

## GUIDELINES FOR PROCESSING MEMBERSHIP APPLICATIONS

The FJAA membership application was created in an easy-to-use, fillable, pdf document format. But whether the form is completed electronically or is handwritten, all of the requested information serves a purpose for the Association. In that spirit, please:

1. Review the application for completeness.
2. Verify that the appropriate circuit is identified on the face of the application. If it is not, please modify the application to include your circuit identifier.

Circuit: Choose Circuit to display Circuit Representative below ▾

3. Verify that the "Payment Options:" portion of the application has been completed. If not, make a checkmark in the appropriate box before mailing it to the treasurer and vice-president.

**PAYMENT OPTIONS:**     Check     PayPal     Cash

4. If membership dues are paid by check, please:
  - Verify that the check is made payable to the FJAA.
  - Verify that the amount is correct. Membership fees are \$40 for active members, regardless of status. Retired members pay \$25 annually or \$100 for a lifetime membership.
  - Do not staple the check to the application.
  - When sending the application and check to the treasurer, no cover letter is necessary. Simply place them in an envelope and mail for processing.
  - You may accumulate a few applications with checks before mailing to the treasurer, but please do not hold checks for more than two weeks.
5. Verify the date of hire. If it is within the current calendar year, there is no fee due. If payment was tendered, return it to the applicant with an explanation of our "First Year Free" incentive, copying the Vice-President and Treasurer.
6. Send a welcoming email to the JA with copy to the treasurer and vice-president, verifying receipt of the application, asking that any discrepancies you may have identified are remedied, and informing the member of the members-only password for the FJAA website.
7. Finally -- because the date of renewal triggers eligibility for voting, drawings, and conference registration -- email a copy of the membership application to the vice-president and treasurer as soon as possible. If the membership fee was paid by check, include a copy of it.