The purpose of this notebook is to serve as a guide for the

Membership Vice President

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Officers” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

Previous Officers

For

Membership VP

|  |  |  |
| --- | --- | --- |
| 2006-2007 | Michele Hackmeyer |  |
| 2007-2008 | Michele Hackmeyer |  |
| 2008-2009 | Michele Hackmeyer |  |
| 2009-2010 | Janice Parker |  |
| 2010-2011 | Geni Raines |  |
| 2011-2012 | Geni Raines |  |
| 2012-2013 | Laura Keller |  |
| 2013-2014 | Laura Keller |  |
| 2015 | Peggy Clark | Susan Dickerson |
| 2016 | Susan Dickerson | Peggy Clark |
| 2017 | Laura Keller |  |
| 2018 | Karen Skinner |  |
| 2019 | Betty Rinkel |  |
| 2020 |  |  |

**Guidelines**

|  |
| --- |
| **Summary of Membership Vice President Responsibilities*** Collect dues and membership applications
* Maintain membership data (Excel spreadsheet)
* Check post office box weekly
* Prepare and distribute directory
* Coordinate New Member Socials
* Participate in Steering Committee Meetings, and in any special  Committees to which you are appointed by the Guild President
* Monitor the budget for Membership
 |

Per the Bylaws, Article V, Section 3: *"The Membership Vice President shall serve in the absence of the President and President-Elect, keep a current list of membership, collect all membership dues, and publish the Membership and Information Directory for distribution."*

Please also become familiar with Policies and Procedures, Section I, paragraph C, “Handling of Money”, and Section VII, “Duties of All Officers…”. The most recent version of the P&P can be found on the website at:

<http://quilttallahassee.com/membership/policies-procedures/>

It is strongly recommended that the Membership Vice-President (VP) arrange for a Membership Assistant, who, if the Membership VP cannot attend a meeting, will attend in her place, and understands the duties of this position.

***Computer Software; Email Address***

The Membership VP must have access to a computer with software that is equivalent to Microsoft Word and that is equivalent to Microsoft Excel, as well as email capability. The Membership VP should have a very good grasp of Excel functionality for creating, maintaining, and manipulating spreadsheets.

A copy of previous year’s membership files will be provided to you on a flash drive in Excel format. We recommend that you copy this file to your computer to use as your working copy. Every time you make an update to the membership file, back it up by copying it onto the flash drive. Keeping a backup copy is essential should the original become corrupted or your hard drive crashes.

This position has a dedicated email address: membership@quilttallahassee.com.

The password will be provided to you separately.

Instructions for using this address are provided in a file available on the website at <https://mk0quilttallahap3411.kinstacdn.com/wp-content/uploads/2018/08/Quilters-Unlimited-E-Mail-Directions-v2.pdf>.

Accessing your email address via smartphone is possible, just like a Hotmail or Yahoo account, and is very handy. Some coaching on Settings by the Guild Webmaster (not Web Coordinator) may be needed.

**I. Collection of dues, membership application, guest information, etc.**

 **A. Before the Meeting:**

* Have five or six membership applications printed
* Print member sign-in (attendance) sheets for the meeting
* Print guest sign-in sheet.
* Print new member sign-in sheet.
* Get change for dues paid in cash; maybe four $5s

 **B. At Guild Meetings**

At each guild meeting, set up a location near the entrance at which to manage your duties.

The Welcoming Committee chair should be steering guests to you. Feel free to ask them to help with traffic control, because the Membership table tends to be a log-jam location as people arrive. If new members or guests have questions, have the Welcoming person assist you so that the members can complete their signing in.

After the beginning of the guild meeting, you will be asked to announce or introduce the new members and guests.

