

January 2017



TO: PRSSA Chapter Presidents and Faculty Advisers
FROM: Jeneen Garcia, Executive Director PRSSA
RE: **March 2017 National Membership Dues. Deadline: March 1**

Below you will find the March 2017 Chapter Information sheet and instructions. Read the instructions carefully and submit your dues by March 1, 2017. The Chapter Information sheet is used not only to collect dues, but it is also our source for correct information about each Chapter. It is vital to help us provide benefits to your Chapter and its members.

PRSSA membership offers many exciting opportunities, and those who are active and take advantage of National and regional events, the Internship Center, competitions, scholarships and awards and leadership opportunities can attest to the significance of PRSSA membership. Your experience in PRSSA is important. If you have any suggestions, questions or problems that you would like to discuss, contact National Headquarters at (212) 460-1474 or prssa@prsa.org.

Submitting Dues

Follow these instructions to submit dues correctly.

- Ensure the Chapter Information Sheet is filled out completely.
- Record the name, address, graduation date, email address and phone number for each member in the Member List (XLS). **Do not list members who paid dues in November 2016.** The Member List can be downloaded at <http://www.prssa.prsa.org/chapters/leaders/dues/>.
- Attach both documents to one email and send to prssadues@prsa.org.

Collecting Dues

Follow these instructions to submit your dues payment correctly.

- PRSSA National dues are \$55 per person annually. If a student pays this dues period, their membership is active March 1, 2017 to Feb. 28, 2018.
- PRSSA National dues should be collected by your Chapter treasurer.
- PRSSA National dues must be submitted in a lump sum. Individual payments will not be accepted.
- The dues check must be a cashier's check, PRSSA Chapter check, university-authorized check or money order for the total amount. Personal checks will not be accepted.
- Make checks payable to "PRSSA." Ensure that your school's name is written on the check.
- Include a hard copy of the completed Chapter Information Sheet with your payment.

Dues and fees to PRSSA are deductible as ordinary business expenses, as provided by law, but dues and fees to PRSSA are not deductible as charitable contributions for federal income tax purposes.

Reminders

Before mailing the dues form and dues payment to PRSSA Headquarters, ensure the following:

- All sections of the Chapter Information sheet and Member List are filled out completely.
- You have provided an email address for each member.
- The Chapter Faculty and Professional Advisers listed are current PRSA members. The Faculty Adviser must teach at least one class at your school and your Professional Adviser must have at least five years of public relations experience or be Accredited. The Faculty Adviser and Professional Adviser may **NOT** be the same person.
- The check accompanying the Chapter Information sheet totals \$55 for each student listed and is payable to "PRSSA."
- You have kept a copy of your forms for your Chapter's records.

Mail your form and payment to PRSSA National, 120 Wall Street, 21th Fl., New York, NY 10005.

Deadline: March 1, 2017

March 2017 Chapter Information

Enclosed with this form is a single check (see requirements on previous page) for \$ _____, equal to the total PRSSA National dues of **\$55** for each student who is submitting dues for this dues period.

School _____

Chapter _____ Website _____

Chapter President _____

Phone _____ Email _____

Full Address _____

Vice President _____ Email _____

Secretary _____ Email _____

PR Director _____ Email _____

Treasurer _____ Email _____

Faculty Adviser _____ PRSA Member? Yes No

Faculty Adviser Mailing Address _____

Phone _____ Email _____

Professional Adviser(s) _____ PRSA Member? Yes No

Phone _____ Email _____

PRSA Sponsor Chapter _____

Student-run Firm (if applicable) _____

Firm Director _____ Email _____

Chapter Newsletter (if applicable) _____

Editor _____ Email _____

1. How often does your Chapter meet?
 Weekly Biweekly
 Monthly Other
2. How often does your eBoard meet?
 Weekly Biweekly
 Monthly Other
3. Do you have at least 10 members in your Chapter (including those joining now)?
 Yes No
4. Has your Professional Adviser earned Accreditation or have at least five years professional experience?
 Yes No
5. How much are your Chapter dues? _____
(Do not include \$55 PRSSA National dues)

6. When was the last time your Chapter reviewed the National Bylaws?
 This year Last year
 ≥ 3 years Never
7. How often does your Chapter participate in PRSA functions?
 At least once a month
 Twice a semester
 Once a semester
 Less than once a semester
 Never
8. About how many of your members become PRSA Associate Members?
 0-14% 15-29%
 30-45% More than 45%