

## Easy instructions for signing the Request for Membership Removal and Procedures Form

**This is a fillable online PDF document that can be completed without sending it to a paper printer.** Any statement made by the non-paying member to a retention committee caller can be included on the Request for Membership Removal and Procedures Form. A written statement from a non-paying member requesting final termination of membership (as opposed to “membership withdrawal”) can be emailed to the committee as an attachment to the electronic PDF document. Just annotate the Contact #1 Comments with "See attachment".

- The Financial Secretary completes the fillable top portion with Member & Billing information, then emails it to the Deputy Grand Knight so he can attempt personal contact with the non-paying member.
- The Deputy Grand Knight attempts personal contact with the non-paying member.
  - Results of contact or lack of contact are recorded in the fillable spaces provided.
  - Electronic signature is entered into the appropriate fillable space.
  - The updated PDF document is forwarded in an email to the 1st Trustee.
- The 1st Trustee attempts personal contact with the non-paying member. (If contact is not necessary because the member’s intent is known, skip bullet #1.)
  - Results of contact or lack of contact are recorded in the fillable spaces provided.
  - Electronic signature is entered into the appropriate fillable space.
  - The updated PDF document is forwarded in an email to the 2nd Trustee.
- The 2nd Trustee attempts personal contact with the non-paying member. (If contact is not necessary because the member’s intent is known, skip bullet #1.)
  - Results of contact or lack of contact are recorded in the fillable spaces provided.
  - Electronic signature is entered into the appropriate fillable space.
  - The updated PDF document is forwarded in an email to the 3rd Trustee.
- The 3rd Trustee attempts personal contact with the non-paying member. (If contact is not necessary because the member’s intent is known, skip bullet #1.)
  - Results of contact or lack of contact are recorded in the fillable spaces provided.
  - Electronic signature is entered into the appropriate fillable space.
  - The updated PDF document is forwarded in an email to the Grand Knight for his review. If necessary, the PDF document is forwarded to the District Deputy.
- The District Deputy attempts personal contact with the non-paying member.
  - Electronic comment, recommendation, and results of any contact attempts by the District Deputy are entered into appropriate fillable spaces at the bottom of the form.
  - The updated PDF document is forwarded in an email to the State Membership Retention Chairman.
- The State Membership Retention Chairman will reply to the District Deputy with his recommendation on concurrence of membership removal. The Grand Knight and Financial Secretary are cc’d on this email.
- The same email will advise the Financial Secretary to send a “Knight Alert” letter.

**Retention Committee Members forward only the updated document to the next recipient.**