At Meeting, set out:

* + Yellow sign for the Membership table (There is a post for the sign in the big file case.)
	+ Member sign-in (attendance) sheets
	+ New member sign-in sheet
	+ Guest sign-in sheet
	+ Pencils/pens
	+ Several copies of the “Membership Benefits” handout
	+ Copies of the “New Member” letter

Have the following available:

* + Directories for current members
	+ Membership Cards
	+ Membership Applications
	+ Nametags for Guests and New Members (these currently are colored foam tags marked as "Guests" and “New Member”
	+ Receipt book for cash payments
	+ Black notebook for writing down as a backup record of the following:

 - Checks, their numbers and amounts, and who from

 - Cash: amounts, and who from

 - Guests

 - New Members

Types of Payments accepted at the meeting

* + Cash: Complete receipt and give top copy to member. Make sure the piece of card stock is immediately behind the receipt page being used.
	+ Check – record the amount, check number & date on the membership application
	+ No credit cards (see Section C. below)

 **C. Payment via the Guild Website/Paypal**

Dues payments for both new members and membership renewals can be submitted via the website, using a Paypal interface. When Fees are paid via Paypal, an email notification is sent to both the Treasurer and the Membership VP.

The webpage address for paying dues is:

 <https://quilttallahassee.com/membership/forms/dues-payments/>

The member or new member must fill in the blanks on the form – the information is a Paypal requirement. *The member is not required to have a Paypal account*; a Guest log-in can be used for payments via a credit card the member designates. If the member has a Paypal account, then they can choose between the payment options provided (e.g., direct bank withdrawal, credit card, etc.).

For new members, an application form must also be submitted, either by mail or turned in at the next meeting. The form is available in PDF format on the website at the same link as shown above. The member must print this out and manually fill in the blanks.

 **D. Payment Amounts**

The Website allows a member to select choosing to pay for

* the full year
* the full year with an add-on of $2.00 to cover the mailing of the Directory, or for
* a half year.

The amount of dues for the year is set in the Policies and Procedures, which currently state: “Annual dues starting calendar year 2016 shall be $30. Dues for members joining after June 30th shall be 50% of the standard amount.”

NOTE: Per the Silent Auction Policy: ***“The participant responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year’s QU dues gratis. This is based on a single donation, not the total of any one person’s donations.”*** So whoever that individual is, if they do not submit dues the following year, they are still a member in good standing. You should contact the Silent Auction Chair to verify who that individual is, and clearly note of this in your records.

 **E. After the Meeting**

1. Deposit of Dues

 *Recommended Method*

 *No later than five days after receipt*, cash and checks must be deposited into the guild's bank account at The First (formerly known as Farmers & Merchants Bank); the account number will be provided to you separately. Deposits can be made at any of its branch offices. Prior to deposit, make an itemized list of the cash payors and the amount paid by each, plus the names and check numbers for those paying by check. Scan the deposit receipt and the payment list, and email them to the treasurer at treasurer@quilttallahassee.com, or mail them to the treasurer. Keep the originals of the deposit receipt and accompanying list in the records box, in case these are needed for later verification.

 *Alternative Method*

Any checks you collect may be given or mailed to the Treasurer such that *they are received by the Treasurer no later than five days after you receive them*. If you receive cash at a meeting, it is recommended that you write a personal check to Quilter’s Unlimited for the amount collected and keep the cash, unless the Treasurer is available during this event to receive the monies. The checks may be mailed to the Treasurer's home address (refer to Directory). *Do not mail cash.* You should make a list of payors/amount/check number/etc. as done in the recommended method, sending a copy of that list to the Treasurer with the checks and keeping the original in your records. Put the date you mailed the checks on your list, and in a few days, verify with the Treasurer that they were delivered.

1. New Member Welcome Letter

 Email or mail the new members a “New Member Welcome” letter. Review that letter periodically to make certain that the information it contains is current. If not, update the letter appropriately, checking with other steering committee members as appropriate.

