

**NATIONAL UNITED METHODIST CAMPERS, INC.
GENERAL INFORMATION FOR CHAPTER OFFICERS**

April 13, 2018

CHAPTER PRESIDENTS - You or your designated representative have received a packet from the National Membership Secretary that contains a myriad of information including blank forms for use by your Chapter. These blank forms should be furnished to the responsible Chapter members as soon as possible upon your arrival to home station after this Rally.

CHAPTER TREASURERS - The Chapter Annual Audit Report (FORM 91-28, REVISED 4-2018) should be mailed to the National Treasurer in accordance with instructions furnished by the National Treasurer.

MEMBERSHIP SECRETARY - Or whoever handles the membership for your Chapter, be sure that your first report each year listing renewals after your Chapter elections is on Form 86-21 (Rev 4-2018) "Chapter Secretaries Report of Organization and Membership" and shows the list of newly elected Chapter Officers for the next year. These should be sent in as early as possible and **PLEASE READ THE INSTRUCTIONS AT THE TOP OF THE FORM**. If you need extra space to list your renewals use the backside of the form. The new Form 86-21 has 2 pages, be sure to complete both pages.

The NUMC Fiscal Year begins the first of January, this means renewals for all of your members should be sent to the National Membership Secretary as soon as possible each year, preferably before the end of December each year. The National membership annual fee is \$10.00 per year, either new or renewal. In 1993 the Executive Board ruled that all Chapters that publish at least six Newsletters a year may retain \$2.00 of each member's \$10.00 National fee to help defray the cost of publishing the Chapter Newsletter. A copy of your bimonthly Newsletter should be mailed to the following National Officers, President, Membership Secretary, Publicity Secretary and Historian.

Any time you are referencing a Chapter member please also state their NUMC Membership Number. Maintaining current mailing addresses is a monumental problem for the National Membership Secretary and the National Publicity Secretary's mail list. All mail returned for insufficient address is charged to the Publicity Secretary. When you report address

changes please also check on the phone numbers that might have also changed.

The National Application for Membership, Form R95-03 was revised in August of 2007. Please make every attempt possible to use the current forms as they become a part of the permanent records of the Corporation. Please destroy all outdated forms that you might have on hand. The new forms are a part of the packet furnished each Chapter at this Rally. **Please** check the new member's Application for Membership to insure that it is legible and complete prior to mailing to the National Membership Secretary.

THE EXECUTIVE BOARD ASKS THAT YOU KEEP THE NATIONAL CHAPLAIN INFORMED OF ALL DEATHS AND SERIOUS ILLNESSES IN YOUR CHAPTERS SO AN APPROPRIATE RESPONSE MAY BE MADE.

NUMC Forms are available from the National Membership Secretary. Forms may be copied for the Chapters use as long as they remain legible and are up-to-date. They are also available on the NUMC web site UMCampers.org

Use the Official NUMC Badge Order Form to order name badges and send them to the address on the order blank. Other items such as letters and numbers, patches, decals, flags and caps are ordered from our NUMC Storekeeper on the Merchandise Order Form.

