

LWML Texas District

TO: Zone Presidents, LWML Texas District
FROM: Terri Wenzel, Vice President of Organizational Resources
DATE: August 2024
REGARDING: 2025 Membership Reports

INSTRUCTIONS FOR PROCESSING THE ANNUAL REPORTS:

1. Add your address, email, and telephone number to the bottom of the enclosed letter to your group presidents and individual members.
2. Email or copy an adequate supply of the letters and membership report forms for your zone. Distribute to each group president and individual member as appropriate, no later than October 1. If your zone fall event occurs prior to October 1, 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 group 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. Make sure your group presidents know that the individual membership forms are only for ladies who are not a member of an LWML group.
4. Advise group presidents and individual members to keep a copy of the completed report for their files.
5. Collect the 2025 Group Membership Reports and 2025 Individual Membership Reports (and accompanying payments) before November 1, 2024. (Begin your follow-up the week before and be sure you get a response from all groups and individual members.)
6. Verify accuracy and legibility of all information that groups and individual members send you. Check to see that necessary signatures are provided on all reports.
7. Complete and sign the enclosed 2025 Zone Membership Report. Refer to group 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 1, gather and send the 2025 Zone Membership Report, and both pages of all completed group and individual membership reports and *Quarterly* orders with checks to me. I will forward the *Quarterly* information and the checks to the appropriate parties. If you have been unable to get a response from a group, please contact me and I will work to help your effort.
9. Please contact all supporting (inactive or disbanded) groups in your zone. You will find that information in the 2024 Membership Directory you received at the Board of Directors meeting in February. Encourage them to name a contact person so you can stay in touch with them. Supporting groups may return to active status by simply returning the membership report. Refer to the guidelines for reporting active members included in this mailing. If you are unsure who might be inactive in your zone, refer to the membership report in your Leader's Manual or contact me. If you know a group is disbanded, please contact me.

Thank you for your help in gathering this information.

Blessings,

Terri Wenzel
Vice President of Organizational Resources
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