

IAAP Razorback Chapter  
Membership Enrollment Payment Plan Instructions

There are three (3) actual plans:

- Plan 1. This plan is for current members who, due to financial restrictions, would like to take advantage of the payment plan to renew their dues. In this case, final payment must be completed 15 days prior to their membership expiration.
- Plan 2. This plan is for past members who would like to renew their membership using a payment plan. Note: this rate includes the \$15 reinstatement fee charged by headquarters.
- Plan 3. This plan is for new members. Using this plan, once the first payment is made – the individual is treated as a new chapter member and receives the benefits of chapter membership though unable to hold an office or chair a committee. The individual would be installed and pinned once final payment is made and membership information is received from headquarters. Note: this rate includes the \$15 processing fee charged by headquarters.

Using any of these plans, the appropriate fees are divided into three (3) payments. The individuals using the plan have three complete months from the first payment date to submit the other two payments of their plan. If the individual does not meet this deadline, the monies applied to payment(s) are returned to the individual less a \$15 handling fee. This is designed to keep the individual restricted to three months to pay all three payments and to also decrease the amount of tracking time required by the Membership Chair and the Treasurer in regards to these plans.

Action Required:

1. The Membership Chair fills in the individual's name and the date.
2. The individual chooses a plan and gives the membership chair the first payment (the membership chair then notes the amounts for that appropriate plan on the form and lists the total).
3. The Membership Chair writes on the bottom of the plan the date the first payment is received, the deadline date for completion (3 months from the date the first payment is made) in the next two blanks.
4. The individual signs and dates the form.
5. Copies of the form are given to the individual and the Chapter Treasurer; the Membership Chair retains the original. Note: the Membership Chair and Treasurer track the payments.

---

Member signature

---

Date

---

Membership Chair signature