

Focus on Membership – April 13, 2013

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AAUW ONLINE MEMBER SERVICES DATABASE

1 To access the MSD members click on Member Services in the Member Center. Each member establishes a separate login account consisting of your member ID and a password you choose. You will receive an email confirming the availability of your account and a link to the MSD. Access to various functions depends on individual member or member leader status.

2 Individual members can: update current contact information (except for name); change access password; make an individual contribution; view branch and state officer listings; and view primary and dual branch membership rosters.

3 Branch presidents can edit the officer listings of their boards and grant contact information rights for their respective boards to another officer. *Newly-elected presidents cannot edit officer listings until July 1st. However the current president can enter the new officers for the 2013-2014 now.*

4 Branch membership vice presidents (BMVPs) can view, download and print their branch roster.

5 Branch Finance Officers (BFOs) may submit Branch Dues Report Forms (BDRs) for new or renewing members beginning on May 1 of each year and can submit BDRs containing batches of additional dues through November 30, the final BDR reporting date. The BFO prints and mails a copy of the BDR with the branch dues check. The BFO can also forward the BDR via email to the BMVP for verification (or to any other relevant officer). The BFO enters any revisions to the member's contact information. The BFO can view, download and print the branch roster. *It is imperative that BFOs and BMVPs check their MSD branch roster listings every November because any unpaid members will be removed from the MSD on Dec. 1st.*

6 Between December 1 and April 30, BFOs submit dues for new or renewing members using Additional Dues Report Forms (ADRs). The ADR is used to enter the new members' names and contact information and also can be used to transfer members from one branch to another.

AAUW ANNUAL STARTER KIT

1 This kit is mailed every year in late August to every Branch Membership Vice President or President/Administrator. *AAUW uses the information from the current BOF, so make sure your branch BOF information is up-to-date.*

2 If no one from your branch has received the Starter Kit by Sept. 15th, please check your branch officer listing for accuracy. If there is an error, please email connect@aauw.org or call 800/326-2289 M-F 10a.m. to 5p.m.

3 All materials in kit are also available on the AAUW website. In the search box, type “Starter Kit.” The following items are available only in the online version of the Starter Kit:

- * Mission-Based Program Tools and Resources
- * Program-in-a-Box Summaries
- * Finance Officers’ Tool Kit

4 Most frequently used forms found in starter kit are:

- * AAUW Supply Order Form
- * New/Renewal Additional Dues Remittance Form (ADR)
- * Member Records Change – Officer Change Form
- * AAUW Give-A-Grad-a-Gift Application Form
- * Application for Honorary Life Membership
- * Application for Paid Life Membership (20 x \$49 = \$980)
- * AAUW Shape the Future Campaign Free Membership Redemption Form

AAUW SHAPE THE FUTURE MEMBERSHIP CAMPAIGN

1 Shape the Future is designed to help branches recruit new members and paid student members by offering 50 percent off the national membership dues to anyone who joins at a public event. A new member is someone entirely new to AAUW. A current national member (MAL) is not a new member and not eligible to participate in Shape the Future. An MAL should be considered as a transfer. A lapsed member (someone who rejoins after two or more years) can participate in Shape the Future.

2 Guests joining at the event for half price must sign the official Shape the Future Guest List which must be mailed with their applications and dues.

3 For every two new members who join at the event, the branch earns one free national membership, up to a maximum of three free memberships per year. Free memberships earned by a branch can be given to a new member prospect, renewing member, or a lapsed member. Free memberships must be used within the fiscal year in which they are earned; that is they must be used by June 30. Branches must use the STF redemption form.

4 The timing of a Shape the Future Event is important. Half-price dues paid at events held in the fall and early winter apply to the current fiscal year. Members joining at an event held after March 15th will have their dues applied to the next fiscal year. They actually receive more than twelve months of dues at half price. This also applies to state dues. The branch also benefits by having an event after March 15th because any free memberships earned are applied to the next fiscal year.

STUDENT AFFILIATES

1 The two types of AAUW Student Affiliations are:

- * E-Student Affiliations (E-SAFs) Free, available only to students who are enrolled at a College/University Member Institution (C/U member)
- * Student Affiliations (SAFs) \$17 per year, available to students who are enrolled at a qualified College/University that is not an AAUW C/U member

2 E-SAFs can join AAUW for free on-line:

- * Go to <http://www.aauw.org/about/join>
- * Click on free e-Student affiliation in the third paragraph
- * Fill in on-line form with the following information: Name, Home Address, Home Phone, Cell Phone (optional), Email Address (either personal or school), College, Type of Degree Expected (BA, BS, Associate, MA, PHD, etc.), Month and Year of Expected Graduation

3 E-SAFs and SAFs are entitled to free AAUW-PA membership for as long as the student is enrolled in college. To affiliate with AAUW-PA contact AAUW-PA C/U liaison (aauwpacu@gmail.com)

PEOPLE POWER UNLIMITED – Cynthia D'Amour

- * Sign up for Chapter Leader's list (<http://www.peoplepowerunlimited.com>)
- * 15 minute webinars (archived for 45 days)
- * Many free articles