

# Information on Renewing your Membership for 2016

## FAQ's

### GENERAL INFORMATION:

Please do **NOT** tape or staple forms, work sheets, and/or checks together.

The bottom portion of the Renewal Form is **your receipt** for the tax deductible portion of your dues. If you don't detach and keep it, **we will not keep it or mail it back to you.**

If you need to make payments, **you** must bring the request before the Board of Director **BY the BOD meeting on the 1st of December, 2015.** That requirement is in the Bylaws.

If you have not received your new membership card and range sticker within 6-8 weeks of sending your completed renewal forms with full payment (after your check has cleared the bank) – Email or Contact the Office at 703-631-4495. Don't wait months before contacting us.

The current credentials and gate code will be honored until the 1st of February.

### IMPORTANT DATES:

**DUE DATES** - Completed renewal applications with payment are **DUE** by **January 1, 2016.**

**LATE RENEWAL** – Late renewals are any renewal postmarked after January 1, 2016. Late Renewal postmarked after 1/1/16 **will not guarantee** you a membership slot for 2016. **There is a \$40 Late Processing fee after 1/1/16.**

### RENEWAL FORMS:

Your renewal forms will be mailed out in your August and November newsletters (as a distinctively colored insert). You will **NOT** receive any separate mailings or reminder notice that renewals are due.

If you download or make a copy of the renewal form, **please print it double sided.**

Fill in **ALL** of the blanks completely. All of the information must be **PRINTED** and **LEGIBLE**. Clearly indicate any **CHANGES** from last year. If the form is missing critical information (like your current address) or we **CAN'T** read it, we will **NOT** process your renewal application but we will send it back to you to be corrected. (You can use a return address label for the name and address section if it is correct.)

Make sure the **Release Statement** on the back of the form is **signed** (must be signed by both primary and secondary member if Family membership). If the release is not signed, we will **NOT** process your renewal application but will send it back to you to be corrected.

### **MEMBERSHIP TYPES and CATEGORIES:**

**AMOUNT TO PAY** – It is up to you to pay attention to the amount you should pay. If you have any questions, contact us to get the correct amount. If you pay too much, we will assume that the additional amount is meant as a donation.

**SENIOR (S)** – The Senior rate applies to anyone who reaches the age of 60 on or before December 31, 2015. (If you do not provide a DOB, you will **NOT** be considered eligible for a Senior discount). It is up to you to pay attention to the amount you should pay. If you pay too much, we will assume that the additional amount is meant as a donation.

**REMOTE (R)** - The Remote rate applies to anyone whose residence is more than 50 miles from the Chapter (measured as the “crow flies” not by how many miles you have to drive to get here).

**LIFE (LF)** - Life Memberships are only obtained from IWLA National. You must contact National to apply/pay for a Life Membership. Our Chapter does **NOT** have a Life Membership category but we honor National Life Membership with special renewal rates.

### **WORK CREDITS:**

**8-Hour Work Credit** - If you have worked your extra Eight (8) hours of volunteer work and want credit for your \$50 discount, you must include your signed 8 hour work slip record with your renewal paperwork. If you do **NOT** include it or it is not signed, we will **NOT** process your renewal application but will send it back to be corrected.

**FOR NEW MEMBERS ONLY** - If you have **NOT** completed your six hours of volunteer work, you will **NOT** receive your Range Sticker with your new membership card. Once you have completed the six hours of volunteer work, and bring in the completed, signed form to the office (along with your temporary Range Badge), you will then receive your permanent Range Badge and range sticker (We do **NOT** mail Permanent Range Badges – They get crushed in our Postal System).