



## ASHE HARRISBURG SECTION NEW MEMBER APPLICATION APPROVAL PROTOCOL

The following describes the process for receiving and approving new member applications for the Harrisburg Section.

**General Item No. 1** - All applications (hard copies or from pdf on website) will indicate that applications are to be sent to ASHE Harrisburg Section, Attn: Secretary, P.O. Box 322, Camp Hill, PA 17001-0322.

**General Item No.2** - Applications will be retrieved (by the Secretary or President) from the P.O. Box prior to each Board Meeting. These applications, along with those hand-delivered to Board Members will be presented to the Section Secretary at the beginning of the meeting.

**General Item No. 3** - Applications will be presented to the Board for review and approval. For any applications are found to be incomplete or that does not include the correct dues amount the Secretary or other board member will notify the applicant as needed in order to acquire the necessary information for processing.

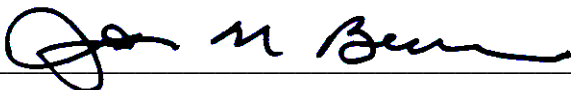
*During months with no board meeting the board members will also receive an electronic copy for review and approval. Approval of the board will be by electronic vote during these months.*

Upon approval by the Board the following actions will be taken;

1. Within two weeks (20<sup>th</sup> of the month) the Secretary will;
  - a. Scan a copy of application and check for Secretary Records. A copy of all applications will be forwarded to the Administrator for inclusion in the database, and the Profile Editor.
  - b. Send a letter to the Applicant welcoming him/her to the section, and stating that he/she has been approved as a new member of the ASHE Harrisburg Section.
    - i. This new member letter will include the Applicant's name, address, e-mail address, and phone number for verification by the Applicant. If there are changes to the Applicant's information, he/she is requested to respond to the Secretary.
    - ii. The new member letter will also state that an ASHE National Certificate will be forthcoming.
    - iii. The Secretary will include an ASHE pin with the welcome letter to the Applicant, a personalized free lunch/dinner ticket, with an invitation to the next lunch/dinner meeting.
    - iv. The letter will be copied to the Administrator, Treasurer, and President.

2. Within two weeks (20<sup>th</sup> of the month) the Secretary will forward a letter to the Treasurer requesting a check to be sent to ASHE National. This check will cover the dues amount as stipulated by ASHE National for the Applicant(s).
  - a. The check(s) from the individual Applicant(s) will be provided to the Treasurer at the next Board Meeting.
  - b. If there is not a Board meeting within the next 30 days, the check or checks will be delivered to the Section Treasurer home address for processing.
3. The Section Treasurer will forward a single check to the Section Secretary that will cover the first years' ASHE National Dues and application fees needed to send to the ASHE National Secretary.
4. The Section Secretary will prepare a letter to ASHE National with the original application(s), and appropriate check amount. This letter will request approval by ASHE National of the new member(s) that have been approved for membership by the Section Board of Directors. This letter will also request an ASHE pin and certificate be provided to the Section for each new member.
5. Upon receipt of a pin and certificate from ASHE National, the Section Secretary will forward the certificate to the Applicant. Since a pin has already been provided the Applicant as noted above, the pin received from ASHE National at this time will be used to restock the supplies of the Section.

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Officer Signature:  \_\_\_\_\_

Name & Title: John M. Becker, President

Date Approved: March 1, 2010