

## MnBS HOW TO PROCESS A MEMBERSHIP

1. ACCEPTING MEMBER APPLICATIONS
  - a. YOU WILL NEED A LEGIBLE COPY OF THE FOLLOWING INFORMATION TO PROCESS A MEMBERSHIP
    - i. NEW OR RENEWAL
    - ii. TYPE OF MEMBERSHIP (INDIVIDUAL, HOUSEHOLD, SPONSOR, 1-YEAR, 3-YEAR OR LIFETIME)
    - iii. NAME(S) OF MEMBER(S) AS THEY WANT IT TO APPEAR ON THE MEMBERSHIP CARD
    - iv. MAILING ADDRESS
    - v. EMAIL ADDRESS (OPTIONAL BUT RECOMMENDED)
    - vi. TELEPHONE (OPTIONAL BUT RECOMMENDED)
    - vii. IS APPLICANT A MUSICIAN? IF SO, GET A LINK FOR THEIR WEB SITE IF APPLICABLE
2. ACCEPTING PAYMENT
  - a. CASH, CHECK OR CREDIT CARD (IF THE CARD READER IS AVAILABLE OR ONLINE ACCESS TO PAYPAL IS AVAILABLE)
  - b. MAKE SURE THAT THE AMOUNT IS CORRECT FOR THE CATEGORY OF MEMBERSHIP DESIRED
3. DEPOSIT PAYMENT
  - a. DEPOSIT CASH AND CHECKS TO ANY TCF BANK LOCATION INCLUDING CUB STORES
  - b. OUR ACCOUNT IS: MINNESOTA BLUES SOCIETY #5441551330
  - c. BE SURE THAT THE TREASURER IS INFORMED OF THE DEPOSIT
4. DATABASE ENTRY
  - a. CHECK DATABASE TO SEE IF MEMBER IS NEW OR RENEWAL
  - b. ASSIGN THE NEXT AVAILABLE NUMBER TO ANY NEW MEMBERSHIP RECEIVED
  - c. RECORD ALL OF THE INFORMATION FROM THE MEMBER APPLICATION
  - d. BE SURE TO RECORD DATE MEMBERSHIP WAS RECEIVED AND DATE OF EXPIRATION
  - e. MAKE NOTE IF MEMBER IS A MUSICIAN
5. CREATE MEMBERSHIP CARD, THANK YOU RECEIPT AND ENVELOPE
  - a. IF YOUR DATABASE IS SET UP CORRECTLY, YOU SHOULD BE ABLE TO USE YOUR WORD PROCESSOR TO CREATE MEMBERSHIP CARDS, THANK YOU RECEIPTS AND ENVELOPES DIRECTLY FROM THE DATABASE (SEE ATTACHED SAMPLE DOCUMENTS. THE LAST DOCUMENT IS A SAMPLE OF A "MERGE" DOCUMENT)
  - b. LAMINATE THE MEMBERSHIP CARD
  - c. ENCLOSE A COPY OF THE MEMBER DISCOUNTS AND SPONSORS LIST WITH MEMBERSHIP
  - d. ENCLOSE A MnBS STICKER WITH THE MEMBERSHIP (OPTIONAL)
  - e. ENCLOSE ANY FLYERS FOR UPCOMING MnBS EVENTS (OPTIONAL)
6. SEND COPY OF PROCESSED MEMBERSHIP TO TREASURER



MINNESOTA BLUES SOCIETY  
PO BOX 580704  
MINNEAPOLIS, MN 55458

MEMBER INFORMATION:

August 4, 2014

#1 - 924

Re: ^

FCUA & a

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Phone: 651-2

E-mail: &@••!^&|!â•@yahoo.com

Web URL:

Dear Re: ^:

Welcome and thank you for joining the Minnesota Blues Society. Your membership is good through the year ending 12/31/2015. Our records show that you made a donation of \$20.00 on 08/02/2014. Please keep this letter for your tax records. Your generous donation will help the Society with ongoing projects such as Blues For Kids, musician's profiles, historical documentation, the Minnesota Blues Hall of Fame, the Road To Memphis Challenge and our efforts to enhance and celebrate the blues music environment throughout the region.

Please be sure that we have your current contact information listed above. We urge you to attend Society events and share your ideas about what you would like to see your Blues Society accomplish. We will continue to build on our Members' Discount Program. If you have any merchants in mind that you would like to see in this program, please let us know. (See the enclosed sheet for details). The Minnesota Blues Society Coupon Code for Alligator Records is: MNBLUES.

Check our weekly "Blues Notes" email for upcoming events. If you are not receiving the "Blues Notes", please contact us and let us know. Please mark your calendar for the Mn Blues Hall of Fame Ceremony on Sunday, October 5 at Wilebski's Blues Saloon, St Paul.

