

LWML Texas District

TO: Group Presidents, _____ Zone
FROM: _____ Zone President
DATE: August 2023
RE: 2024 GROUP ANNUAL MEMBERSHIP REPORT

PLEASE COMPLETE THE INFORMATION PROMPTLY AND RETURN IT TO ME NO LATER THAN OCTOBER 20, 2023.

1. Complete the 2024 Group Membership Report, printing clearly or typing. **Complete both the membership reports and Quarterly orders and return to me. I will send the form (including check) to the Vice President of Organizational Resources (she separates it and sends to the appropriate personnel).**
2. Use group name listed on bylaws; do NOT change group name unless done so via bylaws revision.
3. If you do not have an email address, you are strongly encouraged to recruit someone in your group, church, or family who is willing to receive email messages on your behalf and relay them to you. Please list this person's email address as your own on the report.
4. Verify contact information (address, phone number, and email address) of treasurer.
5. Please be accurate in reporting active members, the statistics are used by the district and LWML to determine the number of voting delegates at conventions as well as calculating district travel fund to send delegation to LWML convention. **The active members number is recorded on the first page just under the dotted line.** Refer to the LWML Texas District Group and Member Reporting Guidelines included with this letter.
6. Complete the information requested for teen groups that your group is sponsoring.
7. All *Quarterly* subscriptions must be renewed annually, using the Group Membership Report form. This applies to all groups (new AND continuing).
8. Indicate the quantity of subscriptions your group wants. The price per subscription is determined by the number ordered. Please pay close attention to the price range on the order form. Subscriptions will only be activated after payment is received. Subscription quantities can be increased at any time throughout the year, by contacting the *Quarterly* Coordinator at financialsecretary@lwmltxdist.org. Decreases can only be made with each new subscription year. (If you are ordering the *Quarterly*, consider ordering extra for non-LWML women of your congregation. If you are not getting the *Quarterly*, you are missing out on an excellent publication. The cost of a subscription is a great investment.)
9. Have your group 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 is approximately \$1 per member each year. We can avoid using mite money for this if we all pitch in.
10. One check 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 2024 Group Membership Report to me **before October 20, 2023. Please do not send to Financial Secretary.**
11. Sign the report.
12. **Make a copy of the report for your files and send the report and check 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 October 20, 2023.