

Dues Processing Schedule:

The following is the schedule and deadlines for NRHS chapters to send the necessary information to the national office for an efficient processing of dues for the 2010 dues year. Chapter dues spreadsheets will be sent to you in October. The deadline for returning the information will be November 9th. (You will have over one full month to remit your spreadsheet and check to the Society.)

Step 1

The National Electronic Dues Statement Spreadsheet is due on Monday November 9, 2009. The national office will send out an email to the chapter electronic billing contact confirming we have received your spreadsheet.

Step 2

By Friday November 13, 2009, a check for the dues must be received at Headquarters. The national office will send out an email to the chapter electronic billing contact confirming we have received your check.

Step 3

All update spreadsheet and New Member Spreadsheets with payment must be received by Friday November 20, 2009. Information not received by this day will not be processed until the next month's cycle.

Step 4

On November ³⁰~~9~~, 2009, the national office will send out an updated set of all spreadsheets, whether your chapter has submitted dues for the month or not. These are the spreadsheets that must be used for the next month.

Below is a list of the dues dates for each month.

Chapter Reporting Due Dates

Step 1	Step 2	Step 3	Step 4
9-Nov-09	13-Nov-09	20-Nov-09	³⁰ 9 -Nov-09
7-Dec-09	11-Dec-09	18-Dec-09	28-Dec-09
11-Jan-10	15-Jan-10	22-Jan-10	29-Jan-10
8-Feb-10	12-Feb-10	19-Feb-10	26-Feb-10
8-Mar-10	12-Mar-10	19-Mar-10	26-Mar-10
5-Apr-10	9-Apr-10	16-Apr-10	23-Apr-10