

Maine Snowmobile Association

PO Box 80, Augusta, Maine 04332 • 207-622-6983 • Fax: 207-622-7669* membership@mesnow.com

MSA Membership Processing Guidelines

Important Information for club membership chairs

2021-2022 MSA Memberships Valid: Oct. 1, 2021 through Sept. 30, 2022

PLEASE READ CAREFULLY AS GUIDELINES FOR SUBMITTING HAVE CHANGED!

Preprinted Member Cards: In your membership packet you will find preprinted member cards for renewing members. The preprinted cards should be checked for any changes or corrections and used by your members to renew for the new season. You can make any changes right on the card. **Please write the new info BESIDE the old, do not cross out or white out old info as it is needed for data entry.**

If a person was a member previously and/or does not return the pre-printed card, use an un-numbered card or form. Please do not use a new member numbered card. If you have their member ID number, include that on the transmittal form and note it is a renewal member.

Make sure renewal members UPDATE All INFO. Do not assume all information is the same as last year. Double check it with the member, including the e-mail address.

New Member Cards: On the front of the new member card, **fill in ALL the information.** Include club name, and the total # of people currently residing in the house and number of snowmobiles you registered last year. (Count the primary member, spouse and any dependent children). **Please PRINT CLEARLY and NEATLY or type so the information can be entered correctly.**

Business Member Cards: Because the business name will be printed in the Maine Snowmobiler, take care with the spelling on the membership card. The address should be their mailing address. This address is used to mail the newspaper subscription. We encourage you to use the town the business is located in. Business memberships and payment must be in the office by the 20th of the month in order to be included in the next month's paper. Business membership cards received after the 20th will not make the print deadline. Business members are eligible for discounted advertising rates in the Maine Snowmobiler newspaper.

Life time members: Past presidents of the MSA are lifetime members and no dues are required. There are also some members of MSA who paid lifetime dues prior to this season. **If you believe a member paid lifetime dues, please note it on the transmittal form beside the card #.** You can contact MSA membership Chairperson to check if a member is a lifetime MSA member.

A note about email addresses: Email addresses default to inclusion in the MSA email alert list. Please indicate if you do NOT want to be on the email alert list. If they enter their email address and later decide that they no longer wish to receive association emails, there is an unsubscribe option on email alerts sent by the MSA.

Club membership list from last year: In order to receive a list of club members, clubs will need to fill out and submit an updated Officer Update form. This can be found on the website and can be submitted electronically. Once this is received the Membership Chair for the club can request a club ID to receive information via email on how to access the list.

Membership Dues:

For MSA Memberships, collect \$15 for the MSA, plus the amount your club charges for club membership.

For MSA Supporting Business Memberships, collect \$23 for the MSA, plus the amount your club charges for a business membership.

For Lifetime MSA membership: Please contact the MSA office for the latest rate

Give the members the stub from their membership card. Add the members to your next transmittal, and return the card, transmittal form and payment to the MSA. If the member has already joined the MSA this season through another club, you only need to collect the club portion of the membership fee. Keep the card and do not add the member's name to the transmittal. There **can be exceptions** to this guideline: some Supporting Businesses join several clubs because they wish to be listed in the MSA paper and on the trail map under several different towns. If this is the case, then you should collect the full payment and send the card and the MSA's share of the payment to the MSA office so that we can enter their information for the additional listing in the newspaper.

Membership submission: Send in memberships and payment as soon as you receive them. MSA memberships run from Oct. 1st to Sept.30th. **Each month the memberships are not in the system, the member does not receive their MSA paper and they are not included in the club's membership total.** Even if you only have 1 or 2 memberships, send them in. Transmittal forms and payment can be mailed to the MSA office, or a club can choose to email transmittal/spreadsheet form, HOWEVER, Payment must be processed in office before data is entered. If a club chooses to pay via Pay Pal, it is the CLUB'S responsibility for the fee.

Member and Business Decals/Certificates: When you need MSA decals or certificates to distribute to your members, just request them on your transmittal or contact the MSA with your request. Every family membership is entitled to one MSA decal; business members are entitled to a Supporting Business decal and a certificate to display at their business. A pdf of the Supporting Business Certificate is posted on the MSA web site, in the drop-down menu on the page "For MSA Members". If you prefer you can fill in the pdf with the business name, then print it on your own printer and present it to your businesses. The certificate is password protected - check the info in your club membership mailing for this year's MSA document password, or contact the office at msa@mesnow.com, 207-622-6983 for the password

