



Freedom of Road Riders®

Membership Handbook

Revised 1/2022

LOCAL MEMBERSHIP GUIDELINES INFORMATION ON HOW IT'S DONE

Membership Submittal

At least once a month, the Local Secretary or Membership Secretary or Treasurer should send memberships to the State Membership Secretary for immediate processing.

1. 101 form – a two (2) part form listing New members, Renewals, Transfers, Information changes (i.e. name, address, etc.) and the amount being submitted. **Please record three (3) or more new or renewed members on the 101 form**, due to limited filing space (i.e. please don't send in a separate 101 form for each membership.)
2. All application cards or reminder postcard on each of the memberships submitted on the 101 form.
3. Check or money order issued by the local for the amount state on the 101 form. Remember checks need to have **two (2) signatures** pursuant to the FORR® By-laws.
4. You don't need to send separate checks for each 101.

Please send all +the above information to:

FORR, Inc.
C/O Kerri Lewis
1350 Greenway Chase Drive. Florissant, MO 63031

For questions call **Kerri Lewis**, State Membership Secretary at (660) 342-4729, or e-mail at membership@forr.net.

Expirations

If a membership is about to expire, there are 3 steps you can follow to help keep up the membership in your local.

1. Remind the member 1 month prior to the expiration – this can be done through your local meeting reminder card, an email or telephone call.
2. Remind them again the actual month they expire.
3. If they still have not renewed send a personal letter asking what can be done to get them to renew their membership.

Local Rosters

Each local will designate one (1) officer who will receive their local roster from the State Membership Secretary every month. This roster includes all current information the Central Committee has on record for all local members and officers. If your local membership secretary has email, this roster will be emailed directly to her/him. If the local membership secretary does not have email the roster will be mailed. If the roster is emailed please respond letting the office know that there are no changes or email changes to the office. If the roster is mailed please make any corrections and/or changes directly on the roster, sign and date the page that the changes are on and mail that copy to:

**FORR, Inc.
C/O Kerri Lewis
1350 Greenway Chase Drive. Florissant, MO 63031**

Only submit copies of 101 forms for members missing from the roster. The corrected roster will be filed with the local information retained by the Membership Secretary once the database and card files have been corrected. The information contained in the local roster is "Confidential". The roster will only be sent to the designated local contact. Each local is responsible for determining who receives the information within that local. Some locals will not distribute personal information to anyone. Some locals distribute personal information to all local members. Each local should take action at a regular business meeting to determine the policy for that local.

New Member Packets (optional)

This is a good way to welcome new members. The packet can consist of:

1. Welcome letter
2. FORR® By-laws
3. Missouri map with all Local locations
4. Change of information and/or change of address form (copy found in the back of the Freedom Press)
5. Application card for renewal or to pass onto a friend

The 101 Form

Please use this form for new and renewal members. It can also be used for member transfers, member change of information and/or address change information.

Please note transfer form and change of address/information forms on the following pages can be used also.

The 101 form is a 2-part form. White copies are to be mailed with your other documentation to the FORR® Membership Secretary. The canary copy is to be kept by your local treasurer for their records.

Membership dues are \$25 per year. \$25 per membership is to be sent with a 101 form and membership applications to the State Membership Secretary. The breakdown is \$20 goes to the State, \$5 goes towards each of the Locals State Obligation. Members are not allowed to renew more than 3 months prior to their expiration date. The only exception is military personnel getting ready to go out of country.

Life member maintenance (20+ years) is \$15 per year. Please send in the entire amount of \$15 – the local does **not** retain a portion of this amount. This money is for the cost of publishing the Freedom Press for the year.



MONIES EXPLANATION - LIST INDIVIDUALLY

Memberships*

(New, Renew, Transfer, Info. Change)

Donations

Product Line

Event Insurance

Newsletter Advertising

Other

Local #

99

Check #

777

Date

3-11-21

Signature

Jane Doe

Please make all checks payable to FORR, Inc.

(*please list all information to be recorded on members permanent record)

\$Amount

N - Joe Freedom	25.00
2002 Freedom Dr. Apt F	
Freedom City MO 77777-7777	
816-555-1234 Freedom@freedom.com	
R/B Joyce Rider	
R - Joyce Rider # 69991	25.00
2000 Freedom Dr Apt A	
Freedom City MO 77777-7777	
816-555-4321 lady@freedom.net	

(Reimbursement to Local 99 Ttl. \$Amount 10.00)

Local Check Total \$ 50.00

White / Corporate - Canary / Local

FORR® 101 FORM (10/84, Rev. 7/20)

Membership Applications

Below are examples of how the membership application should be properly filled out. Please make sure to fill them out completely and legibly. This is very important, as this will be the permanent record of the member.

