



TO: Zone Presidents, LWML Texas District
FROM: Terri Wenzel, Vice President of Organizational Resources
DATE: August 2026
REGARDING: 2027 Membership Reports

INSTRUCTIONS FOR PROCESSING THE ANNUAL REPORTS:

1. Please READ CAREFULLY as these instructions have been revised and **some procedures are NEW**.
2. Add YOUR address, email, and telephone number to the bottom of the enclosed letters to your group presidents and individual members. *(Remind group presidents that individual membership forms are only for ladies NOT a member of an LWML group).*
3. 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, 2026**. If your zone fall event occurs prior to October 1, you may want to distribute the letters and the report forms at your fall event or distribute them prior to the event and ask group presidents and individual members to return the completed reports at the fall event.
4. Collect the 2027 Group Membership Reports and 2027 Individual Membership Reports before **November 1, 2026** (Begin your follow-up two weeks before and be sure you get a response from ALL groups and individual members). This information is used to complete the Zone Membership Report.
5. Advise group presidents and individual members to keep a copy of the completed report and remittance form for their files.
6. **NEW** – Group presidents will send the **Lutheran Woman's Quarterly Remittance Form (2027)** and the accompanying payment for their *Lutheran Woman's Quarterly* subscription and *District News* donation directly to the **Quarterly Coordinator** (District Financial Secretary) as per instructions and address on the NEW form.
7. Verify accuracy and legibility of all information on reports sent to you and check to see that the forms have been signed. Complete and sign the enclosed 2027 Zone Membership Report. *Be sure to include the information for your zone pastoral counselor and young woman representative if your zone has one.* 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. **NEW** – Forward your completed Zone Membership Report and ALL Group Membership Reports and any Individual Membership Reports to me no later than **November 1, 2026**. Group presidents will send their Lutheran Woman's Quarterly Remittance Form (2027) and payment directly to the Quarterly Coordinator (see instruction note #6).
9. If you have been unable to get a response from a group, please follow up and **contact all supporting (inactive or disbanded) groups in your zone**. You will find that information in the 2026 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 Group and Member Reporting Guidelines. If you know a group is disbanding, please contact me.

Thank you for your time and effort in helping to gather this important information.

Blessings,
Terri Wenzel
Vice President of Organizational Resources
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