**Responsibilities of Membership Data Manager**

I)  Maintain membership data spreadsheet.

   1)  Receive new and renewal applications from Membership Chair.  All applications will be maintained alphabetically in a binder for that Club Season.

   a)  New Members:

   - Add to data spreadsheet – send SS to Board of Directors, Website Liason & Nametag/Attendance Manager.  Send check (or cash) to Treasurer.
   - Add to activities spreadsheet – send SS to Board of Directors
   - Add to Mentor List – send to Mentor Chair and Volunteers
   - Create an FFGC New Members Form – Send copy of form to Treasurer.

   b)  Renewals:

   - Create a new spreadsheet for the ensuing Club Season.  Enter receipt of renewal onto spreadsheet.  Send check (or cash) to Treasurer.
   - Prepare a list of all renewals by no later than the May luncheon.  This list must be prepared per FFGC directions and submitted to FFGC Headquarters 4-6 weeks prior to their June 1$^{st}$ dues deadline.

   2)  Maintain Activities spreadsheet.

   3)  Supply reports to Board of Directors as requested.