

1  **AAUW-IL****Fall Conference****Breakout Session**

FINANCE:

Deciphering the Member Services Database

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2  **Member Services Database 1**

- [My Profile / My Membership Card](#)
- Includes name, branch, contact info, date joined, contributions.
- [State/Branch Logo](#)
- Six different versions of your branch logo are available
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3  **Member Services Database 2**

- [State Branch Profile \(Status\)](#)
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- [Branch Status - IL4060](#)
- [State Status - IL](#)
  - The status is either 501c(3) charitable organization or 501c(4) Non-profit organization as recognized by the IRS
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4  **Member Services Database 3**

- [File IRS Form 990-N](#)
- [Branch File IRS Form 990-N](#)
- [State File IRS Form 990-N](#)
- Extremely important to file the IRS Form 990-N
- Very easy to file through National
- Usually available from May-Sept.
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5  **Member Services Database 4**

- [College and University](#)
- [CU Partners and Reps Roster \(Select All or State\)](#)
- [Student Affiliate Roster \(Select All or State\)](#)
- [E-student affiliate prospect \(BR\)](#)
- [Branch Member Contact Maintenance / Membership Cards](#)
- Branch Presidents, Finance Officers, and/or Membership Officers need to have branch

maintenance rights to keep these records up to date.

#### 6 **Member Services Database 5**

- [Grant branch maintenance rights](#)
- The branch president has the responsibility to grant branch maintenance rights to certain branch officers.
- Typically granted to membership and finance officers to make changes as needed to member information.

#### 7 **Member Services Database 6**

- [State & Branch officer listing](#)
- At the end of each year, before June 30, the current president needs to list all of the officers/board members of the branch that will be serving the following year, even if some are continuing in the same position.
- AAUW National asks that a new list be submitted each year on the member services database.

#### 8 **Member Services Database 7**

- [State/Branch Gift History](#)
- [Branch Contribution](#)
- [State Contribution](#)
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#### [State Nat'l Member Roster](#)

You can see a list of all AAUW National members from Illinois, or any other state. These are members who do not belong to local or state AAUW. If any are in your branch area, you might contact them and invite them to your local functions.

#### 9 **Member Services Database 8**

- [Membership Payment Program \(MPP\)](#)
- [Renew My Membership](#)  
Individual members can renew or check membership status
- [Branch MPP Opt-In Program](#)
  - This convenient, optional plan allows members to pay online directly and National will transmit dues back to local branch. The branch's bank name, routing number and account number are required for the electronic transmittal of dues. Fill out the form online.
- [Branch MPP Dues Payment Entry](#)
  - For members who pay by check to the branch, the finance officer can pay both state and national by credit/debit card by following the steps here. Paying national and state by check is still an option. (More details available)
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#### 10 **Member Services Database 9**

- [Branch MPP Member Roster](#)
  - You can obtain a complete list of branch members here.
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- [Branch MPP Dues Summary](#)
  - Lists the dues amount paid and date submitted; gives a member count summary; lists any payment electronically sent to the branch
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- [Shape the Future Discount Link](#)
- This was a special discount option for new members. Details online.
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- [State MPP Opt-In Program](#)
- [State MPP Dues Summary](#)
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#### 11 **Member Services Database 10**

- [Branch Member Roster](#)
- Complete list of all the branch members.
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- [Branch Contribution Report Form](#)
- List of all contributions from branch members.
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#### 12 **Member Services Database**

- QUESTIONS
- COMMENTS
- DISCUSSION
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