



## **MEMBERSHIP DUES COLLECTION INSTRUCTIONS** **for County Officers Submitting Membership Dues to CMAA**

### **Submitting State Membership Dues**

**Submitting state dues promptly ensures that our members receive their benefits soon after they join. Please forward state dues MONTHLY or as soon as you receive a new member's dues regardless of how few you may have. Indicate the batch number and year dues are being submitted for on the dues submission sheet. It is very important that all information for each member is **complete and correct, including email addresses.****

### **STEP 1: Update Membership Dues Spreadsheets**

Dues from new and renewing members should be entered in a spreadsheet, and any new or corrected contact information should be updated (in red) in the file. Please place an "X" in the 2017 column to indicate dues paid and be sure to enter the dues amount paid by each member.

State dues are:

Regular Member - \$30.00 + County Dues

Sustaining Member - \$15.00 + County Dues

Physicians-in-Training - \$5.00 + County Dues

Friend of Medicine - \$30.00 + County Dues

State dues optional for Past CMAA Presidents and CMAA Honorary Members

Help is available by contacting Sharon De St. Jeor/Tricia Hunstock, CMAA Co-Board Chairs at [cmaa@me.com](mailto:cmaa@me.com)

### **STEP 2: Complete the Membership Dues Submission Form**

Dues submissions should be summarized on the attached Dues Submission Sheet. **Please be sure to send this sheet to CMAA with your dues check along with a list of names and amount of dues paid for each member.**

### **STEP 3: Mail the following items to: CMA Alliance, PO Box 12605, Bakersfield, CA 93389-2605**

A list with full names, addresses and amount of dues paid included in the batch.

Completed Membership Dues Submission Cover Sheet.

Check **payable to CMA Alliance.**

### **STEP 4: Email the following items to Kathy Hughes - [cmaakathy@gmail.com](mailto:cmaakathy@gmail.com)**

**Spreadsheet with your county's complete membership information in CMAA format.**

• **Send AMAA dues directly to: (Information sheets attached.)**

AMA Alliance, 550M Ritchie Highway #271, Severna Park, MD 21146-2925