

## Procedures for Submitting Dues Payments and Club Rosters

**MISGA Associates Chair for 2018:**  
**Email:**

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### DUES

There are two types of dues: club dues and associate's dues.

**Club Dues:** Club dues are currently set at \$50 per club and are due by April 1 each year. They should be sent to your Division Associates Chair. The Division Associates Chair will then forward the club dues to the MISGA Treasurer (preferably using one check.)

**Associates Dues:** Associates dues are currently set at \$5 per associate and are due by June 1. The Club Rep shall collect the dues for all associates at his club and submit one check to the Division Associates Chair covering the number of associates included in the Club Roster.

### CLUB ROSTERS

#### MISGA Club Roster Report

Club rosters should be prepared using the MISGA Club Roster Report form (an excel spreadsheet). The form can be found on the MISGA website under Club Reps Info. This should be sent electronically to the Division Associates Chair at the same time the associates dues are sent. The Division Associates Chair should then send the roster report MISGA Associates Chair via email.

#### MISGA Division Membership Summary Report

Once the Division Associates Chair has received the club rosters, he should complete the MISGA Division Membership Summary Report (found on the MISGA website under Club Reps Info). This should be sent electronically, along with the club rosters, to the MISGA Associates Chair