Treasurer.

**Respond to inquiries about joining Tallwood Women's Club:**

     \* Refer potential members to our website for pertinent information.  The application can be printed from the site or picked up at the Pro Shop.

     \* Give your phone number should there be any questions.

     \* Instruct how and where to submit the application and check (with the appropriate amount due) if the person would like to join.