January 13,2021

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***Each Association President will receive listed roster information forms in Association Dues Packet. Please read below each new form and how to update and submit for LCUSA database.***

Form One: **ASSOCIATION ROSTER**. The current information LCUSA received prior year during collecting dues.

Form Two: **ASSOCIATION ROSTER UPDATE FORM**. A separate form to add in new members, members not listed, or members no longer active in the Association.

Form Three: **OFFICER UPDATE FORM**. This is where you can update the Association officer roles for most recent information for LCUSA database.

**Your regional VP will send you a roster for your Association with the dues packet. The idea is you can cross reference what LCUSA has on file for your Associations members. The blank template form will be used to add new members, make changes to current members or names to be taken off. Please send back the Association Roster Update Form AND Officer Update Form ONLY.**

As of April 2020 LCUSA, has been working with a database team to update all members in LCUSA. This database is to ensure all members will receive mailings. This also helps with information on our website and helps members have the most current information for each association. It is incredibly important that this form be used as requested. LCUSA will no longer accept any other form of roster besides forms provided each year at dues. These forms will also be posted on the website so any President can access them to update rosters throughout the year to make any changes.

When roster forms are completed, please send back to the National Office via email or USPS mail for database record. Along with sending to the National office, please send them directly to Andrew Clark, leader of the database team to the following:

**data.ladiesofcharity@gmail.com**

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If you have any questions, please email Andrew Clarke and Nicki Giles at data.ladiesofcharity@gmail.com, or call or text (916) 813-2465 and leave a message.

Thank you all for your cooperation as we work together to manage our database to ensure all members revive mailings and we can maintain most recent information for our members.