



2026 – 2027
US JCI SENATE
STATE TREASURER MANUAL

Congratulations on your election as a State Treasurer in the Senate! It is a position of great responsibility as the keeper of the resources (monies) for your state senate organization. Hopefully, the following information will assist you throughout the year as you perform your duties.

If you have questions as you review this information, please contact the US JCI Senate Treasurer, Membership Information Services Program Manager, Mentors Business Program Manager or the Sweepstakes Ticket Chairman, as applicable. These US JCI Senate representatives will be key points of contact in the interaction of you as state treasurer and the US JCI Senate treasury.

Dawna Norfleet #61999
Treasurer US JCI Senate
Treasurer@usjcisenate.org
Norfleetdawna13@gmail.com
3642 Hampton Station Rd
Clarksville, TN 37040
Phone: C (931) 624-4710

Lori Oakland #67100
Presidential Sweepstakes Ticket Chair
Email: Sweepstakes@usjcisenate.org
Jci67100@gmail.com
2100 Meadow Chase Ln, Unit 403
Des Moines, IA 50320
Phone: C (515) 681-6018

Lisa Badger #67973
Membership Information Services Program Manager
Email: MIS@usjcisenate.org
Jcisenator67973@gmail.com
617 S 5th Ave E
Newton, IA 50208
Phone: C (614) 275-0988

Dale Henslee-Smith #55917
Mentors Business Program Manager
Email: mentorsbusmgr@usjcisenate.org
dhensleesmith@gmail.com
1 Turtle Cove Ln
Irmo, SC 29063
Phone: C (803) 238-7652

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ROLES OF THE STATE TREASURER

The main role of a treasurer is to account for the money received, spent and invested by the state organization. You are ultimately responsible to ensure all the money is accounted for and are the go-to person when management has concerns or needs financial advice. The treasurer should maintain high ethical standards and analytical ability.

Typical Duties of a State Treasurer

Duties of the state treasurer are usually defined in the state constitution and bylaws. Here is an example:

- A. The Treasurer shall have the responsibility for all funds and securities of the organization unless directed differently by the Executive Committee.
- B. The Treasurer expends corporation funds with prior approval by vote or approved budget.
- C. The Treasurer shall provide a report of the assets and liabilities of the corporation at all regular Board of Directors and Executive Committee Meeting.
- D. The Treasurer is responsible for sending out dues billings to the membership when due for renewal. The Treasurer is also responsible for the maintenance of dues billings from the US JCI Senate and will ensure the National dues are kept current on all state dues paid members

Here are some more typical duties and responsibilities of a treasurer of any organization:

Receivables and Payables

On a day-to-day basis, the treasurer is responsible for ensuring that all monies spent or earned are recorded. **Usually in a state organization and even as the US JCI Senate treasurer** with infrequent daily transactions, the treasurer does the actual bookkeeping, including depositing funds in the bank, preparing payments and monthly bank statement reconciliation.

Reporting

At routine intervals, usually at least quarterly, the treasurer is responsible for creating financial statements to present to the membership. The financial statements summarize how the organization's money was spent, what funds were received, and how much money is invested or in reserves.

Budgeting

Each year, the treasurer is responsible for providing an annual budget that details the expected revenues and expenses for the next year. He may also prepare budgets for each special project undertaken by the organization.

Recommendations

As the “expert” on the organization's finances, the treasurer is responsible for making sound financial recommendations to officers and members based on an analysis of financial data. The treasurer also is responsible for tracking investments and recommending investments, as needed, to meet the needs of the organization.

Accounting Controls

The treasurer should ensure that accounting controls are in place to protect the assets of the state organization. Some controls might include:

- A. Enacting a requirement, such as **EXHIBIT A**, to request a reimbursement.
- B. Having a requirement for two signatures on written checks.
- C. Implementing cash control measures that require 2 people count money – See **EXHIBIT B**.
- D. Depositing all funds received within 3 days
- E. Using a budget as a control to curtail overspending without approval.
- F. Comparing your budget to actual revenues and expenses
- G. Regularly reporting finances to membership.
- H. Consider appointing a finance or audit committee to provide oversight of the state finances.

PRESIDENTIAL SWEEPSTAKES

Presidential Sweepstakes Program is the primary fundraiser for the US JCI Senate generating around 40% of the revenue of the organization, second only to dues revenue. Without it, we may need to consider increasing dues above the low \$7 annual level paid to your US JCI Senate for each member. The continued success of this program helps ensure the communication and benefits continue to be provided to you as senate members.

Members are encouraged to donate to the program, although it is not required to participate in the prize drawings. All completed ticket stubs returned are included in the drawings at the end of the year.

Appointed by the National President, the committee is headed by the Chair and other committee members including the Ticket Chair. As a State Treasurer, the Ticket Chair is the committee member that you will interact with as your state sells sweepstake tickets.

Again, this year, the tickets will be sold all year for \$10 a piece or 6 for \$50. States and Regions are encouraged to hold ticket sales by either selling rates above or collecting \$5 from each member in attendance and drawing the appropriate number of tickets that will equal the six tickets for \$50. This is where you as State Treasurer come into to the process and interact with the Ticket Chair.

