

## Keep Current to Keep Current on Section Meetings & Activities

Help us keep your member rosters current - notify your members of the importance of keeping their contact information current. Current email and/or mailing addresses ensure your members receive your Section's meeting notices and newsletters in a timely manner.

At Section meetings, remind Members to be sure their contact information is updated with National. There are three easy options for doing so:

1. Log-onto the AWS members-only site using member number and password to update online member record.
2. Call the AWS Membership Department at 800-443-9353 x 480.
3. Email the AWS Membership Department at [rhenda@aws.org](mailto:rhenda@aws.org)

You may also want to keep a clip board handy for meeting attendees to write down any changes to their contact info, which can then be forwarded directly to Rhenda Kenny.

### Send post cards – three post card templates are provided below.

The AWS New Jersey and Philadelphia Sections have created post cards advertising three easy ways to do so. Both Sections have shared their post card templates. In addition to the template, the New Jersey Section has also submitted set-up instructions below.

- *The card that we did was actually printed in just one-color (black ink). We printed it on bright yellow stock for better mailbox visibility.*
- *For printing economy; I set up the type and artwork to appear 4-up on a standard 8 1/2" x 11" sheet. That way, we could print 1/4 the required quantity. The copy and elements were positioned on the sheet in accordance with postal standards.*
- *We also used 110lb index stock (available at Staples, Office Max, etc.) so that it would be thick enough to meet postal standards. The sheets are printed/copied) on 2-sides and then cut in half twice to form 4 1/4" x 5 1/2" postcards.*
- *We used the labels supplied by National so that the member numbers would appear on them. Each label was affixed on the mailing side below "First Class Mail" and a postcard stamp was affixed in the upper right corner.*
- *Attached is a jpg file that depicts just the front and back of the card.*
- *Also attached is a pdf file which shows the complete set up for positing and printing each side 4-up on a sheet.*

AWS New Jersey Section post card template [front and back](#)

AWS Philadelphia Section post card template [front](#) and [back](#)

AWS Philadelphia Section meeting reminder post card template [front](#) (use back template above)