

RWCSDC Membership Per Capita Reporting

Instructions:

- All worksheets in the workbook are protected so that you can edit only certain cells. If you aren't able to select a cell, you can't edit it. Be sure to select "Enable Editing" when opening this Workbook so that you can make the appropriate changes.

- Enter/Correct all information on the "Members" tab.

- Report only those members who are new or renewing or whose information/status has changed.

- Husbands are not reported to the PCRS because she will not be seeing that report. You may report husband's information who wish to receive RWCSDC emails to MailChimp only.

- When finished email this Club Report after filtering to salliemac1@att.net. If any members have the code NR, state why the member won't renew.

-Email the **FILTERED** "Members" tab to Carol Buser at cbuser222@protonmail.com and mail your club check for \$5/member to: RWCSDC PO Box 60648, San Diego, CA 92166. If you have questions for Carol you may call her at 619-226-6332.

- Contact the RWCSDC Per Capita Recording Secretary (PCRS), Sallie T. McKelvey at 760-789-7332 or email salliemac1@att.net if you have questions.

"Members" tab: Use this tab to report Regular members of your club.

Report Num - The number of the report for the year. **SUBMIT ONLY ONE REPORT PER MONTH.**

Stat Codes - Enter the status code of the member.

N: new member

R: renewing member

RC: renewing member with corrections

M: member who has moved out of the area and is resigning her membership

D: deceased member

C: changes to previously reported member's information

NR: member will not renew

Title – This is not required on the filtered report emailed to the PCRS.

Primary Phone - Enter the phone number the member on which the member prefers to receive calls.

Alternate Phone - Enter a second phone number for the member, if any.

Email - Enter the members email address. If the member doesn't use email, put "none"; if the member prefers not to be added to our email list, put "n/a".

Date Member Joined/Renewed - Enter the m/d/yy the member joined, if new or renewed. The date should not be prior to 9/1/2019.

NOTE: THE ASSOCIATES TAB IS FOR YOUR CLUB'S USE ONLY. YOU DO NOT NEED TO SEND IT TO THE PCRS AND SHOULD NOT BE ADDED TO YOUR TOTAL CLUB MEMBERSHIP COUNT.

"Associates" tab: Use this tab to report Associate members who are Regular members of another RWC club. Also report here other Associate members (men, minors, non-citizens) who wish to be added to our email list.

Report Num - The number of the report for the year, for which you are reporting the member.

Title - For men, enter "Mr."; for other Associate members, if any. i.e., Dr., PhD, Honorable, etc.

Primary Phone - Enter the phone number the member on which the member prefers to receive calls.

Alternate Phone - Enter a second phone number for the member, if any.

Email - Enter the member's email address.

"Payments" tab: Use this tab to record payments to RWCSDC for membership reports.