WHEN YOUR STATE COLLECTS CASH AND/OR SELLS SWEEPSTAKE TICKETS, PLEASE REMIT ALL COMPLETED TICKET STUBS AND PAYMENT MADE OUT TO THE US JCI SENATE TO THE 2026-2027 TICKET CHAIR.

Lori Oakland #67100
Presidential Sweepstakes Ticket Chair
Email: Sweepstakes@usjcisenate.org
Jci67100@gmail.com
2100 Meadow Chase Ln, Unit 403
Des Moines, IA 50320
Phone: C (515) 681-6018

MEMBERSHIP

The State JCI Senate organizations are the life blood of the US JCI Senate. As the State Treasurer, you will play a key role in the collection of membership dues for both the state and national organization. You should work closely with your State President to ensure current senators renew. Growth of your state organization may be obtained by JCI-USA state organizations or your senate organization recognizing members with senatorships through a Lost Senator or other program and by helping to reactivate senators who are not part of your state or the national organization.

Communication is key to stay in touch with your membership by whatever means possible on a regular basis through a newsletter, e-blasts, emails, social media, phone calls, texts, or US Postal mail. All of these play a significant role in whether a senator joins, renews or rejoins your state organization.

ANNUAL DUES

Annual dues to be a member of the US JCI Senate are seven dollars (\$7).

- The membership year is July 1st, 2026 to June 30th, 2027
- Dues are collected on a quarterly basis; to be received before:
 - September 1st
 - December 1st
 - March 1st
 - June 1st

ROSTER

- The US JCI Senate Membership Information Services Program Manager will provide the State roster to the State Treasurer, State President and Region National Vice President 45-60 days prior to the quarterly due date. The roster serves as your quarterly update of your current membership.
- The roster will reflect all dues paid Senators submitted by your State.
- The roster will contain the following information:
 - Senator's Name
 - Senate Number
 - Address
 - Due Date
 - Life Member Status
 - Email address on record

QUARTERLY DUES KITS

- Kits will be sent electronically approximately 45 to 60 days prior to the due date for the quarter.
- Each kit will contain the following:
 - **Dues Billing Cover Sheet/Remittance Form - blank (See EXHIBIT C)**
This should be completed and mailed along with a check for the amount of dues owed, to the US JCI Senate Treasurer, unless you are paying through Zelle. Dues must be received by the due date as shown above.
 - **State Roster (See EXHIBIT D)**
Please review the state roster carefully to ensure that the information you submitted the previous quarter is correct. If any information is highlighted in yellow, it is making you aware of a change from the Membership Information Services Program Manager.

Most of these changes are most likely address changes, as address changes may be received via the USPS and/or members submitting an address change via the US JCI Senate website. It is important that you update your records with this information.

- **Add / Drop / Change Form (See EXHIBIT E)**

Only use this form to make changes, drop a current member or add new members. Do not try to renew members on this form. When adding new members there is a column indicating whether this member is a member of another state, please mark this column with an X if appropriate. Highlight the changes you are making. This makes it easier for data input. Once you have completed your Add / Drop / Change form you will need to electronically send it back to the Membership Information Services Program Manager no later than the date it is due. You may submit address changes using the Add / Drop / Change form at any time throughout the year.

Changes to member information made via the Add / Drop / Change form include: Name, Address, email address, to change a distribution of the Mentors from hard copy to electronic and vice versa or to notify the US JCI Senate of the passing of a current member of the US JCI Senate.

Members can only be dropped during the quarter they are due...this includes deceased members, however if notified of the passing of a member prior the MIS Program Manager will update the roster to identify the member as deceased.

Entering member information for addition or changes in all capital letters will allow for ease in copy/paste of membership information to help in avoiding data entry errors when transitioning information to the master roster.

- **Dues Billing Cover Sheet/Remittance Form—completed sample (See EXHIBIT E)**

This will reflect your entire roster with the current quarter marked in red. You will want to include any listed Senators to be dropped on the Add / Drop / Change Form. If a member is not listed to be dropped on that form it will be presumed that they are to be renewed. When you have completed your dues billing cover sheet/remittance form, you need to electronically send it back to the Membership Information Services Program Manager no later than the date it is due. Do not identify changes to the member information via this form. **Use the Add / Drop / Change form for all changes of names, addresses, senate numbers, life membership number, etc.**

If the US JCI Senate Treasurer does not receive your cover sheet and check by the due date, you will be notified, along with the State President, Membership Information Services Program Manager and your National Vice-President.

IN SUMMARY:

After completing your dues kit you will:

Electronically send the entire kit back to the Membership Information Services Program Manager and cc Treasurer.

This will include:

- the completed cover sheet – remittance form (**EXHIBIT C**),
- the Add/Drop/Change form (**EXHIBIT E**):
 - All new member adds information listed (A = Add)

- All members to be dropped listed (D = drop)
- Any address changes listed (C = Change)
- Any new lifetime membership numbers listed (only include life members of the US JCI Senate)

Please group all Adds, Drops and Changes together.

