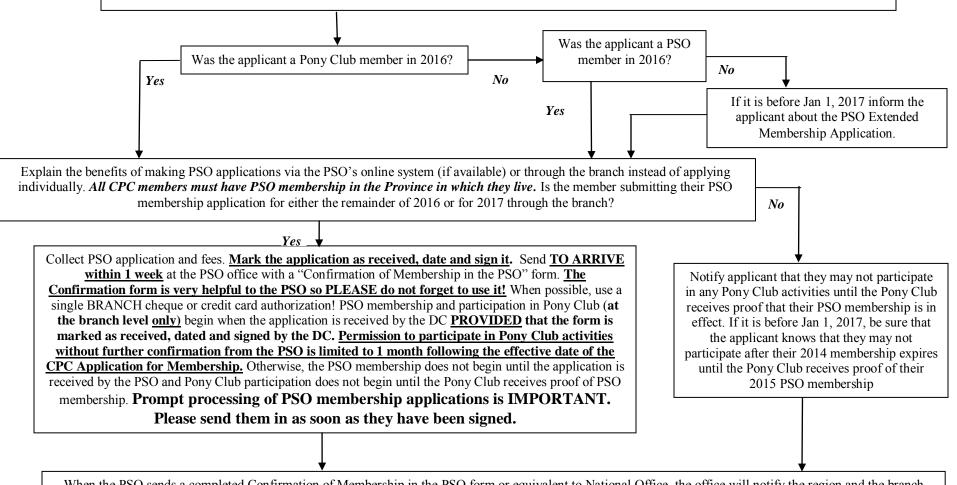
## DC's 2017 Membership Forms Processing Flowchart (revised August 2016)

Collect CPC Membership application and fees. As soon as possible but definitely within 2 weeks of the applications being received, assemble the applications into a package along with a Branch Registration List form(for renewals only), all National and Regional fees, and copies of PSO membership cards for any new members who already have a valid PSO membership, then make copies and send the originals to your regional membership contact. CPC memberships are effective when received and signed by the DC.

Participation in all activities must be prevented at any time when the member does not hold a confirmed current PSO membership.



When the PSO sends a completed Confirmation of Membership in the PSO form or equivalent to National Office, the office will notify the region and the branch (where an email address or fax number is known) that final confirmation has been received. When the National Office receives registrations for which no confirmation has been received, they will request confirmation directly from the PSO and notify the region and branch as above as to which members have confirmed PSO memberships and which do not. **Branches are asked to not contact the PSO directly to ask for confirmations.**