

Date: Sunday, September 11, 2011, 1:24 PM

Attached are the following items:

Request for a Certificate  
Club Rosters for different size clubs in Word  
Club Rosters in Excel that wanted in Excel  
Check cover letter  
Insured through a another club

On the request for a certificate, be sure that it is completely filled [out at](#) the top. The **From** is the Association Name not the club name. Please have your clubs check their certificates as soon as they get them to be sure they are correct. Should also check with the facilities that they are dancing with to be sure it is what the facility requires and not wait until a week before and then find out the facility needs something else on the certificate.

On the rosters, be sure that only the paying members are on the rosters and do not combine both the paying members and the members that are insured through another club. Be sure to fill out the statement at the bottom of the roster or else you will receive an e-mail that I need that statement and it will take longer to send it in to USDA. The form, Insured through another club" will not be sent in until I have received all the rosters showing tthe names from these other clubs until I get them.

Remind the clubs that it can take 6 - 8 weeks to get the certificates back so the sooner you get the renewal forms into me, the sooner I can send them to USDA. The price for this coming year is \$4.60. Some of the associations are sending me the roster and request for a certificate by e-mail and then send me the check separate. You can do this and there is a check cover form attached so when you send me the check, I know which club(s) the check is for.

**There was an incident that came up from a club that someone went directly to USDA and Markel insurance company to complain. Please remind your clubs there is a chain of command in square dancing just like there is in any company. If someone is unhappy or has a complaint regarding the insurance, the person goes to the President of the club, then the Insurance Director of their Association and then to me, Insurance Director of Council.**  
If none of these people takes care of the problem then the dancer can go to the President of the Council who is Gene and Joyce Bowman right now. In no way should anyone be calling Markel or USDA about a problem.

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