



Mandatory Training MEMBERSHIP DIRECTOR

Who is the NEWH, Inc. President? _____

Name the person (and their position) on your board who you report to and go to for questions.

Check the board members who have a vote on your board:

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development | <input type="checkbox"/> Directors |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Chairs |

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

_____Yes _____No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH within _____days and accompanied by a receipt.

Is there a fee to use the chapter credit card? _____Yes _____No

Who do I contact to use the NEWH Chapter credit card for deposits and payments to vendors?

All sponsors should receive a thank you letter stating NEWH's _____ Number, listing any goods and services they received and the fair market value of their donation.

How much is a student membership? \$_____

With a Chapter Level Business membership, the business receives _____ (number) of courtesy memberships and _____ (number) discount memberships.

Can Chapter Level Business members belong to other chapters? _____ Yes _____ No

All employees of a corporate partner business are considered members. _____ True _____ False

The chapter is allowed _____ days to review/vote on new member applications before submitting to the NEWH, Inc. Office.

Discounted memberships are allowed only for new NEWH members. _____ True _____ False

Chapters/Regions are responsible for maintaining their own member lists. _____ True _____ False

Thank you for serving!

Name: _____

Chapter: _____

Save this file as (lastname_firstname) and email completed form to erika.swansen@newh.org