



The Oregon Society

SONS OF THE AMERICAN REVOLUTION

ORSSAR _____ Chapter

PROSPECTIVE NEW MEMBER AN APPLICATION CHECKLIST

This CHECKLIST shall be initiated by the assigned Chapter Officer immediately upon being notified of a prospective new member. The Chapter shall maintain this CHECKLIST through Step 5, below. Thereafter, this CHECKLIST shall be attached to and accompany the original copy of the NSSAR Application form.

DATE this CHECKLIST initiated: _____.

Prospective New Member:		
(LAST Name)	(First Name)	(Middle Name)
Mailing Address:		
City:	State:	ZIP+4 Code:
Residence Telephone Number:		Business Number:
Email address:		

STEP NO.	ACTIONS TO BE ACCOMPLISHED	COMMENTS / SIGNATURES	DATE ACTION COMPLETED
1	NSSAR Application WORKSHEET, instruction pamphlet, and brochure sent to applicant	Chapter Registrar:	
2	WORKSHEET and documentation returned to Chapter Registrar. All papers checked for accuracy and completeness. (NOTE: Applicant should be cautioned to retain duplicate copies of ALL his documentation.)	Chapter Registrar:	
3	Original NSSAR Application typed and signed by applicant, and sponsors. Checked for accuracy and completeness by Chapter Officer.	Chapter Registrar:	
4	Completed Application photocopied. Copies, documentation, this CHECKLIST , and check from applicant, sent to Chapter Registrar. (Chapter Treasurer issue one Chapter Check payable to "Treasurer, ORSSAR," in the amount of \$145.00.)	Chapter Registrar:	
5	Chapter Registrar checks all documentation and sends this CHECKLIST and all paperwork to the ORSSAR Registrar together with one Chapter check in the amount of \$145.00 for the NSSAR and ORSSAR dues and fees payable to: "Treasurer, ORSSAR."	Chapter Registrar:	

Effective Date: May 1, 2011

All previous editions of this report form are obsolete

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STEP NO.	ACTIONS TO BE ACCOMPLISHED	COMMENTS / SIGNATURES	DATE ACTION COMPLETED
6	Original NSSAR Application is reviewed by ORSSAR Registrar . If correct in all respects, ORSSAR Registrar shall then signed the Application and forward it to the ORSSAR Secretary for his signature and processing.	ORSSAR Registrar:	
7	The ORSSAR Registrar shall send the Chapter Check payable to "Treasurer, ORSSAR," in the amount of \$145.00 to the ORSSAR Treasurer . He shall also send an email to both the ORSSAR Secretary and Treasurer alerting them that a new application and check are in the mail.	ORSSAR Registrar:	
8	Upon receipt of the Chapter Check the ORSSAR Treasurer deposit it and in turn sends the ORSSAR Secretary an ORSSAR check in an amount of \$110.00 for the fees and dues, made payable to NSSAR and two copies of the NSSAR Transmittal Form . He shall also send an email to both the ORSSAR Secretary and Registrar alerting them that the check and NSSAR Transmittal Forms are in the mail.	ORSSAR Treasurer:	
9	Application is then signed by the ORSSAR Secretary . Upon receipt of the check and NSSAR Transmittal Form from the ORSSAR Treasurer , the Secretary enters the date of transmittal to NSSAR on his records, and sends the <u>original NSSAR Application, documentation, and ORSSAR check to NSSAR.</u>	ORSSAR Secretary:	
10	The ORSSAR Secretary retains the CHECKLIST in his pending file until he receives the Membership Certificate from NSSAR.	ORSSAR Secretary:	
11	The ORSSAR Secretary then assigns the next ORSSAR membership number and enters the new members' National and State Numbers, and Date of Registration on his duplicate copies, and all other records.	ORSSAR Secretary:	
12	The ORSSAR Secretary sends the new members' certificate to the ORSSAR President for his signature.	ORSSAR Secretary:	
13	The ORSSAR President signs the new member's certificate and forwards it to the Chapter for presentation.	ORSSAR President:	
14	The ORSSAR Secretary sends this CHECKLIST and the completed new member's application to the ORSSAR Registrar for retention in the ORSSAR Master files.	ORSSAR Secretary:	

COMMENTS: