



# AAUW California

## Making the Most of Membership Renewal

### May 24, 2023



# Welcome

## Presentation materials:

- Download the presentation from the AAUW California website home page.
- The meeting recording, a summary Q&A document and example documents will be posted following the meeting.

## Questions:

- Use the Q&A function to pose a question. We'll stop periodically to answer general questions.
- Chat has been disabled.

The screenshot shows a Zoom 'Question and Answer' window. At the top, there are two tabs: 'All questions (1)' and 'My questions (1)'. A red dashed arrow points from the text 'Check here for answers to all questions.' to the 'All questions (1)' tab. Below the tabs, a message from 'You' at 09:45 AM asks 'Where can I download the presentation?'. A 'Collapse all (1)' button is visible. Below that, a message from 'AAUW California' at 09:46 AM is shown. At the bottom, there is a text input field with the placeholder 'Type your question here...'. A red dashed arrow points from the text 'Type your question here.' to this input field. In the bottom left corner, there is a message: 'Chat has been disabled. Use the Q&A function'. At the bottom of the window, there are two circular icons: 'Chat' (highlighted with a yellow circle) and 'Q&A' (highlighted with a red circle). A red dashed arrow points from the text 'Type your question here.' to the 'Q&A' icon. In the bottom right corner, there is a red 'Leave' button.

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# Speakers



**Roli Wendorf**  
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# Agenda

- Dues amounts
- Renewal process
  - Automated renewal reminders
  - Automated renewal reminder schedule
  - Manual renewal process
  - Online renewals
  - CU representatives
  - Bulk renewals
- New member join process
- Shape the Future
- Life Memberships
- Donations
- Reporting
- Reminders



# Dues Amounts



As of April 1, 2023

- National dues: \$72
- California dues: \$20
- Branch Dues: \$xx (Send additional updates to [connect@aauw.org](mailto:connect@aauw.org))
- Total Dues \$92 + branch dues

**Student dues** - applicants are considered a student if their graduation date is in the future.

- Non C/U partner organization \$18.81
- C/U Partner organization \$0
  - Coupon code (**CollegeUniversityMemberStudentsFY24**) supplied to C/U representative
  - C/U Partner list can be found on the Community Hub.

Find the full dues schedule [HERE](#).





# Renewal Process

The renewal window is three months before and after the expiration date. Expiration dates vary by when the member joined.

- Members joining between the 1st and the 15th of the month - the expiration date is the end of the previous month.
- Members joining between the between 16th and 31st of the month - the expiration date is end of the month.

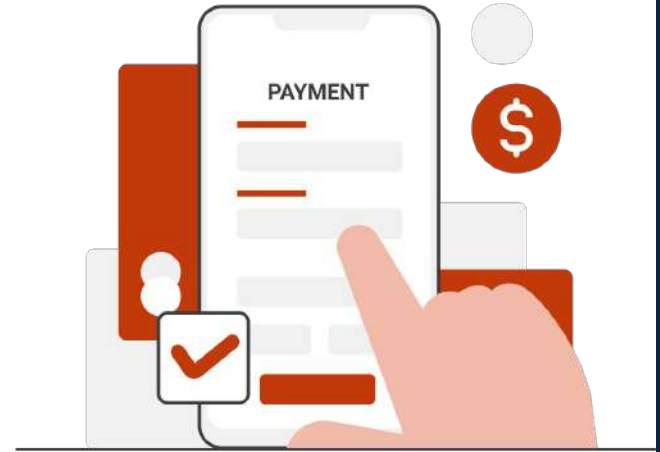
<b><u>JOIN BETWEEN 1ST AND 15TH OF:</u></b>	<b><u>EXPIRATION WILL BE:</u></b>	<b><u>JOIN BETWEEN 16TH AND END OF:</u></b>	<b><u>EXPIRATION WILL BE:</u></b>
January	December 31, 2023	January	January 31, 2024
February	January 31, 2024	February	February 29, 2024
March	February 29, 2024	March	March 31, 2024
April	March 31, 2024	April	April 30, 2024
May	April 30, 2024	May	May 31, 2024
June	May 31, 2024	June	June 30, 2024
July	June 30, 2024	July	July 31, 2024
August	July 31, 2024	August	August 31, 2024
September	August 31, 2024	September	September 30, 2024
October	September 30, 2024	October	October 31, 2024
November	October 31, 2024	November	November 30, 2024
December	November 30, 2024	December	December 31, 2024



# Automated Renewal Reminders

Automated renewal reminders are delivered by AAUW National via email.

