



# The Oregon Society

## SONS OF THE AMERICAN REVOLUTION

ORSSAR \_\_\_\_\_ Chapter

### PROSPECTIVE NEW MEMBER AN APPLICATION CHECKLIST

This CHECKLIST shall be initiated by the assigned Chapter Officer immediately upon being notified of a prospective new member. The Chapter shall maintain this CHECKLIST through Step 5, below. Thereafter, this CHECKLIST shall be attached to and accompany the original copy of the NSSAR Application form.

DATE this CHECKLIST initiated: \_\_\_\_\_.

Prospective New Member:		
(LAST Name)	(First Name)	(Middle Name)
Mailing Address:		
City:	State:	ZIP+4 Code:
Residence Telephone Number:		Business Number:
Email address:		

STEP NO.	ACTIONS TO BE ACCOMPLISHED	COMMENTS / SIGNATURES	DATE ACTION COMPLETED
1	<b>NSSAR</b> Application WORKSHEET, instruction pamphlet, and brochure sent to applicant	<b>Chapter Registrar:</b>	
2	WORKSHEET and documentation returned to Chapter Registrar. All papers checked for accuracy and completeness. <b>(NOTE: Applicant should be cautioned to retain duplicate copies of ALL his documentation.)</b>	<b>Chapter Registrar:</b>	
3	<b>Original</b> NSSAR Application typed and signed by applicant, and sponsors. Checked for accuracy and completeness by Chapter Officer.	<b>Chapter Registrar:</b>	
4	Completed Application photocopied. Copies, documentation, this <b>CHECKLIST</b> , and check from applicant, sent to <b>Chapter Registrar. (Chapter Treasurer issue a Chapter Check payable to "Treasurer, ORSSAR," in the amount of \$101.00.)</b>	<b>Chapter Registrar:</b>	
5	<b>Chapter Registrar</b> checks all documentation and sends this <b>CHECKLIST</b> and all paperwork to the <b>ORSSAR Registrar together with a Chapter check in the amount of \$101.00 for the sum of NSSAR and ORSSAR dues and fees payable to: "Treasurer, ORSSAR."</b>	<b>Chapter Registrar:</b>	

STEP NO.	ACTIONS TO BE ACCOMPLISHED	COMMENTS / SIGNATURES	DATE ACTION COMPLETED
6	Original NSSAR Application is reviewed by <b>ORSSAR Registrar</b> . If correct in all respects, <b>ORSSAR Registrar</b> shall then signed the Application and forward it with payment and this check list to the <b>ORSSAR Secretary</b> for his signature and processing.	<b>ORSSAR Registrar:</b>	
7	Upon receipt the <b>ORSSAR Secretary</b> sends the Chapter Check to the <b>ORSSAR Treasurer</b> for deposit and in turn the <b>ORSSAR Treasurer</b> sends an ORSSAR check in an amount of <b>\$85.00</b> for the fees and dues, made payable to <b>NSSAR</b> to the <b>ORSSAR Secretary</b> .	<b>ORSSAR Secretary:</b>	
8	Application is then signed by the <b>ORSSAR Secretary</b> . Upon receipt of the check from the <b>ORSSAR Treasurer</b> , the Secretary enters the date of transmittal to <b>NSSAR</b> on his records, and sends the <u>original NSSAR Application, documentation, and ORSSAR check to NSSAR.</u>	<b>ORSSAR Secretary:</b>	
9	The <b>ORSSAR Secretary</b> retains the CHECKLIST in his pending file until he receives the Membership Certificate from NSSAR.	<b>ORSSAR Secretary:</b>	
10	The <b>ORSSAR Secretary</b> then assigns the next ORSSAR membership number and enters the new members' National and State Numbers, and Date of Registration on his duplicate copies, and all other records.	<b>ORSSAR Secretary:</b>	
11	The <b>ORSSAR Secretary</b> sends the new members' certificate to the <b>ORSSAR President</b> for his signature.	<b>ORSSAR Secretary:</b>	
12	The <b>ORSSAR President</b> signs the new member's certificate and forwards it to the <b>Chapter</b> for presentation.	<b>ORSSAR President:</b>	
13	The <b>ORSSAR Secretary</b> sends this CHECKLIST and the completed new member's application to the ORSSAR Registrar for retention in the ORSSAR Master files.	<b>ORSSAR Secretary:</b>	

COMMENTS: