



## THE TEXAS DISTRICT LUTHERAN WOMEN'S MISSIONARY LEAGUE

TO: Society Presidents, \_\_\_\_\_ Zone  
FROM: \_\_\_\_\_, Zone President  
DATE: September, 2011  
REGARDING: 2012 SOCIETY ANNUAL MEMBERSHIP REPORT

### PLEASE COMPLETE THE INFORMATION PROMPTLY AND RETURN IT TO ME NO LATER THAN NOVEMBER 5, 2011.

1. Complete the "2012 Society Membership Report" – **printing clearly or typing**. There is some duplication in requested information in that the form will be separated after you submit it to me. I will take care of forwarding the appropriate portion of each of the forms to the appropriate District LWML individuals.
2. Use **Society Name listed on bylaws**; do NOT change society name unless done so via bylaws revision.
3. If you do not have an e-mail address, you are strongly encouraged to recruit someone in your society or family who can and is willing to receive e-mail messages on your behalf and relay them to you. Please list this person's e-mail address as your own on the report.
4. Verify contact information (address, phone number, and e-mail address) of Treasurer.
5. Please be accurate in reporting active members, because the statistics are used by District LWML and national LWML for determining...
  - District Travel Fund
  - Number of voting delegates allowed at conventions
6. Complete the information requested for Friends Into Serving Him® groups that your society is sponsoring.
7. All *Quarterly* subscriptions must be renewed annually, using the Society Membership Report form. This applies to all societies (new AND continuing).
8. Indicate the quantity of subscriptions your society wants. Any quantity 10 and over can be ordered to receive the \$5 per subscription rate. Subscriptions will only be activated after payment is received. Subscription quantities can be increased at any time throughout the year, at a rate of \$5 per subscription, by contacting the Vice President of Communication, Rosanne Capdeville (communication@lwmltxdist.org). Decreases can only be made once each year, in the fall.
9. Have your society consider making a donation to offset the cost of publishing the District News section of *The Lutheran Witness*. Indicate the amount you are submitting. The cost to the LWML Texas District equals approximately \$1 per member each year. We can avoid using mite money for this if we all pitch in.
10. One check and may be used when payment is made for both the District News donation and the *Quarterly* subscriptions. Checks should be made payable to **LWML Texas District**, and should be submitted with the 2012 membership report, by November 5, 2011.
11. Sign the report.
12. Make a copy of the report for your files and send the report and payment to me. My contact information is:

Thank you for your cooperation in completing this form and for sending it, along with payment to me by the **deadline of November 5, 2011**.