

Instructions for submitting subscriptions/membership dues to the Clan Membership Secretary in Scotland

At the 2010 AGM, new procedures were adopted which should assist the Branch Treasurers in submitting collected Clan Society subscriptions/membership dues to Scotland.

1. Annual subscriptions, or memberships, are due and payable on January 1 of each year. The Membership Secretary is aware that many of the members in the clan branches choose to pay the dues at the highland games event which they attend during the year. It was decided that a reasonable deadline should be placed on the date which the funds could be accepted in Scotland in order to facilitate a more efficient accounting system. Therefore, while subscriptions are due on January 1, they will be accepted no later than July 31 at the Clan Centre to record membership for the current year. Any funds received after July 31 will be considered membership for the following year. If a member submits the dues after that date, but still wishes to receive a copy of the Clan Annual for the current year, then an additional £5 may be paid and the Clan Annual will be mailed. It has been requested that at least one submission by each branch be received by the Clan Secretary prior to April 1 in order that the members' names and addresses can be provided to the Clan Annual printer by the date deadline.
2. Donations to the Clan Centre may be submitted and accepted at any time during the year.
3. When the Branch Treasurer submits collected subscriptions, please follow these new guidelines:
 - For renewing members, please submit a written list which contains the name of the member, the membership number, the amount paid, and any changes to the member's contact information, including an e-mail address if you have the member's permission to disclose it.
 - For new members, please submit a written list which contains the name of the member, the amount paid, address, telephone number, e-mail address.
 - A new form has been created which should help both the Branch Treasurer and the Membership Secretary in recording the subscriptions and is provided on the next page. Please take advantage of the form.
4. When the subscriptions have been recorded in Scotland, the Membership Secretary will notify the Branch Treasurer via e-mail that the funds have been received and will include the new membership numbers. As a safeguard, if the Branch Treasurer does not receive an acknowledgement from the Membership Secretary within two weeks of submission, then the Treasurer would be wise to send an e-mail of inquiry to the Membership Secretary.

Methods for submitting the subscriptions

1. Send the written lists, along with a clan branch credit card authorization to the Clan Centre.
2. Send the written lists, along with a clan branch cheque/check or certified bank check. If using this method, please remember that the Society must pay bank fees and a conversion charge, so if possible, include an extra \$10.
3. Pay from the society website via PayPal, but remember to also e-mail the written list. Individual members may also use the PayPal method.
4. You may choose to Fax a subscription to 01796 483338, or 011 44 1796 483338 from the US, or call the Clan Centre with your card information at 011 44 1796 483338.

Subscription totals for 2012

	UK Members	Choice of Membership	Overseas Members
1 yr.	£20.00		\$25.00
5 yrs.	£80.00		\$160.00
Life	£250.00		\$500.00

Clan Centre Address: Clan Donnachaidh Centre, Bruar, Perthshire, PH18 5TW Scotland, U.K.

Membership Secretary: managerclandonna@btconnect.com

Clan Secretary: secretaryclandonna@btconnect.com

Branch Name: _____

Treasurer: _____

Date Submitted: _____

List of Renewal Memberships:

Name	Member Number	Amount Paid	E-mail Address	Contact Changes

List of New Memberships:

Name	Address	Telephone No.	E-mail Address	Amount Paid

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