Transmittal Form. This is the form that is used to handle our membership bookkeeping, to supply clubs with materials, and to confirm information. For example, when the end of year membership contests are tabulated, the entries on transmittal forms are used to confirm data entry. All transmittals are filed and referred to during the season. Many clubs photocopy each transmittal and use the form for their own record keeping. This is a good idea because if transmittals and cards are lost in the mail (which has happened) it may be difficult for you to recreate the information. On the MSA web site, www.mesnow.com, there is an interactive pdf file of the transmittal form if you'd prefer to fill the form out at your computer, then just print out a copy to mail to us. Many clubs maintain a database of all their members - to save time, they simply print out a mailing label containing each renewing member's' information and stick them on the transmittal form in the proper place. **Please type or PRINT clearly ALL information on the transmittal. Member information should match exactly what is on the pre-printed and/or new member card.**

An explanation of NEW MEMBER CREDITS you may receive from the MSA Office: The MSA sells "off-site" memberships through the association web site, at the Maine Snowmobile Show and other snowmobiling events and through its print publications. If a membership is sold into your club in this way, you will receive a credit for the membership dues. Just add the name of the new member to your own club's roster, and use the credit when submitting a future transmittal. The club will then receive a renewal card next year.

Questions: Please contact the MSA membership chairperson at membership@mesnow.com

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Preprinted Member Cards: In your membership packet you will find preprinted member cards for renewing members and a list of your club's previous year's MSA membership. The preprinted cards should be checked for any changes or corrections and used by your members to renew for the new season. You can make any changes right on the card.

New Member Cards: On the front of the new member card, fill in date, name, mailing address, telephone#/email and date of birth. Add the club name, and the total # of people in the family (count the primary member, spouse and any dependent children).

Business Member Cards: Because the business name will be printed in the Maine Snowmobiler and on the ITS map, take care with the spelling of the business name on the membership card. The address should be their **USPS mailing** address, not the physical address of the business. This address is used to mail the newspaper subscription. We ask under which town the business wishes to be listed in the paper because sometimes the town where the business is located is different from the town in their mailing address. The list of businesses to be printed in the MSA newspaper is run off on the 20th of the month for the next month's issue. Cards received in the office 2-3 days prior to that date should appear in the next issue. Business members are also listed on the back of the following year's ITS Map and are eligible for discounted advertising rates in the Maine Snowmobiler newspaper.

A note about email addresses: Email addresses default to inclusion in the MSA email alert list. If a member does not want to be included in the list, they can opt out easily by not entering their email address on the membership application. If they enter their email address and later decide that they no longer wish to receive association emails, there is an unsubscribe option on email alerts sent by the MSA.

Membership Dues:

For **MSA Memberships**, collect \$15 for the MSA, plus the amount your club charges for club membership.

For **MSA Supporting Business Memberships**, collect \$23 for the MSA, plus the amount your club charges for a business membership.

Give the members the stub from their membership card. Some insurance companies offer a discount to MSA members and this stub is their proof of membership. Add the members to your next transmittal, and return the card, transmittal form and payment to the MSA. If the member has already joined the MSA this season through another club, you only need to collect the club portion of the membership fee. Keep the card and do not add the member's name to the transmittal. There **can be exceptions** to this guideline: some Supporting Businesses join several clubs because they wish to be listed in the MSA paper and on the trail map under several different towns. If this is the case, then you should collect the full payment and send the card and the MSA's share of the payment to the MSA office so that we can enter their information for the additional listing in the newspaper.

Member and Business Decals/Certificates: When you need MSA decals or certificates to distribute to your members, just request them on your transmittal or contact the MSA with your request. Every family membership is entitled to one MSA decal; business members are entitled to a Supporting Business decal and a certificate to display at their business. **A pdf of the Supporting Business Certificate is posted on the MSA web site**, in the dropdown menu on the page "For MSA Members". If you prefer you can fill in the pdf with the business name, then print it on your own printer and pre- send it to your businesses. The certificate is password protected - check the info in your club membership mailing for this year's MSA document password, or contact the office at office@mesnow.com, 207-622-6983 for the password.

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On the front side of the form: Add up the number of memberships and business memberships that you're sending in and fill in the numbers. Multiply across and add up the amount of money your club needs to send to the MSA in the Sub- total space. In the example below, the club had 10 family members (\$150) and 2 business members (\$46) for a sub-total of \$196. The club also had received a credit memo from the office for a \$4 over payment on a previous transmittal, so the membership chair has enclosed the memo and subtracted \$4 from the sub-total for a total amount due of \$192.

