

TO: UMACRAO Colleagues  
FROM: Lori Beseler, Treasurer  
Rhonda Kitch, Membership Coordinator  
DATE: July 2014  
RE: Membership Renewal

It is time to renew UMACRAO membership for 2014 – 2015. Attached please find a renewal form and a list of current members for your institution. Please identify continuing members, new members, and members who should be removed. Also, please indicate any changes to titles and contact information. UMACRAO’s membership data is incomplete and has not been recently updated. Please assist us with these critical updates so we can ensure accurate data.

Also included is your institution’s point of contact. The point of contact is someone on your campus to whom we will send future membership renewals and/or collect institutional information. We would appreciate including updates to the POC information.

UMACRAO remains an inexpensive means to network with colleagues as well as providing professional development opportunities. All members receive the UMACRAO newsletter, other communication to keep current on issues pertinent to our profession, access to the membership directory, and invitations to participate in the annual conference and other workshops.

### **2014 – 2015 UMACRAO Dues Structure**

Institutional Membership – The annual fee paid by each institution is based on the enrollment reported for the preceding year’s fall enrollment. Institutional membership includes unlimited representatives from your institution.

Reporting 1- 4,999 students	\$60.00
Reporting 5,000 to 14,999 students	\$100.00
Reporting 15,000+	\$200.00

#### **Steps:**

- 1) Download and print the attached form
- 2) Update membership data
- 3) Send membership dues (payable to UMACRAO) to Lori Beseler, UMACRAO Treasurer, Winona State University, Maxwell 217, P.O. Box 5838, Winona, MN 55987
- 4) If you are interested in paying dues via credit card (PayPal), contact Rhonda Kitch at [Rhonda.k.kitch@ndsu.edu](mailto:Rhonda.k.kitch@ndsu.edu) for invoicing information. Please include your institutional size in the request, as well as the contact info for invoicing (institutional name, contact name and email).
- 5) **The deadline for dues and membership updates is August 15<sup>th</sup>.**

Thank you for your continued support of UMACRAO!