Lisa Badger #67973
Membership Information Services Program Manager
 Email: MIS@usjcsenate.org
Jci67100@gmail.com
 617 S. 5th Ave. E.
 Newton, IA 50208
 Phone: C (641) 275-0988

Send the completed cover letter with payment made out to the **US JCI Senate** to the US JCI Senate Treasurer or make payment through Zelle with an appropriate notation:

Dawna Norfleet
Treasurer US JCI Senate
 Email: Treasurer@usjcsenate.org
Norfleetdawna13@gmail.com
 3642 Hampton Station Rd
 Clarksville, TN 37040
 Phone: C (931) 624-4710

GENERAL INFORMATION

The accepted form of payment for dues is a check/money order payable to the US JCI Senate or payment through Zelle.

MENTORS

Mentors is an official publication of the US JCI Senate. It is published and distributed 3 times per Senate year in: September, December, and May

As State Treasurer, it is important for you to know:

1. The US JCI Senate Membership Information Services Program Manager supplies the Mentors publisher a mailing list for the purpose of printing mailing labels for the magazine. **Note: Be sure your state roster is correct!** If information is wrong on your state roster, then members will not receive Mentors since it is mailed as non-profit permit 2nd class postage and is not forwardable. Remember to use the Add / Change form for members' address changes. The mailing label information is sent to the publisher approximately 4 weeks before distribution.

The Mentors magazine is the largest single line item in the US JCI Senate budget. The annual budget for publishing and distribution is approximately \$34,000 (and that does not include the amount of volunteer hours of the mentor's team, officers and senators who write, edit and capture pictures for this professional publication. While it is expensive, it is the one communication that goes to every single US JCI Senator!

The Mentors Business Manager oversees general sponsorships, meeting/event sponsorships, holiday/campaign/other ads and well wishes from senators to help cover the costs of the magazine.

States are encouraged to sponsor an ad for every meeting or event conducted by your state Senate organization. To place a meeting/state event sponsorship follow these steps:

1. Staple a sign-up sheet (**Mentors Sponsor Sheet**) to a large (10 x 13) envelope (**EXHIBIT F**).
2. During the meeting/event pass around the envelope encouraging each member and guest to sign the sheet – please print clearly - and place a minimum donation (\$2/person) inside the envelope. Submitted sheets should only have the first letter of the first and last name capitalized.
3. After the meeting/event, you will need to count the money collected and write a check, payable to the US JCI Senate, for that amount, unless paying through Zelle.
4. Send the sign in sheet(s) and a payment made out to the **US JCI Senate** to the US JCI Senate Mentors Business Manager:

Dale Henslee-Smith #55917
Mentors Business Program Manager
Email: mentorsbusmgr@usjciSenate.org
dhensleesmith@gmail.com
1 Turtle Cove Ln
Irmo, SC 29063
Phone: C (803) 238-7652

EMPLOYER ID NUMBERS

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. ***This is a free service offered by the Internal Revenue Service and you can get your EIN immediately.*** You must check with your state to make sure you need a state number or charter.

Apply for an EIN Online

Check out IRS Interview-style online EIN application. No need to file a Form SS-4! They ask you the questions and you give them the answers. The application includes embedded help topics and hyperlinked keywords and definitions so separate instructions are not needed. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your confirmation notice. It is fast, free, and user-friendly!

Filing for Tax Exempt Status?

It is best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, the IRS presumes you are legally formed, and the clock starts running on this three-year period.

Verify Your EIN

If you want to verify your EIN, see the Lost or Misplaced Your EIN page on the IRS website for instructions.

WHAT IS THE DIFFERENCE BETWEEN 501C3 & 501C4?

Many people often wonder what the difference is between a 501(c)(3) and a 501(c)(4) organization. It is easy to confuse the two classifications as both are considered nonprofits and there are many similar characteristics. However, there are critical differences between these two types of nonprofit organizations, and it is important to understand the distinction. According to the Internal Revenue Service Code, 501(c)(3) and 501(c)(4) organizations are nonprofit organizations that are exempt from paying federal income tax. 501(c)(3) organizations are either a public charity, private foundation or private operating foundation with open membership whereas 501(c)(4) organizations are civic leagues or associations operated exclusively for the promotion of social welfare or local associations of employees with limited membership. One big difference is contributions or donations to **501(c)(3)** organizations CAN be tax deductible.

Which should you choose, a 501(c)(3) or a 501(c)(4)?

If you want the best of both worlds, the state senate organization can have two separate but affiliated organizations - one a charitable 501(c)(3) and the other a 501(c)(4) organization. Many have an affiliated 501(c)(3) foundation for charitable giving and educational purposes.

Overview of Exempt Nonprofits

Nonprofits are business that are created for a purpose other than generating profit. An organization is not precluded from raising revenue, but the funds must be used to support the purpose of the nonprofit and not paid out to directors, members, or staff beyond reasonable compensation. Although this definition is expansive, many nonprofits choose to be subject to more limited rules created by the Internal Revenue Service. Adherence to these guidelines can make the nonprofit eligible for a federal tax exemption, meaning that it does not need to pay income taxes. Further, depending on the laws of the state in which it is formed, certain sales, property, and state income tax exemptions may be pursued once the federal exemption is obtained.

Types of Organizations

According to IRS rules, public charities, private foundations and organizations that promote a religious, scientific, charitable, educational, or literary purpose may pursue a tax-exempt classification known as 501(c)(3) status. Examples of these organizations include churches, youth summer camps, and museums. By contrast, civic leagues and local associations that further a social welfare objective but do not quite rise to the level of a charitable organization may pursue 501(c)(4) status.

