

To: Club President, May 2024  
SUBJECT: **MCASD Membership Renewal and Dance Club  
Liability Insurance Renewal**

FROM: Bill Neurauter, MCASD Insurance Coordinator  
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Once again, it is time for MCASD Clubs to renew their MCASD membership, report their Delegates to the MCASD Board of Directors for fiscal year 2024-2025, and apply for renewal of club membership and their liability insurance coverage for 2024-2025, as needed.

Please remember to encourage dancers to attend the State Square Dance Convention in July. Every club's liability insurance premium is subsidized with profits from this convention. Without the State Square Dance convention, no club could purchase liability insurance for only \$50, the same as last year. With a successful turnout this year, we will be able to keep this cost down.

All completed forms must be returned to the MCASD Insurance Coordinator no later than June 1 st,2024 by email or regular mail. If unable to do so, please let me know asap. This will allow time to process the information needed from SCISDA to be sent to the West Agency for processing your insurance certificates by the end of August.

See the Check Deposit Form for MCASD Treasurer's contact info and address. (See #4 below) Checks are payable to MCASD for \$40. for membership and \$50. for insurance. Attached are the forms Clubs need to complete as follows:

- (1) MCASD 2024-2025 Membership Application (Page 1).

(2) MCASD 2024-2025 Club Information Form (Page 2). This includes your club's Dance Schedule, Club Membership, Club President, Delegates to MCASD, Registered Agent, Lesson Schedule.

(3) SCISDA 2024-2025 Club Membership Application (Club 2024-2025 Liability Insurance Application) Form listing President & Alternate Contact, Addresses, Phone #'s & Email Addresses & Club Dance Schedule.

(4) MCASD Check Deposit Form 2024-25. (Mail your check and the Deposit Form to our Treasurer and email a copy of the form to Bill Neurauter.

(5) Synopsis of the insurance policy limits have been revised to coincide with club Certificates.

(6) Club Membership List - the name of every dancer with contact information using the attached spreadsheet.

NOTE:

- MCASD Delegates Appointees Your delegate appointees will take office in September this year.
- Mail the Check to the treasurer with the Check deposit form.
- EMAIL (or snail mail) the forms with a copy of deposit form to Bill Neurauter. [willy2806-mcasd@yahoo.com](mailto:willy2806-mcasd@yahoo.com)

**ALL FORMS MUST BE SENT TO COMPLETE YOUR MCASD MEMBERSHIP.**

If you have any questions or concerns, please contact me. I welcome the opportunity to be of service.

Bill Neurauter, MCASD Insurance Coordinator, 630-495-1182