

## President Dues Packets

### Contents:

2 copies of Club Dues Summary form

Envelop with Address Label for Assistant Treasurer

List of Membership

Update the Club Dues Summary Form with Date and Assistant Treasure Name and Address etc.

Remove any clubs that have folded.

Print 2 copies of the updated finalized list.

Using the system:

Create Membership list by district by club.

Duplicate the members that are in 2 clubs.