There is extensive laws concerning non-profits and if you have any questions, please contact a tax accountant in your area or the Internal Revenue Services (<https://www.irs.gov/>).

FILING FOR TAX EXEMPT STATUS?

It is best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, the IRS presumes you are legally formed, and the clock starts running on this three-year period.

Verify Your EIN

If you want to verify your EIN, see the [Lost or Misplaced Your EIN](#) page on the IRS website for instructions.

What Is the IRS Form 990?

OVERVIEW

Most tax-exempt organizations must annually file IRS Form 990, an informational tax form.

IRS Form 990 is an informational tax form that most tax-exempt organizations must file annually. In a nutshell, the form gives the IRS an overview of the organization's activities, governance and detailed financial information. Form 990 also includes a section for the organization to outline its accomplishments in the previous year to justify maintaining its tax-exempt status. In collecting this information, the IRS wants to ensure that organizations continue to qualify for tax exemption after the status is granted.

Organizations that must file Form 990

Most tax-exempt organizations that have gross receipts of at least \$200,000 or assets worth at least \$500,000 must file Form 990 on an annual basis. Some organizations, such as political organizations, churches and other religious organizations, are exempt from filing an annual Form 990.

Alternatives to Form 990

Tax-exempt organizations with less than \$200,000 of gross receipts and less than \$500,000 in assets can file Form 990-EZ, which is the "short form" version of Form 990. However, private foundations must file Form 990-PF and black lung benefit trusts must file Form 990-BL.

The shortest version of Form 990, the Form 990-N, can only be filed by organizations with gross receipts of \$50,000 or less. Form 990-N is referred to as an "e-postcard" since it can only be filed online and requires minimal information. Any organization that fails to file the appropriate Form 990 for three consecutive years risks having its tax-exempt status revoked by the IRS.

e-file for Charities and Non-Profits

Electronic filing provides fast acknowledgement that the IRS has received the return and reduces normal processing time, making compliance with reporting and disclosure requirements easier. Charities and non-profits can file the following forms electronically through an IRS Authorized e-File Provider.

- Form 990, Return of Organization Exempt from Income Tax
- Form 990-EZ, Short Return of Organization Exempt from Income Tax
- Form 990-PF, Return of Private Foundation
- Form 990-N (e-Postcard)
- Form 8868, Application for Extension of Time to File an Exempt Organization Return
- Form 1120-POL, U.S. Income Tax Return of Political Organizations

- Form 7004, Application for Automatic Extension of Time to File Certain Business Income Tax, Information, and Other Returns (extension form for Form 1120-POL)

Form 990-N (e-Postcard) - Annual electronic filing requirement for small tax-exempt organizations

Small tax-exempt organizations (those normally with annual gross receipts up to \$50,000 may be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006 and may apply to organizations that previously were not required to file returns.

- Where compliance with the requirements would result in undue financial burden on the filer.

Contacting IRS

The following toll-free numbers are provided for Charities and Non-Profits having account, tax law, or technical questions.

- Have tax law questions or need help completing Forms 990/990-EZ? Call 1-877-829-5500.
- Have e-file technical questions? Call the IRS e-Help Desk at 1-866-255-0654.

Required electronic filing by exempt organizations.

For tax years beginning on or after July 2, 2019, section 3101 of P.L. 116-25 requires that returns by exempt organizations be filed electronically. If you are filing Form 990 for a tax year beginning on or after July 2, 2019, you must file the return electronically. Limited exceptions apply.

Future Developments

For the latest information about developments related to Form 990 and its instructions, such as legislation enacted after they were published, go to [IRS.gov/Form990](https://www.irs.gov/Form990).

WHAT MAKES AN OUTSTANDING TREASURER?

1. Attend State Treasurer training hosted by the US JCI Senate and attend Treasurer Information Exchange meetings at US JCI Senate BOD meetings
2. Prepare a budget for your state (and submit to US JCI Senate Treasurer)
3. Deposit receipts in timely manner and pay bills in a timely manner
4. Ensure dues kits are returned to US JCI Senate in a timely manner. Send out dues billing renewals form and include a letter from your State President 8-10 weeks prior to the due date encouraging members to renew and/or purchase a life membership (if applicable). Be sure to include information about upcoming Senate activities and other reasons to renew their membership (see **EXHIBITS G and H**). Consider providing Provide a pre-addressed envelope with the letter in order to make it effortless for them to renew! Follow-up with other communication (email, phone calls, etc.).
5. Ensure your state organization remains solvent and provide a budget/actual to date written reports to your state membership periodically (and submit to US JCI Senate Treasurer)
6. Develop some sort of receipt voucher process (**Check Request Form**) for documentation and require receipts.
7. Ensure controls are in place to maintain the integrity of the financial situation of your state.
8. Keep good documentation.
9. File necessary forms as required by laws and regulations.
10. Support the state growth in membership and reactivation of past members
11. Support your state president, other officers and state organization, as necessary.

