



Master Clubs!

Charter Renewal 2017-2018 Application

Chartered Member Benefits

These are the services provided through the charter fee:

- ▶ Communication to leaders through brochures, our website at www.masterclubs.org, and emails.
- ▶ Free helpdesk for your leaders at (800) 451-5023.
- ▶ The eligibility to enter any of our three levels of competition each year: Mailbox Contests, Regionals, and the Grand National Pine Car Derby.
- ▶ \$5 of each charter fee is designated to fund the Ambassador College Scholarship.
- ▶ Free Registration for one Master Clubs Director at the annual Loving and Leading Conference. (www.lovingandleading.org)

Charter Renewal Instructions

- ▶ **Please print all information on this form.**
- ▶ **For each contact, please fill in the name, phone, and email information.**
- ▶ **Your current charter will expire May 31, 2017**
- ▶ Charter fees are not refundable.
- ▶ For security purposes, any name or address changes made throughout the year must be submitted in writing on **church letterhead** if not turned in on this form.
- ▶ In order to make your renewal process even easier, we have implemented an auto-renewal program. All of your information, as it appears in our database, has been included in this form for your review. **If you find any of the information inaccurate or incomplete, please update your form before mailing it back to Master Ministries.**
- ▶ **Please complete this form and fax or mail it with your full payment to:**

Master Ministries
1369C Woodville Pike
Milford, OH 45150
Fax - 866.466.0219

Master Clubs Membership Information

CHURCH INFORMATION

Church Name:	
Charter Number:	
Member Since:	
Pastor:	
Address:	
Phone:	
Fax:	
Email:	
Website:	
Names of Individuals Authorized to Place Orders & their phone number:	

In order to keep our records up to date, please update your contact information as necessary.

Update Pastor's Name:
Update Address:
Update Phone:
Update Fax:
Update Email:
Update Web Address:
Update Authorization :

FOR BILLING *Where do you want your invoices email/mailed?*

Contact:	
Phone:	
Fax:	
Email:	
Address:	

Update Billing Contact:
Update Billing Phone:
Update Billing Fax:
Update Billing Email:
Update Billing Address:

FOR FEDEX SHIPPING *Where do you want your orders shipped by FedEx?*

Contact:	
Phone:	
Email:	
Address:	

Update Shipping Contact:
Update Shipping Phone:
Update Shipping Email:
Update Shipping Address (No P.O. Boxes)

FOR LEADER INFORMATION *Where do you want us to mail Master Club leader information? (Newsletters, Mailbox Contest, Regional Competition, Loving and Leading, etc.)*

Leader's Name:	
Leader's Phone:	
Leader's Cell Phone:	
Leader's Email:	
Leader's Address:	

Update Club Leader:
Update Leader's Home Phone:
Update Leader's Cell Phone:
Update Leader's Email:
Update Leader's Address:

Financial Policy (2017-2018)

Master Ministries

In an ongoing effort to maintain fiscal responsibility and to follow the example of being good stewards of the monies entrusted to us, Master Ministries will adhere to the financial policy written below:

1. The initial charter fee for a new church will be \$150, due and payable upon submission of a completed application and financial policy document. All charter fees are non-refundable. Beginning in 2018, any church that charters on January 1st (or after) of the current charter year will not have to pay a renewal fee within that same calendar year.
2. The renewal charter fee for churches will be \$135 if postmarked or electronically paid by April 30, 2017 (early bird renewal). Renewals received between May 1 and May 31, 2017 will be \$150. Any renewals made for the 2017-2018 Master Ministries charter year after May 31, 2017 will be \$200.
3. Any church that does not renew their charter will not be allowed to receive the early bird renewal the following year. Director's kit materials will not be available as a part of the charter fee unless the church's charter has been dormant for 5 years or more.
4. All charters will be given an open account for ordering and billing purposes. Only the individuals authorized to place orders (as indicated on the charter/renewal application or by church letterhead) may order products and services with an open account.
5. All Charters are to maintain their accounts by paying all invoices within a 30 day period.
6. **Any account that remains unpaid after 30 days** will be placed under the following protocol:
 - a. A notice will be sent by e-mail to the addresses given under "Billing Information" section in the Charter Application.
 - b. Master Ministries will remind any individuals authorized to place orders about the issue when these individuals contact Master Ministries for products/services.
7. **Any account that remains unpaid after 60 days** will be placed under the following protocol:
 - a. A notice will be sent by e-mail to the addresses given under "Billing Information" and "Leader Information" section in the Charter Application.
 - b. A written notice will be mailed to the addresses given under the "Billing Information" in the Charter Application.
 - c. Credit terms for Master Ministries products/services will be placed on hold until the account is made current. New purchases will only be allowed if they are pre-paid by check or credit card while account is on hold.
8. **Any account that remains unpaid after 90 days** will be placed under the following protocol:
 - a. A notice will be sent by e-mail to the addresses given under "Billing Information" and "Leader Information" section in the Charter Application.
 - b. A written notice will be mailed to the addresses given under "Billing Information" and "Leader Information" section in the Charter Application.
 - c. A phone call will be made to the number given under "Billing Information" and/or the charter church office so that a payment plan can be agreed upon.
 - d. Any requests for products/services from Master Ministries will be denied until the outstanding balance is paid.

_____ (Please Initial) I hereby acknowledge that I have read the Master Ministries Financial Policy and accept my responsibility to keep the account up to date.

_____ (Please Initial) I understand the protocols that will be followed if our account remains unpaid after 30-60-90 days.

Master Club Director's Name (Please Print)

Master Club Director's Signature

Date

Senior Pastor's Name (Please Print)

Senior Pastor's Signature

Date