



***Freedom of Road Riders®***

## **Membership Handbook**

Revised 1/2022

# LOCAL MEMBERSHIP GUIDELINES INFORMATION ON HOW IT'S DONE

## Membership Submittal

At least once a month, the Local Secretary, Membership Secretary or Treasurer should send memberships to the State Membership Secretary for immediate processing.

1. 101 form – a two (2) part form listing New members, Renewals, Transfers, Information changes (i.e., name, address, etc.) and the amount being submitted. **Please record three (3) or more new or renewed members on the 101 form**, due to limited filing space (i.e. please don't send in a separate 101 form for each membership.)
2. All application cards or reminder postcard on each of the memberships submitted on the 101 form.
3. Check or money order issued by the local for the amount state on the 101 form. Remember checks need to have **two (2) signatures** pursuant to the FORR® By-laws.
4. You don't need to send separate checks for each 101.

Please send all +the above information to:

FORR®, Inc.  
C/O Tami McMinn  
1660 State Highway V V  
Powersite, MO 65731-3119

For questions call Tami McMinn, State Membership Secretary at (660) 342-4729, or e-mail at [membership@forr.net](mailto:membership@forr.net).

## Expirations

If a membership is about to expire, there are 3 steps you can follow to help keep up the membership in your local.

1. Remind the member 1 month prior to the expiration – this can be done through your local meeting reminder card, an email or telephone call.
2. Remind them again the actual month they expire.
3. If they still have not renewed send a personal letter asking what can be done to get them to renew their membership.

## Local Rosters

Each local will designate one (1) officer who will receive their local roster from the State Membership Secretary every month. This roster includes all current information the Central Committee has on record for all local members and officers. If your local membership secretary has email, this roster will be emailed directly to her/him. If the local membership secretary does not have email the roster will be mailed. If the roster is emailed, please respond letting the office know that there are no changes or email changes to the office. If the roster is mailed, please make any corrections and/or changes directly on the roster, sign and date the page that the changes are on and mail that copy to:

FORR®, Inc.  
C/O Tami McMinn  
1660 State Highway V V  
Powersite, MO 65731-3119

Only submit copies of 101 forms for members missing from the roster. The corrected roster will be filed with the local information retained by the Membership Secretary once the database and card files have been corrected. The information contained in the local roster is "Confidential". The roster will only be sent to the designated local contact. Each local is responsible for determining who receives the information within that local. Some locals will not distribute personal information to anyone. Some locals distribute personal information to all local members. Each local should take action at a regular business meeting to determine the policy for that local.

### **New Member Packets (optional)**

This is a good way to welcome new members. The packet can consist of:

1. Welcome letter
2. FORR® By-laws
3. Missouri map with all Local locations
4. Change of information and/or change of address form (copy found in the back of the Freedom Press)
5. Application card for renewal or to pass onto a friend

# The 101 Form

Please use this form for new and renewal members. It can also be used for member transfers, member change of information and/or address change information.

Please note transfer form and change of address/information forms on the following pages can be used also. Copy them as needed.

The 101 form is a 2-part form. White copies are to be mailed with your other documentation to the FORR® Membership Secretary. The canary copy is to be kept by your local treasurer for their records. If it is the old 3-part form, the local keeps the canary and pink copies.

Membership dues are \$30 per year. The \$30 per membership is to be sent with a 101 form and membership applications to the State Membership Secretary. The breakdown is \$25 goes to the State, \$5 goes towards each of the Locals State Obligation. Members are not allowed to renew more than **3 months prior** to their expiration date. The only exception is military personnel getting ready to go out of the country.

Life member maintenance (20+ years) is \$15 per year. Please send in the entire amount of \$15 – the local does **not** retain a portion of this amount. This money is for the cost of publishing the Freedom Press for the year.



Memberships\*   
 (New, Renew, Transfer, Info Change)  
 Donations   
 Product Line

Event Insurance   
 Newsletter Advertising   
 Other

Local # 99  
 Check # 000  
 Date 7-4-33  
 Signature J. Doe

Please make all checks payable to FORR®, Inc.

(\*please list ALL information to be recorded on members permanent record)

\$Amount

	\$Amount
Joe Rider (N) # 2002 Freedom Dr Apt F digital FP Freedom City MO 77701-4444 555-111-5555 freedom@rider.com r/b Joyce Rider	30.00
Joyce Rider (R) # 85972 no changes paper	30.00
(Reimbursement to Local # <u>99</u> Total \$Amount <u>10.00</u> )	Local Check Total \$ <u>100.00</u>

White—Corporate Canary—Local

FORR® 101 Form (10/84 Rev 7/22)

## Membership Applications

Below are examples of how the membership application should be properly filled out. Please make sure to fill them out completely and legibly. This is very important, as this will be the permanent record of the members.

**New Member** – Below is an example of the new member application for Joe Freedom. Notice that some of the lines on the application are Not Applicable to a new member.