1. Update the Membership data on your master membership Excel spreadsheet and remember to back up the updated spreadsheet.
2. Internet Team Assistance

 Provide an Excel file of new member names and email addresses to the Internet team’s email coordinator. They will work with the System Administrator for the QU email system and website on making updates to the email “blast” database (currently using Mail Chimp). The list will be large during membership renewal. Do this after every meeting

 The email list supervisor will review the e-mail addresses to look for anomalies (example: @comcast.com doesn't work in Tallahassee; @comcast.net does). The cross-check is because interpreting email addresses from new members' handwriting can be very tricky. After the anomaly review is done, the e-mail supervisor will provide the list to the System Administrator for the Contacts List of the Guild's Email system. Testing of the addresses will occur, with cross-checking of any addresses that "bounce".

 You may be asked to call members about "bounced" addresses, to see if there was a transcription error. Once everything is corrected, you need to update the master Membership excel spreadsheet, so that this correction process does not need to be repeated.

 **F. Coordination with Treasurer**

After the membership renewal period has closed in January, it is recommended that you meet in person with the Treasurer to compare records regarding how much money has been received, from whom, when, and by which method.

**II. Maintenance of membership data (Excel spreadsheet)**

The membership information is kept on an Excel spreadsheet that needs to be **regularly** updated. The file needs to be backed up to a USB Flash drive or other location independent from the primary computer they are on, because the files would be almost impossible to regenerate. It is strongly recommended that once a month you email a backup file to the President-Elect or President in case of emergency.

This information is used in several ways:

* Production of the Directory
* Update of the email database of the Guild's email contacts list
* Verification of the person’s ability to participate in classes and shows
* Counting how many members the Guild has
* Counting how many people attend each month. The latter helps with calculating the size room we need to rent for meetings.
* Identifying guests and encouraging them to join if they have attended “free” after a certain amount of time (loosely, three meetings).
* Determining how many non-members attend guest lectures

The information kept includes:

* Tab with payment information, along with name, address, phone numbers, email addresses, birth date, start of membership, and delivery options for Directory
* Tab with corrections or additions to the Directory
* Tab with list of persons/addresses to be invited to the next New Member Social
* Tab with attendance count for each month, including members and guests. Remember to add new members’ names each month to the attendance sheet for the next month.
* Tab with count of number of guests versus program given each month

NOTE:

Because it is unlikely that you will be keeping computer records at the meeting --especially during “dues payment season” which is very hectic --- it is recommended that you record all incoming monies in the “black book”, so that there is a written record of who paid and when. Start a new page for each month, and record any other notes about address changes, etc., that need to be fixed on the membership spreadsheet.

**III. Post Office Box**

Check the guild mailbox at least once a week. The guild’s mailbox is Number 4324 and it is located at the Northwood Branch Office at 1845 N M L King Jr Blvd, Tallahassee, FL 32303. This is just north of Tharpe Street, and one street west of Monroe Street (across from the Northwood Center). You will be provided with a key, and the guild President has another one.

The annual bill for the box must be given to the Treasurer as soon as possible upon receipt.

If you ever need to make a change to the account, the Post Office requires proof of rental identification. You’ll need to show a photo ID and a second ID that shows your home address (such as a Voter’s Registration Card or utility bill). Proof of position in the guild is also required (Karen Skinner was able to display the Guild Organization showing her name and title on her smartphone, and the Post Office accepted that).

The box rental identification and access permission information on the Post Office’s internal record of box rental really needs to be updated every two years, although this is not a requirement.

The rental year runs from April 1st thru March 31st.

Mail received typically falls into the following categories, in order of volume:

1. Membership payments and applications
2. Bank statements and legal documents, invoices for PO Box Rental -- typically given or mailed to the Treasurer. These can be time sensitive, so communicate with the Treasurer whether the documents need to be handed over, mailed ASAP to them, or scanned and sent to them as an email attachment. (Do not send any email attachments displaying information such as bank account numbers.)
3. Notices about various quilt shows, general items -- typically given to the President
4. Notices about possible workshop teachers -- typically given to the Workshop Chair
5. Notices about the Jacksonville Quiltfest -- typically given to the Travel Chair

**IV. Directory, Membership Cards, and their Production**

The Directory and Membership cards are distributed by the Membership VP at the February or March meeting to those who have paid their dues for the year. The Membership VP also mails copies of the Directory to those requesting to have the Directory mailed to them (this number is small – only about 12-15, and some are out of town).

