

RMFMS Report, Dues and Club Insurance Form 2011-12

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. 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.
6. P=president; VP =Vice President; T=Treasurer; FldTr=Field trip chairman;FdRp=RMF rep.; Ed=Editor; Show=Show Chairman; Bltn=Bulletin Chairman
7. When you are complete, save the completed form for the specific year 2011-12. 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 2011-12 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 Calculation

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 paying members as of October 31, 2011, 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: If your club subscribed to the insurance in 2008-09, you may still have some credit left. If your club has a credit, it is shown in the cover letter; if this is the website version, contact Gene Maggard at gandpmaggard@wildblue.net for your credit. If your credit exceeds your premium for this year, enter "zero" for the premium due. The remaining credit will be applied to next year's premium.

Use overtyp mode to fill out the insurance calculation.

Insurance Premium = _____Total dues paying plus non dues paying members x \$.60 = \$_____2011-12 Premium

Premium Due = \$_____2011-12 Premium - _____2011-12 Credit = _____ Premium Due (enter 0 if a negative number)

Total Payment Total Payment = _____Dues + _____Insurance Premium = _____

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