New Member – Below is an example of the new member application for Joe Freedom. Notice that some of the lines on the application are Not Applicable to a new member.

Submit this card & payment to:

Freedom of Road Riders®, Inc., 1660 State Hwy V V, Powersite MO 65731-3119

Name Joe Freedom
Address 2002 Freedom Dr Apt F
City, State, Zip Freedom City MO 77777-7777
Ph# (816) 555-1234
E-Mail Address freedom @ freedom.com
New \$25.00 Renew (Previous Member) \$25.00 Local # 99
Membership # (if renewal) _____ Date Membership Exp. (if renewal) _____
Date of Application 3-11-21 Recruited By Joyce Rider #69991
Do you want to receive emails regarding legislative information and actions? Yes No
Would you like to be a PAC (Political Action Committee) Supporter?
You will receive a special supporter patch \$20.00
Please make checks payable to FORR, Inc.
Activities in FORR may be restricted due to age, insurance, state, federal or local regulations.

Membership Renewal – Below is an example of the renewal application for Joyce Rider. Notice that the Membership # and Date Membership Expires lines are for the member renewing, not the member that recruited them.

Submit this card & payment to:

Freedom of Road Riders®, Inc., 1660 State Hwy V V, Powersite MO 65731-3119

Name Joyce Rider
Address 2000 Freedom Dr Apt A
City, State, Zip Freedom City MO 77777-7777
Ph# (816) 555-4321
E-Mail Address lady @ freedom.net
New \$25.00 Renew (Previous Member) \$25.00 Local # 99
Membership # (if renewal) 69991 Date Membership Exp. (if renewal) 3-31-21
Date of Application 3-11-21 Recruited By _____
Do you want to receive emails regarding legislative information and actions? Yes No
Would you like to be a PAC (Political Action Committee) Supporter?
You will receive a special supporter patch \$20.00
Please make checks payable to FORR, Inc.
Activities in FORR may be restricted due to age, insurance, state, federal or local regulations.

Membership Incentive Program

Adopted May 15, 1994

The Membership Incentive Program works like this...

Incentive Programs Runs From the time a member signs up

1. Sign up 10 new members to receive FORR® ball cap
2. Sign up 5 more new members (15 total) to receive 1 year membership renewal and supporter patch
3. Sign up 10 more new members (25 total) to receive 1 free admission to the FEW Seminar
4. Sign up 25 more new members (50 total) to receive 1 additional free admission to the FEW Seminar and a paid motel room
5. Sign up 50 more new members (100 total) to receive a leather jacket or gift certificate for \$250

Definition of a New Member

Someone who is brand new to FORR® or a previous member who has been expired for **1 year or more**. However, if the person is a previous member we try and get them their old membership number(#3 below)

Tips and Reminders

The tips and reminders are for both officers and members of FORR®. Following these guidelines will help speed up the membership application process and allow us to have the most current information on record.

1. Submit application(s) with check or money order (cash acceptable if submitting in person) in a timely manner to FORR, Inc. 1660 State Hwy V V, Powersite, MO 65731-3119.
2. Make sure names and addresses **are legible**. If a member moves or changes name, please let us know as soon as possible. Remember "The Freedom Press" is sent pre-sorted mail and does not get forwarded.
3. Once you have joined FORR® you are issued a membership number, that number is yours for life. Annual dues must be paid within 30 days of expiration to be a "current member". So, when a member pays dues again, they are a renewal. A membership can be expired for several years, change locals, change their name, fall off the face of the earth and come back or whatever, they are still a **Renewal** so please be sure and ask if they have "ever" been a member. We will always give them back their original number and years if it can be located.
4. Recruitment credit is only given for new members and/or renewals that have been expired for one (1) year or more.
5. Transfer to another local must be submitted in writing by the individual. A member can only transfer once a year unless they come to the Central Committee meeting and plead their case.
6. Please allow 4-6 weeks for the processing of membership applications.
7. Please review local membership rosters carefully.
8. **Replacement rounds and chevrons for members**. Per the by-laws a member can replace these once with no questions asked. Round - \$6, chevrons - \$2 each. Request needs to be in writing with the member's name, address and membership number to the General Office.



REQUEST FOR LOCAL TRANSFER

DATE _____

I would like to transfer from LOCAL _____ to LOCAL _____

Name _____

Address _____

City, State, Zip _____

SIGNATURE

(You can only transfer once per year)

**COMPLETE FORM AND MAIL TO:
FORR, Inc.
C/O Kerri Lewis
1350 Greenway Chase Drive. Florissant, MO 63031**



CHANGE OF INFORMATION

DATE _____ NAME _____ MEMBER # _____ LOCAL _____

NAME CHANGE

OLD NAME _____ NEW NAME _____

ADDRESS CHANGE

PREVIOUS ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

NEW ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PH#/FAX () _____

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