EXHIBITS

EXHIBIT A: CHECK REQUEST FORM

_____ JCI SENATE

CHECK REQUEST FORM

Date: _____ Amount: _____

Requested by: _____

Project or Purpose of Request: _____

Description of Purchase: _____

Make Check Payable to: _____

Send Check to: Address: _____

City, State Zip: _____

Phone Number to Contact for Any Questions: _____

E-Mail Address to Contact for Any Questions: _____

For Treasurer's Use Only

Check Number: _____

Date Paid: _____

Check Amount: _____

Voted on at General Meeting ☐ Yes ☐ No

Approved as part of Budget: ☐ Yes ☐ No

Approval Authorization To Pay

President: _____

Treasurer: _____

Motion By: _____

Seconded By: _____

Approved: ☐ Yes ☐ No

**ATTACH ALL RECEIPTS SUPPORTING PURCHASE TO THIS FORM. RECEIPTS MUST TOTAL
AT LEAST THE AMOUNT REQUESTED.**

EXHIBIT B: CASH COUNT EXAMPLE

		JCI SENATE		
		CASH COUNT SHEET		
Budget Line Item:				
DATE:				
	CURRENCY:	COUNT	TOTAL	
	\$ 100			
	\$ 50			
	\$ 20			
	\$ 10			
	\$ 5			
	\$ 1			
	COINS:			
	DOLLAR			
	QUARTERS			
	DIMES			
	NICKELS			
	PENNIES			
	GRAND TOTAL			
NAME PRINTED:				
SIGNATURE:				
NAME PRINTED:				
SIGNATURE:				

EXHIBIT C: DUES COVER SHEET 2026-2027

US JCI SENATE QUARTERLY DUES BILLING COVER SHEET - DUES PAYMENT REMITTANCE FORM

Use the enclosed Add/Drop/Change form to add new members (including those members who may have been dropped on previous dues billing). Please mark the member of another state column if necessary. Be sure to put the notation "Add" in the A/D/C column.

Please list the members who should be dropped on the Add/Drop/Change form with the notation "Drop" in the A/D/C column. Only members due this quarter may be dropped including deceased members.

This form should also be used to change any of the listed information about current members (addresses, correct spelling on names, life memberships ,etc.) on your state roster. Place the notation "Change" in the A/D/C column with the change being highlighted.

Send completed Cover Sheet and Add/Drop/Change form electronically to the Membership Information Services Program Manager and mail this cover sheet, Add/Drop/Change form and dues payment check for the amount due to the US JCI Senate Treasurer by date listed:

Lisa Badger #67973 Membership Information Services 617 S. 5th Ave E Newton, IA 50208 Phone (641) 275-0988 (C) Email: MIS@usjcisenate.org jcisenator67973@gmail.com	Dawna Norfleet #61999 US JCI Senate Treasurer 3642 Hampton Station Rd Clarksville, TN 37040 Email: treasurer@usjcisenate.org
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☐ **First Quarter**
September 1, 2026

