

August 2017



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

Below you will find the November 2017 Chapter Information sheet and instructions. Read the instructions carefully and submit your dues by November 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](mailto: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 March 2017.** The Member List can be downloaded at <http://prssa.prsa.org/chapter-firm-resources/tools-for-chapter-leaders/dues-info/>
- **Attach both documents to one email and send to [prssadues@prsa.org](mailto: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 November 1, 2017 to Oct. 31, 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, 21<sup>th</sup> Fl., New York, NY 10005.

**Deadline: November 1, 2017**

### November 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%