

# Jaguar Clubs Of North America, Inc.

## How to Renew JCNA Membership



Club membership should be set up so that all memberships expire December 31<sup>st</sup> of each year.

In **October** of each year the JCNA Administrator will email (or post for those not using Excel) you a copy of your club's membership roster. This way you will know what is on record at the JCNA level.

Mid **November** or on **December 1<sup>st</sup>** your club's renewal letter should be sent out to all of your current members letting them know that it is renewal time and ask that they get their renewals back to you by **December 31<sup>st</sup>** or sooner. You may want to print an extra set of your club mailing labels when you send out your renewal notice so as the renewals come in, you can quickly return their updated club membership card.

In your **January** newsletter you may want to print a list of all members that **HAVE** renewed and ask any one not on the list to please send their renewals in right away. You should keep a roster handy that you can update it as your renewals come in.

By **January 25<sup>th</sup>** take your JCNA roster and update it with your renewed members.

You should also get a list from your club's judges from your chief judge of all Certified Judges and add a "J" in the Judge's column for any Certified Judges that are not marked on the JCNA roster. The Chief Judge should have a CJ in the judge's column. This way the judges will receive the coveted "J" on their JCNA membership cards denoting them as certified judges. If you do not add the "J" on your roster, it will NOT be printed on their membership card.

The updated JCNA roster needs to be sent to JCNA's national membership chair Deanie Kennedy, [dkennedy@jcna.com](mailto:dkennedy@jcna.com) by **February 1<sup>st</sup>**. By using the same Excel file and keeping all the columns in the same order, you ensure that the JCNA database will be uploaded from your file. It is VERY important that the JCNA Administrator receive the club's dues by February 1<sup>st</sup> so that the club is in good standing with JCNA and the club will be able to vote or give their proxy to someone at the AGM held in March. If the JCNA Administrator does not have the club's dues on time, it creates a lot of last minute work and panic getting the check for renewal in time for the AGM. Please do not wait until you think all of the straggler members have renewed to send in your dues. You can always submit the **JCNA Membership Change-Update Info Form** to reactivate former members.

For **new members** and **previous members who are rejoining** please complete the JCNA form **New Member Registration Form** located on the **JCNA Library page**. You may send the New Member Registration Form in **ANY TIME** during the complete calendar year.

All of the forms have been set up as Word Document FORMS and can be downloaded from the [JCNA.com/Library](http://JCNA.com/Library) so you can fill them in on your computer and email them in as attachments or print them off and fax them to 1-888-258-2524.

If I can ever be of any assistance to any of you please feel free to contact me.

Deanie Kennedy  
[dkennedy@jcna.com](mailto:dkennedy@jcna.com)  
1-888-258-2524, #1 for voice or fax