Submit this card & payment to  
Freedom of Road Riders®, Inc., 1660 State Hwy V V, Powersite, MO 65731-3119

Name Joe Rider

Address 2002 Freedom Dr Apt F

City, State, Zip Freedom City MO 77701-4444

Phone 555 111-5555

Email Address Freedom @ rider.com

New  \$25.00 Renewal  \$25.00 previous member number if known # \_\_\_\_\_ Local # 99

Recruited by Joyce Rider Date of Application 7-4-33

Do you wish your Freedom Press by mail (paper)  or digital (email) ? — check one please

Do you want to receive emails regarding legislative information and actions?  Yes  No

Would you like do be a PAC (Political Action Committee) Supporter?  Yes  No  
You will receive a special patch. \$10.00

Please make checks payable to FORR®, Inc  
Activities in FORR® may be restricted due to age, insurance, state, federal or local regulations

**Membership Renewal** – Below is an example of the renewal application for Joyce Rider. Notice that the Membership # and Date Membership Expires lines are for the member renewing, not the member that recruited them.

Submit this card & payment to  
Freedom of Road Riders®, Inc., 1660 State Hwy V V, Powersite, MO 65731-3119

Name Joyce Rider

Address no changes

City, State, Zip \_\_\_\_\_

Phone (\_\_\_\_) (\_\_\_\_)

Email Address lady @ freedom.net

New  \$25.00 Renewal  \$25.00 previous member number if known # 85972 Local # 99

Recruited by \_\_\_\_\_ Date of Application 7-4-33

Do you wish your Freedom Press by mail (paper)  or digital (email) ? — check one please

Do you want to receive emails regarding legislative information and actions?  Yes  No

Would you like do be a PAC (Political Action Committee) Supporter?  Yes  No  
You will receive a special patch. \$10.00

Please make checks payable to FORR®, Inc  
Activities in FORR® may be restricted due to age, insurance, state, federal or local regulations

# Membership Incentive Program

Adopted May 15, 1994/Updated May 2022

The Membership Incentive Program works like this:

## **Incentive Programs Runs January 1st– December 31<sup>st</sup> of each year**

1. Non-Life Member sign up 10 new members to receive 1-yr membership\*  
Life member that pays maintenance (\$15 per yr) receives 1-yr membership\*  
Life member that receives digital Freedom Press will receive \$15 gift card\*  
\*all members signing up 10 new members will receive a supporter patch.
2. Sign up 15 more new members (25 total) will receive 1 free admission to the FEW Seminar plus FEW patch.
3. Sign up 10 more new members (25 total) to receive 1 free admission to the FEW Seminar.
4. Sign up 25 more new members (50 total) will receive a leather vest or \$100 gift card.

## **Definition of a New Member**

Someone who is brand new to FORR® or a previous member who has been expired for **1 year or more**. However, if the person is a previous member we try and get them their old membership number (#3 below)

## **Tips and Reminders**

The tips and reminders are for both officers and members of FORR®. Following these guidelines will help speed up the membership application process and allow us to have the most current information on record.

1. Submit application(s) with check or money order (cash acceptable if submitting in person) in a timely manner to FORR®, Inc. 1660 State Hwy V V, Powersite, MO 65731-3119.
2. Make sure names and addresses **are legible**. If a member moves or changes name, please let us know as soon as possible. Remember “The Freedom Press” is sent pre-sorted mail and does not get forwarded.
3. Once you have joined FORR® you are issued a membership number, that number is yours for life. Annual dues must be paid within 30 days of expiration to be a “current member”. So, when a member pays dues again, they are a renewal. A membership can be expired for several years, change locals, change their name, fall off the face of the earth and come back or whatever, they are still a **Renewal** so please be sure and ask if they have “ever” been a member. We will always give them back their original number and years if it can be located.
4. Recruitment credit is only given for new members and/or renewals that have been expired for one (1) year or more.
5. Transfer to another local must be submitted in writing by the individual. A member can only transfer once a year unless they come to the Central Committee meeting and plead their case.
6. Please allow 4-6 weeks for the processing of membership applications.
7. Please review local membership rosters carefully.
8. **Replacement rounds and chevrons for members.** Per the by-laws a member can replace these once with no questions asked. Round - \$6, chevrons - \$2 each. Request needs to be in writing with the member’s name, address, and membership number to the Membership Secretary.



## REQUEST FOR LOCAL TRANSFER

DATE \_\_\_\_\_

I would like to transfer from LOCAL \_\_\_\_\_ to LOCAL \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### SIGNATURE \_\_\_\_\_

(You can only transfer once per year)

**COMPLETE FORM AND MAIL TO:**

FORR®, INC.  
1660 State Hwy V V  
Powersite, MO 65731-3119

---



## CHANGE OF INFORMATION

DATE \_\_\_\_\_ NAME \_\_\_\_\_ MEMBER # \_\_\_\_\_ LOCAL \_\_\_\_\_

### NAME CHANGE

OLD NAME \_\_\_\_\_ NEW NAME \_\_\_\_\_

### ADDRESS CHANGE

PREVIOUS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PH#/FAX (     ) \_\_\_\_\_

**COMPLETE FORM AND MAIL TO:**

FORR®, INC.  
1660 State Hwy V V  
Powersite, MO 65731-3119