The Directory normally contains:

1. A list of the current Steering Committee members
2. General information about the guild, including its meeting location, a list of past presidents, a list of Distinguished Quilters elected by the Guild, a list of future quilt show themes.
3. The Bylaws of the guild.
4. A list of Sit and Stitch groups sponsored by the guild
5. A catalog of member information, along with their pictures.

For the past several years, the development of the base document/file of the Directory's catalogue of members has been handled by Michele Hackmeyer’s husband, Drew Hackmeyer. The name/address, etc., information is pulled from the information on your Excel spreadsheet containing that information. They don’t need information about attendance or how payments were made, so on the copy of the file they are sent, you can delete extraneous information. Coordinate with Michele Hackmeyer on the information needed from the master membership file.

You may need to arrange to have pictures of members taken for the Directory. Michele Hackmeyer has taken pictures in the past, because it is easy for her to insert them into the Directory list-merge document when the Word document of the new Directory is created.

The file publication effort is typically in late January or early February. Michele will let you know when the catalogue of members is ready.

You have the responsibility for the physical printing of the Directory and Membership Cards done. For the past few years, the Directory and membership cards have been made at TargetCopy on Tennessee Street, near campus. They have an online order form, and you can request an estimate of the charge, so you can get a check from the Treasurer to pay for the work; *otherwise, plan on paying for the printing from your own funds and seek reimbursement.*  TargetCopy will let you know when the order is ready, and it’s been easy and a pleasure to work with them. They also gave us a discounted price for the jobs. Allow them at least four days to complete the job, maybe longer.

Have them print the following number of copies:

* The number of members who paid their dues; PLUS
* Roughly 40 extra copies of the Directory to give to new members who enroll during the year

Keep receipts for any reimbursement requests submitted to the guild.

***After the new directories have been printed, any remaining directories from the prior year must be destroyed.*** Do not put this into your trash or your recycling bin as directories include personal information that we are responsible for protecting. If you do not have a shredder or do not want to run this volume of paper through your own shredder, check with Office Depot/Office Max or similar facility about using their shredding services. Charges incurred for shredding will be reimbursed to you.

**V. New Member Social**

New members socials are held on an ad hoc basis to welcome new members to the guild. These are held once or twice a year, but the frequency and timing are up to you.

**Attendees:** Invite members who have joined since the last Social and the members of the Steering Committee (SC). Request an RSVP.

**Location:** This may be held in a home, at the guild meeting location, or at a Community Center. (The Bradfordville Community Center has been used several times.) Considerations include the number of people that may attend and whether rent money is needed.

**Food and Decorations:** Ask Steering Committee Members to bring finger foods. The Membership Committee should have a small expense allocation for beverages, cutlery, etc. The guild’s banner and it could be hung and/or a quilt displayed on the guild’s quilt stand.

**Activities:**

* Introductions, with the Steering Committee Members talking a little about their Committees.
* A discussion about the guild’s management, philanthropic efforts, museum show, and similar events.
* (Optional) A hands-on activity, such as making Name Tags.
* One-on-one mingling.
* Munching

**VI. Steering Committee Meetings and the Budget**

Steering Committee (SC) Meetings are usually held every other month, in January, March, May, July, September, and November, although may be called more often. The meetings run about an hour and a half. Dates and start time will be given to you shortly before the beginning of the year.

The President will send out an agenda along with other email attachments such as minutes from the prior meeting, current budget-to-actual reports, and others as necessary.

