

AWSC Roster Guidelines

AWSC Snowmobile Year -

The current AWSC snowmobile/fiscal year runs from March 1, 2018 through February 28, 2019. This means any memberships you want included in this year (2018-2019) must be received by the office the last week of February 2019. You can renew members 365 days a year! Please keep in mind that the current AWSC membership is for a 12-month period (*from the date the AWSC processes the member*). The month, day, and year of a member's expiration in AWSC are listed on the roster as well as the membership card. Members will automatically roll into "**non-renewed members**"- this means they are no longer current (expired/inactive) with the AWSC! The AWSC does their budget yearly which is why you cannot renew members with the AWSC for more than one year at a time. The AWSC roster is only comprised of the AWSC due paying members of your club. The AWSC does not track children on the AWSC roster.

Roster Questions or Issues -

Any and all roster questions or issues should be directed to the AWSC office (awsc@awsc.org or customerservice@awsc.org), **NOT** the AWSC Executive Board Secretary.

Membership in the AWSC -

AWSC membership is \$10.00 per family or single person. A family **is defined as** a legally married couple including children under the age of 19. If a child is 19 or older and wants a membership in the AWSC, they should join their local club.

Significant Others -

Significant others **are not** listed on the roster or AWSC membership card, because they are not a legally married couple. The Significant other would need their own membership in the AWSC to be eligible for the discounted WI Trail pass. The AWSC office understands that we have married couples with different last names, just let us know and we will note that in our database. Your club can continue to recognize that couple as "a family" if they choose. That is up to each and every club.

Secondary/Social Members -

In 2010-2011 the AWSC *eliminated* keeping track of clubs secondary/social members. **A secondary/social member is a type of club membership.** They pay dues to become a member of your club only! You **DO NOT** have to send in \$10 for their AWSC membership. Their AWSC dues are paid through their primary club only! Do you ask your new member if they belong to another club? If they do, keep the money in your club! Chances are they don't want another magazine or another AWSC membership card. If you want to verify whether a member actually belongs to another club "ask to see their AWSC membership card" or email/write or call the AWSC Office and we can check their membership for you.

New Members -

When adding a new family or single member to your clubs' roster, please use the AWSC "**new member**" form which will be included with every roster or on the AWSC website (www.awsc.org). Please complete all required information including name, address, city, state and zip code. **If you do not include complete information, this person will be added to your roster and marked with a bad address until such information is received at the AWSC office (the magazine mailing list and the ability to purchase a Trail Pass on line is generated from your roster).**

That member will not receive a membership card or magazine until the address is complete.

AWSC Roster Guidelines

Also note that we do not update rosters from your club membership forms so please do not send those to the office.

Please do not use the new member form to “renew” people who are already members of your club.

Youth Members -

If a youth (anyone between the ages of 12-18) is interested in being an AWSC member, there is a youth membership available for a fee of \$6.00. This membership would include a member card, subscription to the ***Wisconsin Snowmobile News (WSN)***. Please note on the roster by their name if they are a youth if you are mailing in your rosters.

Inactive Club Members -

It is the club Membership Chairs' responsibility to notify the AWSC Office of inactive members they would like removed from their roster. If you would like to **remove** someone from your roster, please write **“R”** next to the person's name directly on the roster in the box. Please do not use a black marker to draw a line through their name or member ID because it's difficult to read. If you have a member who is **deceased**, please indicate this on the roster **“D”** and we will delete them from the database.

Note: The office will automatically, during the summer months, mark any members **inactive** that have not renewed for two years.

Business Names -

Please do not add Business names to your primary member roster – we need first and last names! It makes it easier for the member to order trail passes and there is no benefit to the business by adding it to the Primary member roster. They are not listed on the AWSC website nor are they listed in the Commercial insert!

Roster Cover Page for Hard Copy Rosters -

The AWSC generally has contact with the following officer positions: President, Secretary, Treasurer and Membership Chair (who handles the club memberships with the AWSC). The roster cover page contains this information. Please list the names, address, email address and phone numbers for all officer positions. Some clubs have opted not to list the names of their officers and instead use their club name and PO Box; this makes it very difficult for the AWSC office to contact any of your club officers should the need arise. Our only option at this point is to get a hold of you via US mail which adds additional delays. We ask that you at least list one officer's contact information.

Please contact the AWSC with your Club Officer changes, especially the Membership Chair as most of the AWSC office mailings go directly to that person. Why? In most clubs the Membership & Secretary are one in the same and they tend to pass along all information. Changes can be made directly on the cover page and sent in with your roster. Highlighting these changes is appreciated.

All roster information is mailed directly to the Membership Chairperson. It is imperative that your membership chairperson have complete contact information (address, phone number and, if available, e-mail address), so the AWSC office can contact that person in case of roster/membership issues.

We also post the Membership persons contact information on our AWSC website under the club listing.

AWSC Roster Guidelines

This information is linked to our website so your club's contact information is available for anyone wishing to get information on your club.

Submitting Payments for Hard Copy Rosters -

When renewing **primary** members or adding new members, AWSC membership is \$10.00 per family/single person.

No cash – PLEASE!!!!

When submitting payment by check (NO cash please!), please ensure that the club name and your club number is evident on your check. If your club does not have a club checking account (which is highly recommended for tax purposes) and a personal check is being submitted, make sure the check contains the club name and club number.

Please use the Payment Details section on the cover page of the roster to breakdown the types of payments you are submitting (i.e. renewals and/or new members, commercial sponsorships, etc.).