☐ **Second Quarter**
December 1, 2026

☐ **Third Quarter**
March 1, 2027

☐ **Fourth Quarter**
June 1, 2027

State/Region: _____

Date: Mailed: _____

Person Submitting Dues Kit _____

Number of Members Due

Number of Members Dropped

Number of Members Renewed @ \$7.00 \$0.00

Number of New Members @ \$7.00 \$0.00

Total Payment due: \$0.00

FOR US JCI SENATE TREASURER'S USE

Check Number: _____ Check Amount: _____

Date Received: _____ Date Deposited: _____

PLEASE MAKE CHECKS PAYABLE TO US JCI SENATE

EXHIBIT D: DUES BILLING ROSTER

MENTOR	ST	REG	DUE	FIRSTNAME	LASTNAME	SENATE	LIFE	ADDRESS	CITY	ST	ZIP	EMAIL
M	TN	7	DEC	DEBBIE	WAGGONER	46175	105	1516 BELLE MEADE DR	KINGSPORT	TN	37664	
M	TN	7	DEC	EDWIN	WAKEFIELD	9768	60	PO BOX 150753	NASHVILLE	TN	37215	
M	TN	7	DEC	RAYMOND	WALKER	12361	101	BOX 626	DAYTON	TN	37321	
M	TN	7	DEC	TOM	WALLER	20143	131	PO BOX 513	BAXTER	TN	38544	
M	TN	7	DEC	CHARLES N	WHALEY SR	38614	79	400 RACCOON VALLEY RD	MAYNARDVILLE	TN	37807	
M	TN	7	DEC	WAYNE	WILKINSON	41891	76	310 USSERY RD	CLARKSVILLE	TN	37043	
M	TN	7	DEC	JIMMY	WILLIAMS	14773	119	160 CARRIE BELL DR	SAVANNAH	TN	38372	
M	TN	7	DEC	BARRY L	WILSON	32955	46	673 S COOPER STREET	MEMPHIS	TN	38104	
M	TN	7	DEC	JEFF	WOODS	80518		1401 COLONIAL DRIVE	WEST MEMPHIS	AR	72301	
M	TN	7	DEC	MIKE	WYLYE	36293	102	2207 UNITY DR	KNOXVILLE	TN	37918	
M	TN	7	DEC	GREG	YONKERS	42417	91	1990 JUDITH DRIVE	CLARKSVILLE	TN	37043	
M	TN	7	JUN	MARY	ALLRED	46602		65 DAVIS AVE	COOKEVILLE	TN	38501-3341	
M	TN	7	JUN	LANNY	BARBER	70988		104 MEADOW GREEN WAY	DICKSON	TN	37055	
E	TN	7	JUN	TERESA	BEANS	67173		4460 LOGAN PATH	MILLINGTON	TN	38053	
DUP	TN	7	JUN	JANIE	BROSZE-DAUGH	65320	#	1370 STATE ROUTE 131	MAYFIELD	KY	42066	
M	TN	7	JUN	PEGGY	COLLIER	67084		126 ARSENAULT KING	KINGSTON	TN	37763	
M	TN	7	JUN	SANDY	FULGHAM	65607		104 MEADOW GREEN WAY	DICKSON	TN	37055	
M	TN	7	JUN	JODI	GRAY	59910	146	1736 GODDARD LN	DANDRIDGE	TN	37725	
M	TN	7	JUN	RONNY	HAYES	27542		109 LIBERTY CT	OAK RIDGE	TN	37830-6967	
M	TN	7	JUN	SHARON	KINSER	67085		PO BOX 408	LAKE CITY	TN	37769-0408	
DUP	TN	7	JUN	JIM	NEFFLEN	18012		7812 ROYSTON ST	ANNANDALE	VA	22003-5335	
E	TN	7	JUN	DAWNA	NORFLEET	61999		3642 HAMPTON STATION RD	CLARKSVILLE	TN	37040	
M	TN	7	JUN	WILLIAM	RADAR	59858		385 LOGUE ROAD	MT. JULIET	TN	37102	
M	TN	7	JUN	LARRY W	SAFFLES	35251		418 CIRCLE HILL DR	KNOXVILLE	TN	37919	
M	TN	7	JUN	SUSAN	SUMNER	75988		556 SUMMIT ROAD	BAILEYTON	TN	35019	
M	TN	7	JUN	LESLIE	TATE	80649		1812 BRIARWOOD COVE	BRYANT	AR	72022	
M	TN	7	JUN	RICKY	WILLIAMS	68791		426 HEATHLY LN	SEVIERVILLE	TN	37862	
DUP	TN	7	MAR	JANE	AMEND	65535	#	161 GREENDALE DR	OAK RIDGE	NJ	07438	
M	TN	7	MAR	JAMES	ANDERSON	76044		169 HICKORY HEIGHTS DRIVE APT 2105	HENDERSONVIL	TN	37075	
M	TN	7	MAR	HAROLD D	BALCOM	42141	96	PO BOX 487	KINGSTON	TN	37763	
M	TN	7	MAR	BILL	BAXTER	18370	19	204 GORDON DRIVE	LEBANON	TN	37087	
DEC	TN	7	MAR	LINDA	BLANCHARD dec	44776		103-311 WELLINGTON COURT	LONDON	ON	N6C 4P3	
M	TN	7	MAR	AL	BONNEY	35051	85	188 HENLEY STREET	TAZEWELL	TN	37879	
M	TN	7	MAR	ANGIE	BROWN	75989		120 RIVER HILL DRIVE APT C	DECATUR	TN	37322	
M	TN	7	MAR	DANIEL A	CANTRELL	37676	99	207 MARQUISS CIR	CLINTON	TN	37716	
