



## THE TEXAS DISTRICT LUTHERAN WOMEN'S MISSIONARY LEAGUE

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TO: Zone Presidents, LWML Texas District  
FROM: Lois Teinert, Vice President of Servant Resources  
DATE: September 2011  
REGARDING: 2012 Membership Reports

Enclosed is information needed to compile the annual Membership Report forms.

**These statistics are very important!!**

### **FOR PROCESSING THE ANNUAL REPORTS:**

1. Add your address, e-mail, and telephone number to the bottom of the enclosed letter to your society presidents and Individual Members.
2. Photocopy an adequate supply of the letters and membership report forms for your zone. Distribute to each society president and Individual Member as appropriate, no later than October 15. If your zone fall event occurs prior to October 15, to save postage you may want to hand deliver and distribute the letters and the report forms at your fall event, **or** distribute the items prior to your event and ask society presidents and Individual Members to bring their completed reports and payment for their District News donation and *Lutheran Woman's Quarterly* subscription to the fall event.
3. Advise Society Presidents and Individual Members to keep a copy of the completed report for their files.
4. Collect "2012 Society Membership Reports" and "2012 Individual Membership Reports" (and accompanying payments) by **November 5, 2011**. (Begin your follow-up the week before and be sure you get a response from all societies and individual members.)
5. Verify accuracy and legibility of all information that societies and individual members send you. Check to see that **necessary signatures** are provided on all reports.
6. Following instructions on reverse side of forms, cut forms on dotted lines.
7. Complete and sign the enclosed "2012 Zone Membership Report." Refer to society reports for an accurate count of total number of members in your zone. Keep a copy of the completed report for your files.
8. By November 15, send the "2012 Zone Membership Report", and the top section of all completed Society and Individual Membership Reports to me (address below). Send the middle section of all forms to June Hall, 304 Golden Oaks, Georgetown TX 78628. Send the bottom portion and all checks to Michele Tate, P O Box 5552, Frisco TX 75035.

**Thank you for your help in gathering this information.**

Serving with JOY,

Lois Teinert  
2401 Walsh Drive  
Round Rock, TX 78681

Home Phone: (512) 255-6754  
e-mail: [servantresources@lwmltxdist.org](mailto:servantresources@lwmltxdist.org)  
Fax: (512) 330-9909