MasterCard, VISA, Discover, and debit cards are accepted for online renewals/new members.

Do not send cash as you will not have a paper trail! Please note that there is a \$1.50 convenience fee added to every transaction. If you update 1 person it is \$1.50 and if you update 50 people it is still only \$1.50.

Rosters **will be returned** if we add up the number of renewals and the check does not match the amount. This happens over and over again so please take a little time to check your addition and check again as it will save time for all!

Rosters updated online via the AWSC website can use MasterCard, VISA or Discover – or a debit card to

renew/add new members. Credit cards are not processed in the office for rosters any longer since we now have online capabilities.

Note: Please do not include payment for raffle tickets, Workshop or Convention fees with membership!

Submitting Roster Updates for Hard Copy Rosters –

Please DO NOT submit your roster updates by just using an old New Member Card alone or on a scrap piece of paper! Please use the roster form or a new member form!

We get 100's of rosters in the mail daily during the busy season and it is very easy for those cards and scraps of paper to get displaced in all the paperwork.

Start with a clean roster each time you renew and simply put an "X" in the box before their name. Count up all the "X's" and submit \$10 per family (or single person if he or she is not married). "X's" should total your check amount. All updates should be made on the AWSC roster **not small scraps of paper or post-it notes, because they tend to get lost and we need a record for our files- please do not use your clubs membership applications for updates!** A member's ID # is required (we have many members with the same name) for making the correct update in our system. Also note when sending in your rosters, if there are no change of address or corrections updates- **there is no need to send it in – save the postage!** We just need the pages with changes! ☺

Please note that the magazine mailing list is generated from your club rosters! Current addresses are important!

An updated roster (1 copy) will be sent back to you every time you update, unless you have a user name and password, in which case you can export a roster and download to print after

AWSC Roster Guidelines

changes/renewals are processed in the AWSC office. Payment has to be received in the AWSC office before updates will be made. The membership cards will be sent to you via US mail. If your club does not want AWSC membership cards, please notify the office and we will stop sending them.

Note: Expired members are not eligible for the discounted WI Trail Pass and they will not receive any issues of the WSN magazine!

Replacement AWSC Member Cards -

AWSC member replacement cards will be available for a fee of \$5.00 to cover special handling and mailing costs. Once payment is received we will process and mail out the card.

AWSC Decals -

The AWSC logo is available to clubs as a self-adhesive decal. Pick up at Workshop (Oct) and/or Convention (Mar) or see your County Director. The AWSC also has 8 x 10 decals available for purchase at \$5.00 each. Those large decals can be purchased at Workshop or Convention.

Commercial Sponsorship (Commercial Guidelines are available) -

The AWSC offers an excellent opportunity for clubs to make some money and gain some commercial support from their community.

The AWSC offers two (2) types of Commercial Sponsorship opportunities which include:

Standard sponsorship (\$45.00/year) provides the business with a listing in the WSN magazine which is distributed seven times a year (*Sept – March*). Three issues (*Oct, Dec & Feb*) contain the business listings. In addition, your business will be highlighted on our website for the length of your current membership (12 months). If the business joins through a local club, the club would keep \$10.00 for a total of \$35.00 being sent to the AWSC. AWSC membership dues (\$10) **are included** in the \$35.00 being sent to the AWSC Office and the owner is eligible for the discounted WI Trail Pass for his/her personal owned sleds.

Premier sponsorship (\$95.00/year) provides the business with a listing in the WSN magazine which is distributed seven times a year (*Sept – March*) three issues (*Oct, Dec & Feb*) contain the business listings. In addition, your business will be highlighted on our website for the length of your current membership (12 months) and will provide a **hot link** to your business website. If the business joins through a local club, the club would keep \$20.00 for a total of \$75.00 being sent to the AWSC. AWSC membership dues (\$10) **are included** in the \$75.00 being sent to the AWSC Office and the owner is eligible for the discounted WI Trail Pass for his/her personal owned sleds.

Remember we need first and last names of the owners, especially if they want to purchase trail passes!

Tip: It is always helpful to give your Commercial Sponsor a self-addressed return envelope so they know where to send the check (back to your club!)

To receive AWSC sponsorship forms, businesses can contact a local snowmobile club, the sponsorship form is available on the website – www.awsc.org or they may call the office directly for a form.

AWSC Roster Guidelines

Note: If the business joins directly with through AWSC, all \$45/\$95 would go to the Association and they would **NOT** be eligible for the discounted WI Trail Pass.

Address/Name Changes -

If a club member has a name or address change, include this information directly on the roster sheet when submitting renewals. Changes are not easily detected when they're done in black/blue pens, pencil or where the handwriting is very small. To ensure accuracy, please write legibly. If possible, use a highlighter to signify all changes.

Bad Addresses for Members -

The address information submitted on your roster is used to generate the **Wisconsin Snowmobile News (WSN)** mailing list. The AWSC is charged **59¢** every time a magazine is returned with an incorrect address. The Post Office periodically sends a listing of bad addresses and the AWSC database is updated to reflect this information. Club members who have incorrect addresses will NOT receive future issues of the magazine (or a membership card) until the address has been updated. They are also NOT capable of ordering a trail pass online with a bad address. Once the address has been corrected, the membership card will be mailed out, as well as future magazines. The AWSC spends \$100's of dollars on bad addresses each year, so please make the effort to keep addresses current. Let your members know to call or email you with those changes so you can keep the office informed of those changes – thanks!

Updated: Aug 2018