

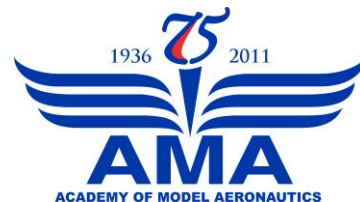


Academy of Model Aeronautics

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Helpful Hints

Here are some basic club factors and guidelines to aid you. If followed, they will help you to get quicker service.

PLEASE READ ALL YOUR CLUB CORRESPONDENCE FROM HEADQUARTERS

It is important to understand club processing procedures and to avoid unnecessary questions. Please keep in mind that there are more than 2,500 clubs for AMA HQ to keep track of, with many thousands of individual members. If you have any questions, call, write, or e-mail loism@modelaircraft.org: (765) 287-1256, ext. 291.

1. **KNOW YOUR CORRECT CLUB NUMBER.** If the wrong club number is used, members in New York may end up being listed in a club in California. Please double check before mailing. Be sure to include your club number on all pieces of correspondence. An AMA member may belong to an unlimited number of clubs.

2. **CHANGE OF ADDRESS OR OTHER CORRECTIONS FOR CLUB MEMBERS.** If changes are for members other than officers, information **MUST** be sent to Headquarters by the individual member.

3. **CLUB ROSTER INFO.** It is the responsibility of both new and renewal clubs to determine that its members are current members of AMA. One of the best ways to do this is for a club secretary to ask to see each member's current card; however, your club may employ other means that are equally effective. Computer rosters are being provided for renewal clubs to aid you in this task. The computer roster is listed in two parts: (1) current members and, (2) those who have not renewed by the time the roster was printed. You need not return either section if there are no changes to be made. You may use the computer printout to cross through any names that need to be deleted. Use the blank roster forms provided only to add new names or list your associate members. When adding names, please be sure that you have the proper spelling, and list the AMA number and at least the city and state in the address section.

Blank rosters are being provided to both new and renewal clubs. New clubs need to provide AMA with a list of all members. These forms should be used monthly to inform AMA of any changes to their membership. (Do not use this form for name changes, address changes, etc.) Mail rosters directly to the Safety and Member Benefits Department, attn: Club Secretary. You can provide additions or deletions via e-mail at loism@modelaircraft.org. Club officers can also update rosters on-line in the "Members Only" section. Please make sure that you are logged into your account so that the system will recognize you as a designated club officer.

Note: At this time changes to club officer positions will still have to be submitted and processed by AMA HQ.

4. **AMA HEADQUARTERS SUPPORT.** Assistance to clubs can be most efficiently provided by working with one club officer on a matter. If a club member who is not an officer is delegated duties, perhaps because of his time, experience, or background, the club contact needs to merely provide AMA with a short letter to this effect. This ensures that a coordinated effort is being arranged in serving club needs from the National Headquarters.