M	TN	7	MAR	BOBBY	CAPLINGER	6965	78	4508 ELKINS AVE	NASHVILLE	TN	37209-3648	
M	TN	7	MAR	SARAH	COLBAUGH	78761		400 S BAXTER ROAD	BAXTER	TN	38544	
M	TN	7	MAR	MARTY D	COLLINS	44078	114	2583 SMYRNA LANE	DAYTON	TN	37321	
M	TN	7	MAR	WAYNE	DAVIDSON	38033		5053 SEA ISLE RD	MEMPHIS	TN	38117	
M	TN	7	MAR	JOHN	DAWKINS	39149		PO BOX 12442	MURFREESBORO	TN	37129	
SP	TN	7	MAR	MILLIE	DAWKINS	45987		PO BOX 12442	MURFREESBORO	TN	37129	
M	TN	7	MAR	JENNIFER	DETTMAN	66157		655 SOUTH RIVERSIDE DR #1104A	MEMPHIS	TN	38103	
M	TN	7	MAR	MARGO	DIRKSON	78760		307 CAINSVILLE COURT 11E	LEBANON	TN	37087	
M	TN	7	MAR	MICHELLE	FISHER	80501		830 COUNTY RD 1579	CULLMAN	AL	35058	
M	TN	7	MAR	LOW	FOX	62831		931 MAPLE ST	ALCOA	TN	37001	
M	TN	7	MAR	WILLIAM J	GAINES	36866	66	ROUTE 1 BOX 18A	UNICOI	TN	37592	
DEC	TN	7	MAR	DEXTER	GRAEF deceased	16177	144	1760 SEVEN OAKS DRIVE	MORRISTOWN	TN	37814	
M	TN	7	MAR	NANCE	GRAEF	46191	143	1760 SEVEN OAKS DRIVE	MORRISTOWN	TN	37814	
M	TN	7	MAR	ROBIN M	HALL	12952	93	168 STONERS GLEN DR	HERMITAGE	TN	37076	
M	TN	7	MAR	SAM E	HAMBLEN	44355	140	125 CHESTNUT HILL RD	OAK RIDGE	TN	37830	
M	TN	7	MAR	VALERIE	HIGHT	65319		1487 MILLER FARMS RD	GERMANTOWN	TN	38138	
M	TN	7	MAR	MONTY	HINES	27361	103	121 MORTON MILL CIRCLE	NASHVILLE	TN	37221	
M	TN	7	MAR	TONI	LAVIGNE	67172		1594 BRIDGEWOOD ROAD	CLARKSVILLE	TN	37040	
M	TN	7	MAR	JERE S	MCGUFFEE	13399	33	1990 CRAIGMONT BLVD	CLARKSVILLE	TN	37043	
M	TN	7	MAR	DENICE	O'NEIL	66242		7024 BETTS RD	GREENBRIER	TN	37073	
M	TN	7	MAR	LEON C	PARKER	42502	92	120 ARKANSAS AVENUE	OAK RIDGE	TN	37830	
M	TN	7	MAR	SHANNON	PARTON	70412		946 BLACK OAK WAY	SEVIERVILLE	TN	37862	
M	TN	7	MAR	WAYNE	QUARLES	75979		16 CANNON AVE	JASPER	TN	37347	
M	TN	7	MAR	JOHN	REINER	31599		103 NUNNEHI TRAIL	VONORE	TN	37885	
M	TN	7	MAR	ART	ROPER	70521		106 AMANDA ST	BRIDGEPORT	AL	35740	
M	TN	7	MAR	P LEN	ROYSTON	37868	83	647 MILLER CIRCLE	SEYMOUR	TN	37865	
M	TN	7	MAR	LARRY	RUMAGE	42660	118	2505 SHANGRILA TRAIL	COLUMBIA	TN	38401	
M	TN	7	MAR	JARED	SMITH	63740		4828 MANCHESTER PIKE	MURFREESBORO	TN	37127	
DUP	TN	7	MAR	HERBIE	SPEARS	51306	149	1601 US HWY 441 S, LOT 9	OKEECHOBEE	FL	34974	
M	TN	7	MAR	THOMAS A	TAYLOR	20095	117	543 PINE HOLLOW RD	DAYTON	TN	37321	
M	TN	7	MAR	LINDA	TOWNSEND	47495		3310 DECATUR HIGHWAY	KINGSTON	TN	37763	
M	TN	7	MAR	KAREN	VOSHOL	62305		11630 GRACEY HERNDON RD	HERNDON	KY	42236	
NO	TN	7	MAR	EUGENE	WARD	9155		3642 HAMPTON STATION RD	CLARKSVILLE	TN	37040	
M	TN	7	MAR	ERNIE	WHITTEN	80502		143 JONES ST	SELMER	TN	38375	
M	TN	7	SEP	ROBERT	ARRINGTON	41145		1919 BIRCHFIELD PVT CT	KINGSPORT	TN	37660	
M	TN	7	SEP	DONNA	BRANDSEY	45650		7949 E CORONADO RD	SCOTTSDALE	AZ	85257	
M	TN	7	SEP	BRITTANY	BURTON	77755		1871 BAGLEY HOLLOW RD	FAYETTEVILLE	TN	37334	
M	TN	7	SEP	NANCY	CARDWELL	54264	147	2301 FOREST LAKE DRIVE	NASHVILLE	TN	37211	
E	TN	7	SEP	JEFF	CARDWELL	54265	148	2301 FOREST LAKE DRIVE	NASHVILLE	TN	37211	
M	TN	7	SEP	CHRIS	DORSEY	59859		1932 ROSEBROOK DR	CHATTANOOGA	TN	37421	
M	TN	7	SEP	TAMMY	DORSEY	61895		6504 FOX DEN LANE	HIXSON	TN	37343	
M	TN	7	SEP	BETHANY	HUFFMAN	68794		8370 HIGHWAY 51N SUTIE 112	MILLINGTON	TN	38053	
M	TN	7	SEP	TODD	JERNIGAN	77774		315 SHELBY CIRCLE	SHELBYVILLE	TN	37160	
M	TN	7	SEP	JOHN	JORDAN	22690		58 SFC 308	FORREST CITY	AR	72335	

