

## HOW TO FILL OUT A TRANSMITTAL

(A copy of this page and the next two pages can be made and given to your officer who is responsible for handling membership transmittals.)

AOSA membership monies may be submitted one of two ways.

1. Complete transmittal listing, names in alphabetical order, attach updated white renewal cards and/or new membership forms (make sure the information is complete), and **one check** from the chapter for the total amount of the transmittal.
2. Complete transmittal, listing names in alphabetical order, attach updated white renewal cards and new membership forms (make sure the information is complete), and **individual checks** from each member filed with the white card or membership form.

On the next two pages you will find examples of how to fill out the transmittal for each of the above methods.

It is recommended that the listings be in alphabetical order not only as a help to the Executive Director but to yourselves in the future when checking to see if a person has been included or omitted from any previous transmittals.

If a member's name has changed since his/her last renewal, please note the member's former name as we will want to keep the member's ID number the same.

Please ignore the typed headings on the page as these are used for a variety of procedures at Executive Headquarters.

Send one copy of the transmittal to Executive Headquarters and keep one copy for your files.



# TRANSMITTAL OF PAYMENTS

|   |  |
|---|--|
| Date _____<br>Transmittal No. _____<br>Chapter Name _____ | FROM: Name _____<br>Address _____<br>_____<br>Phone Number _____<br>E-mail address _____ |
| <b><i>For Executive Headquarter's use only</i></b>        |  |

TO:  
**AMERICAN ORFF-SCHULWERK ASSOCIATION**  
 EXECUTIVE HEADQUARTERS  
 PO Box 391089  
 Cleveland, OH 44139-8089

| Name | N/R | Comments | \$ Amount |
|------|-----|----------|-----------|
|------|-----|----------|-----------|

***In the event that a member would like to "round up" her/his membership to include a donation to AOSA, please utilize the following codes to designate the gift in the "comment" column.***

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| AOSA = AOSA General Fund         | IOF = International Outreach Fund   |
| TAP = Training and Projects Fund | SGS = Shields-Gillespie Scholarship |
| RES = Research Grant             | KF = Gunild Keetman Assistance Fund |

**DO NOT PUT ADDRESSES/PHONE NUMBERS ON THE TRANSMITTAL**

Put details of each membership on the white cards **OR** if you do not have any white cards, then fill out (or have each member fill out) a membership application for each person and include the forms with the transmittal.