

Membership Application(s)

1. Return membership application to :
NBSTC
Office of the Treasurer
Lateka Alexander
P.O. Box 36424
Oklahoma City, Oklahoma 73136
2. Treasurer receives and ensures the membership application is complete.
3. Deposit fees into the NBSTC business account.
4. Provides Applicant with email confirmation and electronic receipt of the new membership application.
 - a. When receiving numerous new membership applications from Chapters, email confirmation will be sent to the Affiliate Chapter Treasurer and Secretary.
5. The Applicant's name, address, contact phone numbers and email address is forwarded to the:
 - a. National Financial Secretary-who will list the members name in his next report to the national executive board.
 - b. National Correspondence Secretary –who will add the member's name, according to his state to the national correspondence list. The new members name will be added to the New Members section of the next newsletter.
 - c. The appropriate State Chapter Secretary or State Representative.
 - d. The National Secretary will email each applicant :
 - i. A Welcome correspondence on NBSTC letterhead
 - ii. A copy of the NBSTC by-laws
 - iii. National Officers contact information
 - iv. A List of State Presidents/ State Representatives
6. The original application will be forwarded to the National Secretary, who will maintain the application as part of the records for the fiscal year.
7. The National Secretary will provide State Chapter Secretary with membership(s) card, to defray mail cost. Individual member's membership card will be return by mail.
 - a. Membership Card will identify:

- i. a list of available membership benefits
- ii. Executive Board meetings and Summer Training Conference scheduled locations
- iii. NBSTC Goals and Objects