- Branch can opt out of the automated renewal process by contacting [connect@aauw.org](mailto:connect@aauw.org).
- National, state, and branch dues can be paid together using the instructions provided in the renewal email.
- Renewal notices are sent to the contact information on file. Encourage your members to keep their contact information current.



# Automated Renewal Reminder Schedule

The **reminder email** is personalized with the member's name and their membership expiration date.

- Informs the member that it's time to renew with instructions for two options:
  - Online self-renew
  - Pay by check. Guides member to make check payable to their AAUW branch and mail it to the branch's preferred address as directed.
- Reminders are suppressed after the member renews.

**Honorary life members** (50 years) excluded from the reminders. Branch collect dues manually.

**Paid life membership** - still working out the details on how to find and report them. Can see detail in disbursement report.

Members are also invited to sign up for a free one-year subscription to Ms. Magazine!

	Reminder #1	Reminder #2	Reminder #3
Expire Group	April 2023	June 2023	August 2023
	April 2023	June 2023	August 2023
	April 2023	June 2023	August 2023
	April 2023	June 2023	August 2023
	April 2023	June 2023	August 2023
3/2023			
4/2023			
5/2023			
6/2023			
7/2023			
8/2023	June 2023	August 2023	September 2023
9/2023			
10/2023	June 2023	August 2023	September 2023
11/2023			
12/2023			
	August 2023	September 2023	October 2023
	August 2023	September 2023	October 2023
	August 2023	September 2023	October 2023





# Manual Renewal Process

If your branch has opted out of the automated renewal process, you will need to notify your members that it's time to renew.

- Use the member roster to identify members who need to renew.
- Communicate with members about how to renew with two options:
  - Via the Community Hub using credit/debit cards
  - By check to the branch

You can still opt in to automatic renewal by contacting [connect@aauw.org](mailto:connect@aauw.org). Include "Automatic Membership Renewal" in the subject line.

To find member who need to renew,  
download your branch roster and sort by expiration date to find members.

# Online Renewal Procedure for Individual Member

- First time login for current member?
  - Click on “Forgot Your Password?”
- If you are a member, **DO NOT select “Don’t have an account?”**
  - Logged in before? Login with your email ID and previously selected password.
- Click RENEW On “Personal Snapshot” page.
- Confirm or update your personal information.
- Select ALL branches of which you want to be a member. The Community Hub automatically picks the corresponding states, but check to verify.
- Choose a PRIMARY branch if you have selected multiple branches.
- Include a donation if desired.
- Pay with credit or debit card.

Help members by having a renewal session in person or via Zoom.

# Renewal Process for C/U Representatives

Each university partner receives two national memberships.

- Representatives can also join a branch.
- Branches can choose whether to charge branch dues.
- California does not charge C/U representatives.

## How to join:

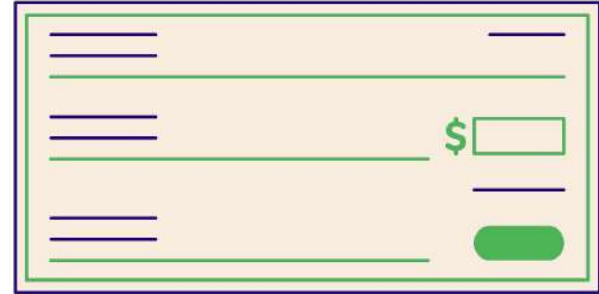
- Representative joins via the Community Hub using the coupon code **(CollegeUniversityRepFY24)** which waives national dues.
- Branch collects branch dues and notifies National to add them to the branch roster.
- No state dues need to be collected.



# Bulk Renewal Procedure

For members who renew by check:

- Branch leader logs into the Community Hub and chooses their branch.
- Choose **Renewals and Donations**.
- Choose the member you want to renew.
- Add any donation amount submitted by the member.
- Download the completed worksheet for your records.
- Pay national and state dues by debit/credit card or ACH transfer.

A screenshot of a web form with a light beige background and a purple border. The form contains several horizontal lines for text input. On the right side, there is a green dollar sign followed by a white rectangular input box. Below this, there is a green oval button.

