TO: State FCE Treasurers & Presidents

FROM: Martha Crawford, National FCE Treasurer

RE: Membership list information

The enclosed instructions are for your information for submitting membership forms and membership dues.

(You will also need to have communications with your state president so that she knows who your members

are and the dollars received.) If you are a retiring treasurer, please pass this letter on to your successor.

Note: Instructions are also being sent to your state president.

Members need to realize that it is important to supply the address where they actually receive their mail,

whether it be a curb side (street address), at the local post office (PO Box Number), or the new 911 address that

many counties/parishes have adopted (some counties/parishes still do use Route and Box numbers).

As soon as a new member joins National, the club or county/parish treasurer should send the new member’s name

with address to Headquarters so a new member packet welcoming them to NAFCE can be mailed. A note should

be sent along with the form as it then is sent to the county/parish, region and to the state treasurer indicating that

Headquarters has received the name and address.

The auditors, and in turn the IRS, will question how our organization can be sustained by just Membership dues.

Proving the source of our funds since 9/11/01 has been a key issue. We need to validate every member with

a signed form on the proper year form. Again, the States may personalize their forms with the same criteria as

before. You and your state President receive the basic 2026 form. You are instructed that if you

want to change the form, such as adding your state logo (needs to be smaller than the national logo) or other

state information, that you need to send a sample to the National President and Treasurer for approval before

giving to your membership.

For the remainder of this year, continue to use Form A2026. You will begin using Form A2026 when you send

membership lists by December 1, 2025 for 2026.

Please send all signed membership forms with a form A2026 to Headquarters, as per our Bylaws. A

spreadsheet in Excel with all names, in alphabetical order, should be sent to Headquarters and to the

National Treasurer. Checks, made out to National FCE, for membership dues with a form A2026 are to be

mailed to the National Treasurer. The first mailing must be post-marked before Dec 1st. Each time names are

submitted they should be sent with a form A2026 with a succeeding Batch # indicated. There is no need to

send the entire membership list each time a new name is submitted. Make several copies of a blank A2026

for future use during the year as new members are added. You can email me to get form A2026 as an

attachment for your use.

National FCE Treasurer

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