Regarding the budget for the Membership Committee, you will be advised of your budget for the year at the first Steering Committee meeting of the year. If any modifications to the budget should in your opinion be necessary, make a recommendation to the Treasurer in that regard. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions.

In the fall, you will be asked for your recommendations for the following year’s expense allocations. Generally, your expenses are posted to the following budget categories.

5030 – Directory Expense (which also includes printing membership cards)

5095 – Membership (e.g., your expenses for paper & ink used for printing various documents)

5100 – New Member Social

5191 – General Postage (mailing the directory to members paying the extra $2 in dues)

* Postage for mailing Directory to those who have paid for this service (5120 - Postage, Mailing Service)
* Paypal charges -- The only item the guild currently allows charged via Paypal is Membership Dues (5002 - Paypal Costs)

**VII. Other**

 **A. Newsletter submissions:**

You should submit articles about it being time to start paying dues (November and December newsletters) and about the final deadline for dues (January newsletter). The final deadline is the January guild meeting. Refer to the previous year’s newsletters for guidance.

All submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to mention something about a certain topic. The email address for the newsletter editor is:

newsletter@quilttallahassee.com

Newsletter deadlines are posted in every newsletter and can be viewed at:

http://quilttallahassee.com/about-quilters-unlimited/newsletters/.

 **B. Internet Communications**

1. Website Submissions

Website articles or dates are submitted to the website coordinator at

webcoord@quilttallahassee.com

As with newsletter articles, these are written exactly as they will be posted. Make sure that your articles provide information on how to obtain more information. Website postings can be made at any time, but you should expect there to be a delay between submitting your item and its appearance on the website.

 2. E-mail “Blasts”

You can request that urgent messages be sent via “email blast”, remembering that these will only reach guild members who have email. To request a “Blast”, send your wording to the President or the Email Coordinator.

 **C. Review of Website**

Review all membership related website pages and posts on a regular basis (at least every three months). If information has changed or is out-of-date, advise the website coordinator. This review is to assure that there are no errors, no duplications, and that the information has been published in a logical place on the Website. If you have concerns, coordinate with the Website Coordinator, specifying the page in question by its URL. Example:

<http://quilttallahassee.com/membership/forms/dues-payments/>

 **D. Guild Property**:

You will be provided with:

* This notebook
* The black book
* A box containing supplies (guest and new member tags)
* Pens
* A flash drive with all previous computer-based files for the membership position
* A key to the guild mailbox

 **E. Legal**

The Guild is a Tax Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects many of the filings that must be made with the IRS and State agencies, handling of funds, and other matters.

Best of luck to you in your new role!

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Membership VP?**

Yes, you should plan on attending every guild committee meeting. If you cannot attend, please arrange to have a back-up who understands the duties involved.

1. **Do I have to attend the steering committee meetings?**

Yes, you should plan on attending every steering committee meeting.

**Reimbursement Guidelines**

Use the QU Request for Reimbursement form. A master from which to make copies is in the notebook. Attach originals of receipts, using additional blank paper if needed. Tape the receipts to the form and circle the totals for reimbursement.

Normally, the Treasurer will be at the Meetings, and will have the Guild checkbook with her. If so, turn in the completed form with receipts to the Treasurer at the meeting. She should provide you with a check for the total reimbursement before the end of the meeting.

If the Treasurer is not present at the meeting, or you have elected to send in the request by mail, you may want to call the Treasurer if you need reimbursement to be expedited.

Keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and the quantities to purchase.

The Directory and Membership cards are a large expenditure. You can get a written bill from the printer and submit the request to the Treasurer who can provide you with a check for payment when the printing is complete. This does not require that you “front” the money for the printing.

End of Year Report \_\_\_\_\_\_\_ Office of Membership VP

 (year)

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What was most difficult for you in this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What was easiest for you in this role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Were there unusual expenditures?\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Helpful hints for future chairpersons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations for change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_