Dual members and C/U Affiliate members must renew themselves on the Community Hub. Bulk renewal is not possible.

# Add/Join New/Lapsed/Transfer Members

The Add/Join Members application allows the finance officers, president/administrators and membership vice presidents to process dues and donate on behalf of members who pay their dues to the branch by check.

- Each member needs to be added individually. No bulk adds.

Two steps required:

1. Add individual - under action menu
2. Join member.

Note: Branch dues don't show on the submission because the branch dues are not sent to national.

Find out more about the renewal process [HERE](#).

# Shape the Future

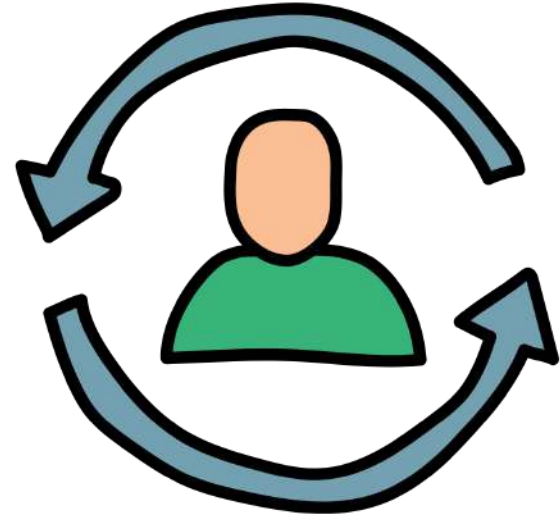
- New members can join using a coupon code
  - Coupon code for 2023-2024 memberships: **ShapeTheFutureFY24**
  - Members joining at an event pay 50% in national dues, i.e. **\$36**.
  - Code can be used by an individual new member, or when a branch officer is applying on behalf of the member.
- How to use earned memberships - there is a form to apply.
  - For every two new members, one free membership is available (maximum three free memberships per branch).
  - The redemption form must be used in the same fiscal year.
  - Free memberships for FY2023 need to be claimed by September 2023.
- Online resources include the number of free memberships available to each branch for FY2023.

Access Shape the Future resources [HERE](#).



# Life Memberships

- Honorary life members do not need to renew their membership.
  - They appear on your roster with a member type of “Honorary lifetime”.
- Paid Lifetime members were sent a renewal notice and should renew their membership.
  - They appear on your roster with a member type of “lifetime”.
  - Check the monthly disbursement reports to determine if they paid for branch and state dues.



# Donations

- Donations made during membership renewal go to Greatest Needs Fund.
- Individual donations can be made through the Community Hub at any time.
- Branch officers can process bulk donations from individual members sent to them by checks (with or without renewals).
- For a branch or state donation to National, such as from a fundraiser, contact Tremayne Parquet or [connect@aauw.org](mailto:connect@aauw.org) to open an express link for online donation with a branch debit or credit card.





# Reporting

- Branch and state disbursement reports are sent monthly.
- New member notification email distributed nightly.
  - If the member joined online the notice indicates that dues have been paid.
  - If the branch leader enters a new member but has not completed the join process, the email will still be created even if the the member's payment has not been processed.
- February 1 membership count report was sent in late March.



# Other Reminders

- Enter your 2023-2024 branch officers in both the Community Hub and the AAUW California Branch Officer Reporting system by June 30.
- Request National to file 990-N for branches with income below \$50,000 by October 15, 2023.
- Attend National's office hours via Zoom for help:
  - Every Tuesday at 12:00 Pacific (3:00 PM ET)  
[https://us02web.zoom.us/meeting/register/tZwsdu6vqT8uGNfxXXVG8RoZyLIGUR\\_-WDki](https://us02web.zoom.us/meeting/register/tZwsdu6vqT8uGNfxXXVG8RoZyLIGUR_-WDki)
  - Every Thursday at 12:30 Pacific (3:30 PM ET)  
<https://us02web.zoom.us/meeting/register/tZwpdemgrj8tHtZyk1T31iYU70Xv9aqxvCJv>



# Questions And Answers



# Give Us Feedback

**Thank you for attending the Webinar.  
Please click Continue to participate in a short survey.**

you will be leaving zoom.us to access the external URL below:

<https://docs.google.com/forms/d/e/1FAIpQLS0jggpUvlyOhGfk32Rzohzucbbs-uf35ugesuT4Vn0qdCFHiwg/form/Response>

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