DESCRIPTION	NUMBER	AMOUNT	TOTALS
FAMILY MEMBERSHIPS	10	X \$15 =	\$150
BUSINESS MEMBERSHIPS	2	X \$23 =	\$46
Sub-total:			\$196
Subtract any issued credit or add any underpayment			-\$4
MEMBERSHIP TOTAL:			\$192

There is also an area to track your club Super Raffle payments. Although a transmittal form IS NOT required to send in Super Raffle payments, it has been included at the request of a number of clubs. **NOTE that club Super Raffle payments must be submitted in a separate check.**

NOTE: CLUB SUPER RAFFLE PAYMENTS MUST BE SUBMITTED IN A SEPARATE CHECK

DESCRIPTION	NUMBER	AMOUNT	TOTALS
SUPER RAFFLE TICKET SALES		SUPER RAFFLE TOTAL:\$	

The Materials Request section is where you can order more membership supplies/Super Raffle tickets. There's also an 'other requests' area if you need a copy of a past transmittal, an explanation of a credit notice, etc.

The contact information section (club name, membership chair, phone # etc.) is needed to credit your club for the memberships and in case we have questions. Requested materials will be mailed to the address you fill in here. Again, many membership chairs save time by creating labels containing this contact information, and just place a label on their transmittal each time they send one in to the office.

List the memberships you are submitting on the back of the transmittal form, either by manually filling in the information or placing a label containing the information on the form. If it is a business membership, check the box. Some clubs have requested the optional phone number space for their own record keeping.

MATERIALS REQUEST	NUMBER:
Transmittal forms or print copies at www.mesnow.com	
Family member cards	
Business member cards	
Family member decals	
Business member decals	
Business certificates or print copies at www.mesnow.com	
Super Raffle tickets	

Finally, mail the transmittal form, membership cards, and payments to: MSA, PO Box 80, Augusta, ME 04332.

Every winter the MSA office hears from disappointed members who have paid for their MSA membership and yet have never received the Maine Snowmobiler newspaper. Often this is because their membership has not been sent in to the office - so keep your members happy and submit your club memberships in a timely manner.

Questions? Contact the office: 207-622-6983, office@mesnow.com.

An explanation of **NEW MEMBER CREDITS** you may receive from the MSA Office: The MSA sells "off-site" memberships through the association web site, at the Maine Snowmobile Show and other snowmobiling events and through its print publications. If a membership is sold into your club in this way, you will receive a postcard credit for the club portion of the membership dues. Just add the name of the new member to your own club's roster and use the credit when submitting a future transmittal. The club will then receive a preprinted card for this member in the next season's club membership packet so that you can sell them a membership renewal.

2021-2022 Membership Transmittal Form

Available as an interactive, printable pdf on the MSA web site, www.mesnow.com

A transmittal form must accompany the membership cards and payments sent to the office. This form can also be used to order additional membership materials.

On the reverse of this form, enter the submitted members' names, addresses and card numbers. Phone numbers are optional. Add up the memberships and enter the number below. Family Membership dues are \$15. Business memberships are \$23.

NOTE: Super Raffle payments: A transmittal form is not required for Super Raffle payments, but a space is provided to note your club's Super Raffle payment. **To comply with state raffle rules we will require a separate check for club raffle payments.**

If an over or underpayment is made, the amount will be billed or credited to the club. If you have received a credit from the office, enclose the credit memo and subtract the credited amount from your sub-total. If you have received notice of an underpayment, add the underpaid amount to your sub-total.

Photocopy the completed transmittal for your records if you wish, then mail the transmittal form, membership cards and payment to MSA, PO Box 80, Augusta ME 04332.

DESCRIPTION	NUMBER	AMOUNT	TOTALS
FAMILY MEMBERSHIPS		X \$15 =	
BUSINESS MEMBERSHIPS		X \$23 =	
		Sub-total:	
		Subtract any issued credit or add any underpayment	
		MEMBERSHIP TOTAL: \$	

NOTE: CLUB SUPER RAFFLE PAYMENTS MUST BE SUBMITTED IN A SEPARATE CHECK

DESCRIPTION	NUMBER	AMOUNT	TOTALS
SUPER RAFFLE TICKET SALES		SUPER RAFFLE TOTAL: \$	

MATERIALS REQUEST	NUMBER:
Transmittal forms or print copies at www.mesnow.com	
Family member cards	
Business member cards	
Family member decals	
Business member decals	
Business certificates or print copies at www.mesnow.com	
Super Raffle Tickets	

Other requests / questions:

Club Name: _____

Membership Chair: _____

Mailing
address: _____

Phone #: _____

OFFICE USE:
DATE RECEIVED _____

CHECKS : _____

AMOUNT: \$ _____

CASH: \$ _____

OVER OR UNDER PMT: \$ _____

☐ BUSINESS MEMBERSHIP PHONE: _____
optional