EXHIBIT E: ADD – DROP - CHANGE FORM AND MATCHING COVER SHEET

**UNITED STATES JCI SENATE
MEMBERSHIP ADD / DROP / CHANGE FORM**

TENNESSEE/REGION VII

LARRY NORFLEET TREASURER

Person Submitting: _____
931-6247209

Phone:

Date: 5/20/24

Page:

Email: LARRYN60771@GMAIL.COM

USE ALL CAPITAL LETTERS

[illegible]

EXHIBIT E: ADD – DROP - CHANGE FORM AND MATCHING COVER SHEET

US JCI SENATE QUARTERLY DUES BILLING COVER SHEET - DUES PAYMENT REMITTANCE FORM

Use the enclosed Add/Drop/Change form to add new members (including those members who may have been dropped on previous dues billing). Please mark the member of another state column if necessary. Be sure to put the notation "Add" in the A/D/C column.

Please list the members who should be dropped on the Add/Drop/Change form with the notation "Drop" in the A/D/C column. Only members due this quarter may be dropped including deceased members.

This form should also be used to change any of the listed information about current members (addresses, correct spelling on names, life memberships ,etc.) on your state roster. Place the notation "Change" in the A/D/C column with the change being highlighted.

Send completed Cover Sheet and Add/Drop/Change form electronically to the Membership Information Services Program Manager and mail this cover sheet, Add/Drop/Change form and dues payment check for the amount due to the US JCI Senate Treasurer by date listed:

Lisa Badger #67973 Membership Information Services 617 S. 5th Ave E Newton, IA 50208 Phone (641) 275-0988 (C) Email: MIS@usjcisenate.org jcisenator67973@gmail.com	Dawna Norfleet #61999 US JCI Senate Treasurer 3642 Hampton Station Rd Clarksville, TN 37040 Email: treasurer@usjcisenate.org
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☒ **First Quarter**
September 1, 2026

☐ **Second Quarter**
December 1, 2026

☐ **Third Quarter**
March 1, 2027

☐ **Fourth Quarter**
June 1, 2027

State/Region: TN/7 Date: Mailed: 8/12/2026

Person Submitting Dues Kit Treasurer

Number of Members Due 25

Number of Members Dropped 0

Number of Members Renewed 25 @ \$7.00 \$175.00

Number of New Members 2 @ \$7.00 \$14.00

Total Payment due: \$189.00

FOR US JCI SENATE TREASURER'S USE

Check Number: _____ Check Amount: _____

Date Received: _____ Date Deposited: _____

PLEASE MAKE CHECKS PAYABLE TO US JCI SENATE

EXHIBIT F: MENTOR'S SPONSOR SHEET

Mentor's Sponsor Sheet

Event: _____

Date: _____ **Location:** _____

[illegible]

Please donate \$2.00 or more to sponsor the Mentor's Magazine

EXHIBIT G: PRESIDENT'S DUES LETTER/EMAIL ATTACHMENT EXAMPLE

(Suggest mail to members 45-60 days prior to renewal date)

Date _____

Dear Senator:

I am excited to be serving as President of the XYZ JCI Senate for the 2026-2027 year. The Board of Directors has planned a full calendar of events for the year and hope that you will be part of the fun and fellowship. I would like to ask you to renew your membership for this coming year. For \$\$\$, you will continue to be an active member of the XYZ JCI Senate and the US JCI Senate. Some of our upcoming activities and benefits for continuing your membership include: (List a few of your upcoming events/services)

(If Applicable – include information on your Lifetime Membership Program)

For more information on our upcoming events, please visit the XYZ JCI Senate website at www.xyzjcisenate.org, or contact me at (123) 456-7890. To continue your membership, please complete the form below and mail it with your \$\$\$ check **by Your Deadline Date** to our Treasurer, John Smith, at the address listed below.

Sincerely,

Your Name, #99998

President 2026-2027

Name: _____ Senate Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

- Are you willing to be a resource for the XYZ Jaycees (training, mentoring, recruiting, etc.)?
☐ YES ☐ NO
- I prefer to receive the newsletter via Regular Mail (versus email)
☐ YES ☐ NO
- I would like to donate to: (include any state-wide emphasis project, foundations or other programs which may be appropriate for your state) Amount: \$ _____ .00

Please make your check payable to XYZ JCI Senate and mail by Your Deadline Date to:

John Smith #99999
XYZ JCI Senate Treasurer
109 Park Place
Monopoly City, XY 98765
(987) 654-3210

EXAMPLE H: PRESIDENT'S DUES FOLLOW-UP LETTER/EMAIL

(Suggest mail to members 30-45 days prior to renewal date)

DATE

Fellow Senator,

Like me I'm sure you can recall the exact moment you first realized it was YOU they were talking about as the list of offices, accomplishments and projects were read for the next person being honored by their chapter with the highest honor a Jaycee could receive, a JCI Senatorship. Today, while the number of JCI Senatorships bestowed worldwide is over 80,000, we still make up less than 1% of all people who have been a Jaycee. You truly are the cream of the crop!! The XYZ JCI Senate has a priority this year to reach out to those who have not been members to encourage them to rejoin our ranks as an active JCI Senator and member.

While the Senate will continue to be a social organization that allows us to continue the friendships that we cultivated when we were Jaycees, an additional initiative this year will be to help support the XYZ Jaycees and our local chapters. Over the last several years the XYZ Jaycees' membership, as well as Jaycee membership nationwide has decreased. While there are many reasons for this, the fact remains that the Jaycees are still THE organization for young people who want to create positive change and foster leadership training through community service. The XYZ Senate is committed to offering to provide needed mentoring, advice, success stories and more in order to help the XYZ Jaycees succeed in achieving their goals this year and into the future. We are asking you to help, by not only renewing your membership in the Senate, but also sharing your ideas and thoughts. Hopefully, you will remember the first time a Senator took a moment of their time to recognize you. Those moments are priceless to the Jaycees.

We made things happen as Jaycees. We can continue to do the same as Senators. I hope that you will join me and your fellow JCI Senators in giving back to the Jaycees and having fun in the process...what more can we ask for?

Sincerely,

Your Name, #99998
President 2026-2027

P.S. Attached is a copy of the dues letter that you should have received before. This will give you more information about what the upcoming year for the XYZ JCI Senate.