**VSUAA Chapter Membership Submission Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Your Chapter** | Enter The Name of Your Chapter  |  | **Date of Submission** | Enter Date of Submission |
| **Total number of Chapter members being submitted (including officers):**  | Enter Total Number of Chapter Members Submitted |  | **Total Amount Being Submitted**  | Enter Total Amount Being Submitted |

All chapters must fill out this membership submission form when submitting names of financial chapter members to the VSUAA National Office. Download and attach additional sheets if you have more Chapter members than the slots provide. The information collected below will be used to update our database and personal information will **not** be published and/or distributed to the public.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name (First, Last)** | **Address** | **E-mail Address** | **Membership Type** | **Class Year** | **Amount Owed to VSUAA** |
| 1 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 2 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 3 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 4 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
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| 12 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 13 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 14 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 15 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |
| 16 | Enter text | Enter text | Enter text | Select Membership Type | Enter text | Enter text |

***Note: If you have additional members you would like to add to the membership roster, please download*** [***additional membership form***](Updated-VSUAA%20Membership%20Submission%20Form_Additional%20Page.docx) ***.***

**How to Submit your Membership Form:**

Thank you for taking the time to complete the Chapter Membership Submission Form. We understand the amount of time, energy and commitment you contribute to your chapter and we would like to thank you for your ongoing support.

Below you will find information on how to submit this membership form to the VSUAA national office. If at any point you have any questions, please contact Stephanie McNeil at (804) 524-5596 or via email info2@vsuaaonline.com.

1. *VSUAA will only accept reports submitted electronically*. If you cannot submit via email please contact Stephanie McNeil.
2. Enter the appropriate content per field, once all the content has been added, save the document as “VSUAA Membership Form (Name of Your Chapter Goes Here)” and send to membership@vsuaaonline.com .
3. Make sure to save the Membership Submission Form Template as a ***Microsoft word file not pdf***.
4. Make sure to title the email subject line. It should be (Chapter Name): 20xx Membership Submission Form.
5. Once you submit, you will receive an email confirming your submission.