



NGAI 2012 Membership Drive Standard Operating Procedure

Description: Standard operating procedures for submitting membership applications and payments to the National Guard Association of Indiana (NGAI).

Start Date: 1 January 2012 **End Date:** 31 December 2012

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Fax#: 317-247-3575 **E-Mail:** membership@ngai.net **Website:** www.ngai.net

Key Operational Dates and Information:	Due Date	√
Membership for NGAI, NGAUS and EANGUS are on a calendar year.		
Membership may be applied for and money received at any time during the calendar year.		
Membership drive will begin in October of each year for the next calendar year.		
NGAUS Key Dates:		
For NGAI to receive NGAUS rebate of membership dues, all NGAUS membership dues must be received by NGAI by March 15 th of the membership year.	3/15/2012	
NGAUS delegate counts are determined by the number of NGAUS memberships received by June 15 th of the membership year.	6/15/2012	
EANGUS Key Dates:		
EANGUS delegate counts are determined by the number of EANGUS memberships received by 31 December of the year just prior to the membership year.	12/31/2011	
Membership Application Submissions and General Information		
<p>Membership application forms are updated for each calendar year. At the beginning of each calendar year print out a new updated version (with the new year clearly marked at the top of the form) and destroy all previous years' forms.</p> <p>Membership applications are available in the following locations:</p> <ul style="list-style-type: none"> • At our office (address listed above) during regular office hours; this form may also be faxed, e-mailed or mailed to you upon request. • On our website (address listed above); go to membership and print application, then fax, mail or email the completed form or follow the links and apply online and pay with a credit card. Please note: There is a 5% credit card processing fee for all credit card purchases either made online or by giving us your credit card information for us to process. 		
<p>Membership application submissions may be made in the following ways:</p> <ul style="list-style-type: none"> • Direct mail • Fax • Email • Online application - With an online application you have the option of printing out a membership card at the time of submission. • Submit application and make payment to your unit (for units submitting applications and payments please follow the instructions listed below under Unit Membership). 		



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Membership Application Submissions and General Information <i>(continued)</i>	
<p>Annual membership applications for the current year (2012) will be accepted through 30 September 2012.</p> <ul style="list-style-type: none"> • Monies received for EANGUS and NGAUS annual membership between 1 October 2011 and 31 December 2011 will be submitted to the respective national association in January 2012. 	
<p>Life membership applications for NGAI, EANGUS and/or NGAUS will be accepted at any time and processed as soon as possible.</p>	
<p><u>PAYMENTS:</u> All checks are to be made payable to NGAI. Checks made out incorrectly will be returned. This is for all payments made for NGAI, EANGUS and NGAUS payments. Membership dues may be combined in one check. Monies received in excess of dues will be considered donations to the NGAI Professional Development Fund.</p>	

Unit Membership - Action Officers – General Information	Due Date	✓
<p>Each unit should forward to NGAI the:</p> <ul style="list-style-type: none"> • unit name • unit PRN • command contact name and email address • CSM or CMSgt contact name and email address • action officers contact name and email address (1 officer representative and 1 enlisted representative) 		
<p>NGAI should be notified if any of the above information and/or personnel changes</p>		
<p>Changes may be sent via:</p> <ul style="list-style-type: none"> • website • email • regular mail 		
<p>A PowerPoint briefing is available to assist action officers with membership responsibilities. This is available from the NGAI website as a pdf file or will be sent upon request as a PowerPoint file.</p>		
<p>An NGAI information and legislative card is available to assist action officers with membership responsibilities. It is designed to be printed on heavier card stock paper back-to-back. It then will produce two copies per sheet once cut in half. It then can be folded to fit in a shirt pocket, etc.</p> <ul style="list-style-type: none"> • The card will be updated as needed throughout the year • The card details NGAI highlights and accomplishments on one side • The other side of the card spotlights legislative issues – at both the state and national level <p>This card provides NGAI information as to why someone is encouraged to join the association. The card is available from the NGAI website as a pdf file.</p>		
<p>EANGUS and NGAUS brochures are available for handout by requesting these via the website or email. Please include the number of each required, contact name, mailing address and email address. Please allow 60 days to receive brochures after request.</p>		
<p>In order to provide accurate data as to unit status it is required that a current PRN number be recorded on the membership application. Unit status will be tracked in 2012; however data is</p>		



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Unit Membership - Action Officers – General Information	Due Date	✓
only as accurate as the information provided.		
ANNUAL CONFERENCE SEATING: MACOMS must be noted on the application as this is how we track membership percentages. MACOMS will be seated at the Annual Conference Business Meeting based on membership percentages. Base numbers for each MACOM used will be numbers submitted as of 31 December the previous year. Percentages will be calculated on the number of memberships correctly identified and received in the NGAI office as of 31 March of each year.		

Unit Membership Submissions	Due Date	✓
<p>Action officers may submit unit memberships in the following ways:</p> <ul style="list-style-type: none"> • Send in each individual membership application filled out. • Send in individual membership information via an excel spreadsheet; a template is available from NGAI upon request. All information listed on the membership application should be entered into the spreadsheet. • Request that each individual goes online to the NGAI website (www.NGAI.net) and completes an online membership application. <p>Make sure each submission (batch) has the submitting action officer’s name and email address listed on the batch. The NGAI office will contact the action officer if additional information is needed.</p>		
<p>Unit batches and payments may be submitted</p> <ul style="list-style-type: none"> • as individual checks or cash • unit check (combined) • credit card information added to individual membership applications 		
PAYMENTS: All checks are to be made payable to NGAI. Checks made out incorrectly will be returned. This is for all payments made for NGAI, EANGUS and NGAUS payments. Membership dues may be combined in one check. Monies received in excess of dues will be considered donations to the NGAI Professional Development Fund.		
Individuals paying by credit card will receive a confirmation of the transaction via email.		
Please refer to the EANGUS and NGAUS key dates listed above and send in membership applications and payments in a timely manner. EANGUS and NGAUS conference total delegates allowed at conference are determined by membership totals respectively.		

Membership Requirements	Due Date	✓
NGAI sponsorships to the EANGUS Conference and NGAUS Conference require the individual sponsored be a member of the Association.		
NGAI Board Members and Officers must be members of the Association.		
NGAI Committee members must be members of the Association.		
To be eligible to vote for NGAI board of directors at the Annual Conference, each individual must be a member of the Association in good standing.		