



TO: Group Presidents, _____ Zone
FROM: _____ Zone President
DATE: August 2026
RE: 2027 GROUP ANNUAL MEMBERSHIP REPORT

**PLEASE READ CAREFULLY AS FORMS HAVE BEEN REVISED AND SOME PROCEDURES ARE NEW.
COMPLETE THE INFORMATION PROMPTLY AND RETURN NO LATER THAN OCTOBER 20, 2026.**

1. **NEW** – Complete **both** the 2027 Group Membership Report and the **Lutheran Woman's Quarterly Remittance Form (2027)**. Please type or print all information legibly.
2. 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. Verify contact information (address phone number, and email address) of treasurer.
3. Please be accurate in reporting active members, as 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 used to send delegation to LWML conventions. Be sure to record the number of active members in your group on the form just below the dotted line. If needed, you may refer to the LWML Texas District Group and Member Reporting Guidelines included with this letter.
4. Complete the information requested for any teen groups that your group is sponsoring.
5. **NEW** – Send the signed Group Membership Report to me. Be sure to use the group name listed in your bylaws (*group name may only be changed via bylaws revision*). I will forward your Group Membership Report to the Vice President of Organizational Resources with all reports from our zone.
6. All Quarterly subscriptions must be renewed annually for all groups (new AND continuing). The price per subscription is determined by the quantity ordered as per 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**. Decreases can only be made with each new subscription year. (The *Quarterly* is an excellent publication and a great investment. You may want to order extra to share or use to promote LWML)
7. Your group is encouraged to make a donation to offset the cost of publishing the *District News* section of *The Lutheran Witness*. Your donations help us avoid using mite money to cover this expense.
8. **NEW** – Send the **Lutheran Woman's Quarterly Remittance Form (2027)** and the accompanying payment for your group's *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.
9. **Be sure to keep a copy of the report and subscription order for your files.** My contact information is:

ZP name
address

Thank you for your cooperation in completing the Group Membership Report and sending it to me by the October 20, 2026 deadline. Mail your Lutheran Woman's Quarterly Remittance Form (2027) and payment directly to the Quarterly Coordinator.