Thanks for your continued support,

Minnesota Blues Society  
Membership Services Committee  
web site: [www.mnbs.org](http://www.mnbs.org)  
email: [info@mnbs.org](mailto:info@mnbs.org)

**The Minnesota Blues Society is a 501(c)(3) nonprofit organization. Your contribution is tax deductible to the extent allowed by the law. This letter will serve as your receipt for tax purposes and certify that you did not receive any goods or services in exchange for your donation.**



Jane Doe  
MEMBER

# 1 - 924

GOOD THRU 12-31-2015

[www.mnbs.org](http://www.mnbs.org)



MINNESOTA BLUES SOCIETY

PO BOX 580704

MINNEAPOLIS, MN 55458

JANE DOE

2120 S MICHIGAN AVE

CHICAGO, IL 60616





MINNESOTA BLUES SOCIETY  
PO BOX 580704  
MINNEAPOLIS, MN 55458

MEMBER INFORMATION:

August 4, 2014

#FIELD(Type) - FIELD(Num)  
FIELD(Fname) FIELD(Lname)  
FIELD(Street)  
FIELD(City), FIELD(St) FIELD(Zip)  
Phone: FIELD(Phone)  
E-mail: FIELD(E-mail) FIELD(E-mail2)  
Web URL: FIELD(Web)

Dear FIELD(Salutation):

IF(FIELD(Type)=H AND FIELD(Class)=N1H OR FIELD(Class)=N3H)INSERT>Welcome and thank you for joining the Minnesota Blues Society. Your memberships are good through the year ending 12/31/FIELD(Year). Our records show that you made a donation of \$FIELD(Amount)00 on FIELD(Date).DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON ) ELSE IF(FIELD(Type)=I AND FIELD(Class)=N1I)INSERT>Welcome and thank you for joining the Minnesota Blues Society. Your membership is good through the year ending 12/31/ FIELD(Year). Our records show that you made a donation of \$FIELD(Amount)00 on FIELD( Date).DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd)) CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF( FIELD(Type)=I AND FIELD(Class)=N3I)INSERT>Welcome and thank you for joining the Minnesota Blues Society. Your membership is good through the year ending 12/31/FIELD( Year). Our records show that you made a donation of \$FIELD(Amount)00 on FIELD(Date). DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES( WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON ) CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF( FIELD(Type)=I AND FIELD(Class)=A1I)INSERT(Congratulations, you won the bid for the MnBS gift basket which included a membership to the Minnesota Blues Society. Your membership is good through the year ending 12/31/FIELD(Year). DOCUMENT( Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(WHILE(FIELD( Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON ) ELSE IF(FIELD(Type)=H AND FIELD(Class)=R1H)INSERT(Thank you for renewing your Minnesota Blues Society memberships. Your memberships are good through the year ending 12/31/FIELD(Year). Our records show that you made a donation of \$FIELD(Amount)00 on FIELD(Date).DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd) )CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(FIELD( Type)=I AND FIELD(Class)=R1I)INSERT(Thank you for renewing your Minnesota Blues

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MINNESOTA BLUES SOCIETY  
PO BOX 580704  
MINNEAPOLIS, MN 55458

Society membership. Your membership is good through the year ending 12/31/**FIELD(Year)**. Our records show that you made a donation of \$**FIELD(Amount)**00 on **FIELD(Date)**.  
**DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(**  
**WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(FIELD(Type)**  
**=H AND FIELD(Class)=R3H)INSERT(Thank you for renewing your 3-year Household**  
**Membership in the Minnesota Blues Society. Your memberships are good through the year**  
**ending 12/31/FIELD(Year). Our records show that you made a donation of \$FIELD(Amount)**  
**00 on FIELD(Date).DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You**  
**Text.wpd))CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(**  
**FIELD(Type)=I AND FIELD(Class)=R3I)INSERT(Thank you for renewing your 3-year Individual**  
**Membership to the Minnesota Blues Society. Your membership is good through the year**  
**ending 12/31/FIELD(Year). Our records show that you made a donation of \$FIELD(Amount)**  
**00 on FIELD(Date).DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Thank You**  
**Text.wpd))CODES(WHILE(FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )**  
**ELSE IF(FIELD(Type)=C AND FIELD(Class)=R1S)INSERT(Thank you for renewing your 1-**  
**Year Silver Sponsor Membership in the Minnesota Blues Society. Your membership is good**  
**through the year ending 12/31/FIELD(Year). Our records show that you made a donation of \$**  
**FIELD(Amount)00 on FIELD(Date).DOCUMENT(**  
**Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))ELSE IF(FIELD(Type)=LT**  
**AND FIELD(Class)=NLT)INSERT(Thank you for joining as a Lifetime Member of the**  
**Minnesota Blues Society. Our records show that you made a donation of \$FIELD(Amount)00**  
**on FIELD(Date). As a Lifetime Member, we hope you will take an active part in MnBS**  
**activities and help us to shape the future of you Blues Society.DOCUMENT(**  
**Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(WHILE(FIELD(**  
**Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(FIELD(Class)=G)INSERT(**  
**DOCUMENT(Y:\Documents\Documents\2013MnBS\Forms\Gift Text.wpd))CODES(WHILE(**  
**FIELD(Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(FIELD(Type)=C AND**  
**FIELD(Class)=R1G)INSERT(Thank you for renewing your Gold Sponsor Membership to the**  
**Minnesota Blues Society. Our records show that you made a donation of \$FIELD(Amount)00**  
**on FIELD(Date). Your support is greatly appreciated and we hope that together we can**  
**continue to "Keep the Blues Alive" in Minnesota.DOCUMENT(**  
**Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(WHILE(FIELD(**  
**Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )ELSE IF(FIELD(Type)=C AND FIELD(**  
**Class)=K)INSERT(As part of our "In-Kind" agreement, MnBS is issuing a membership to**  
**FIELD(Business) in your name. Your support is greatly appreciated and we hope that together**  
**we can continue to "Keep the Blues Alive" in Minnesota.DOCUMENT(**  
**Y:\Documents\Documents\2013MnBS\Forms\Thank You Text.wpd))CODES(WHILE(FIELD(**  
**Lname) NOT 0)NEXTRECORD ENDWHILE PAGEON )**

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(THIS IS THE "THANK YOU TEXT.WPD")

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email: [info@mnbs.org](mailto:info@mnbs.org)