

INFORMATION FOR NEW SCCQG REPS

Membership

- Use the officer update form (found on the Membership page) to provide name and contact information for your newly elected board members
- Membership dues and Insurance premium are due October 1
- Renewal reminders are in the September 1 newsletter
- Use the **online membership form** to renew your membership

Insurance

- Cost for guilds is currently \$3.25 per member at the time of renewal
- Policy term is from September 29 through September 28 of the following year
- Request your insurance certificates (certs) online at sccqg.org/insurance
- Review the insurance instructions on the website
- Be sure to provide the proper documentation if requested.
- Two types of insurance certs – proof of insurance and proof of insurance with additional insured

Treasurer

- All checks go to the treasurer – membership, insurance premium, insurance certs, etc.
- Check the Membership page or Insurance page for the treasurer's address
- Treasurer only wants checks; no membership forms, insurance contracts, etc.
- Checks must be made out to "SCCQG" - nothing else

Programs

- If your guild is interested in hosting a quarterly meeting (January, July, October), please contact Stephania Bommarito at programchair@sccqg.org
- **Meet The Teacher** is held each April. You can see short presentations by area teachers, visit their booths, and fill your guild's programs for the year at this event.
- If you have topics of interest that you would like us to cover, also contact Stephania

Newsletter

- Always open to receiving articles about special projects in your guild
- Published March 1, June 1, September 1, December 1
- Due date is usually the 15th of the month prior
- Send information to newsletter@sccqg.org

Website

- Virtual walkthrough of the website