INTEGRATING CLMS WITH LAPSATION PROCESS
CLMS program has the ability to integrate with the Lapsation program. Each month there should be something being sent from the CLMS system.

Letters in the Mail Merge can be edited and can be sent snail mail, email, or both.

Lodge Membership Chairman and Lodge Secretary need to work together.
JANUARY – Mail Dues Statements to all members. Those that delinquent will be billed for next year’s dues and delinquent dues.

FEBRUARY – Begin processing dues payments
Mail Final Notice to Delinquents

MARCH - On or before 31st – drop delinquents

APRIL – Send 60 Day notice to members dropped in March

Send dues statements to Delinquent Members
MAY – Mail Delinquent Form Letter May to delinquent members

JUNE – Mail Gathen 1 Letter

JULY – Mail Gathen 2 Letter

AUGUST – Mail Delinquent Dues Statement

SEPTEMBER – Mail Gathen 3 Letter

OCTOBER – Mail GER Appeal Letter

NOVEMBER – Mail Delinquent Form letter November
June 8, 2017

Hi [!DetailFirstName]:

Just a gentle reminder. We have not received you annual dues payment of $________, which was due on April 1st, 2017. Please send it to us right away in the enclosed envelope.

You can also go online to our lodge website and pay with a major credit/debit card right away at .com. That’s fast and convenient and just takes a minute or two.

Please feel free to give me a Call___________or email______________ with any questions or concerns.

Stay well and we hope to see you soon down at the lodge.

Fraternally,
Joyce Powell, PDD
Lodge Secretary
June 8, 2017

Hi [!DetailFirstName]:

Have you forgotten to send us your annual dues payment? The amount of $_______ was due on April 1st, 2017.

If you have not already mailed it to us, please do so today in the enclosed envelope.

You can also go online to our lodge website and pay with a major credit/debit card right away at .com. That’s fast and convenient and just takes a minute or two.

Please feel free to give me a call at_______or email____________with any questions or concerns.

Stay well and we hope to see you soon down at the lodge.

Fraternally,
Joyce Powell, PDD
Lodge Secretary
June 8, 2017

Dear [!DetailFirstName]:

I have written to you three times without any answer concerning your annual dues of $____ which was due on April 1st, 2017. We have also tried to contact you by phone, but again without success.

I am surprised in not hearing from you since you have been a good and reliable member for X years.

If there is a health or financial hardship please give me a call at 201-320-3670 or email me at hhelks1962@optonline.net explaining your unfortunate situation so I can work with you.

Remember....You can go online to our lodge website and pay with a major credit/debit card right away at hhelks1962.org. That’s fast and convenient and just takes a minute or two.

Fraternally,
Joyce Powell, PDD
Lodge Secretary
PHONE-A-THON QUESTIONNAIRE

Member name and number: Member Number: Member Type:
Sponsor: [!DetailProposerAtInitiation]
Home phone:
Disconnected/Wrong #: ____ No Answer: ____ Answering Machine: ____ Left Message: ____
Cell Phone:
Disconnected/Wrong #: ____ No Answer: ____ Answering Machine: ____ Left Message: ____
Member Years: 0
The amount of delinquent dues to is $__________________
1. Do you intend to renew your membership Yes _____ No _____
2. If no, reason why
   _____ Illness
   _____ Dues to high
   _____ Not interested in social or lodge activities
   _____ No one asked me to participate
   _____ Officers to cliquish. Members ignored me.
   _____ No longer live in the area. Would you consider transferring to another lodge Yes _____
   No _____
3. Is there anything we can do to change your decision not to renew?
4. Comments or recommendations:

Person Performing Contact:
_______________________________________________________________________