

# Group Membership Renewal Guidelines

## YOU HAVE SEVERAL CHOICES FOR RENEWING:

- A. Our preference is that you collect dues from your members and send in a completed membership form for each member. We will send the requested books after we receive your renewal. Information about books that are available is included in this mailing. Parish organizers will receive membership data as it appears in our database and renewal forms in a separate mailing.
- B. If you keep your group information in a computer database, you can send a printout with the dues and then send the data by e-mail. We will send the books when we get your dues. Please collect the data that is on the membership form. Please alert us ahead of time if this is your choice.
- C. If you wish to have books on hand during your membership drive to give to give out when members pay, we can invoice you. You will be responsible for the amount on the invoice. Books can be returned for credit. This is the customary method for larger, multi-group chapters. We suggest that you not give members a book until payment is received. It can be difficult to collect dues later.

**Note:** When you send in a request for books, please allow ample time for books to arrive before your meetings. Seven to 10 business days are normally required. Expedited delivery can be arranged at your cost.

## FREQUENTLY ASKED QUESTIONS

**Can I get a copy of the book so we can choose?** Review copies of CFM program books can be purchased for \$7. If you are unsure which book will be best for your group, this is a good option. Several can be ordered. You can return unneeded books for credit.

**Can I get an extra book?** A membership in CFM allows you to purchase another book at \$7.

**We still have meetings in our book. Why do I have to renew?** Much as with any other organization dues are payable annually. Your renewal supports CFM in its mission to support marriage and family life. When you pay dues you are saying the values represented by CFM are important to you. Your dues are important to us since most of our operating expenses are covered by dues.

*The CFM membership year runs from September through August. We in the national office prefer that chapters renew membership by **November 1**. Thanks for your help in this matter. We understand that larger groups may need time to collect all the membership data. Please contact to office to let us know the status of the membership drive. Renewal is important to assure that members have materials for meetings on time and to insure uninterrupted delivery of ACT.*

**Still have questions?** Call the national office at (812) 962-5508 or email [office@cfm.org](mailto:office@cfm.org).

## CFM ORDERING POLICY

1. **Membership is \$35 and includes a free book.** Membership fees support the cost of developing programming materials, mailing the ACT newsletter, and support services. Membership fees are vital to CFM's continuing mission to families. The cost of a book may **not** be subtracted from membership.
2. **It is very important to send membership information for each member.** This insures that members receive ACT promptly. If you have a database, a printout is acceptable. We ask that you collect all the data on our membership form. We can accept a printout or an electronic file in Excel.
3. Each new order for membership books will be issued a new invoice number.
4. When making payments, **please indicate the invoice number** to which the check is to be applied. Invoices are due 30 days from receipt.
5. Except for library or expansion purposes, **program books may not be purchased without membership.** Review copies for parish leaders are \$7.00.
6. When returning unused books, please include the invoice number that the books were charged to. Credit will be given accordingly. Please include a note of explanation.
7. Shipping is free on group orders to one address. **For books sent to individual addresses, enclose \$2.00 per book for shipping.**
8. Allow 10 working days for your order to reach you. Most orders are sent by U.S. Post Service as Media Mail. Expedited shipping can be arranged at your expense.

**Thanks for your help!**

Christian Family Movement  
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