

CENTRALIZED MEMBERSHIP HANDOUT

ILLINOIS READING COUNCIL
1100 BEECH STREET, BUILDING 8, SUITE 2
NORMAL, IL 61761
PHONE: 309-454-1341
FAX: 309-454-3512
EMAIL: irc@illinoisreadingcouncil.org

ILLINOIS READING COUNCIL MEMBERSHIP BENEFITS

As a member of the Illinois Reading Council, members enjoy the following professional opportunities and membership benefits:

- Professional involvement (local & statewide)
- Reduced rates to the annual IRC Conference
- IRC Communicator (online monthly)
- IRC Journal (quarterly)
- IRC Webinars
- IRC Book Clubs

THE ROLE OF THE MEMBERSHIP CHAIR

IRC has centralized membership so the local councils do not need to worry about processing membership forms. Membership forms and checks or credit card information are sent directly to the IRC office. This gives the local membership chairs time to:

1. Recruit new members and maintain current members.
2. Remind members to renew their membership so they are not dropped.
3. Devise & carry out membership recruitment activities to increase their council's membership.
4. Encourage members to notify the IRC office of any address/phone changes.
5. Look over monthly reports. Check to see which members have an expiration date for the following month. Making a phone call to these members or send an IRC note card may be a great way to prevent them from being dropped by the IRC office for not renewing.
6. Utilize the current total membership reports the IRC office provides each month.
7. Notify the IRC office if your council provides gift and/or lifetime memberships for certain members. Membership chairpersons need to contact the recipient of the complimentary membership to let them know when they receive their renewal notice, they are to send their renewal form (filled-out and updated) to that council's treasurer. The treasurer can then write a check for their membership and forward the check and completed membership form to the IRC office where the membership will be processed. Since the IRC office does not know who is a complimentary member of each council, we are asking that each council keep track of their complimentary memberships so they know who to contact and when to contact them. It is important to keep all officers informed about this complimentary membership process, especially when officers change yearly.
8. Recruit for ILA (International Literacy Association). A certain number of ILA members is required to qualify for ILA Honor Council (check with your local president) based on your council's membership. ILA is different from IRC (Illinois Reading Council) and it requires a different form and separate check.

MEMBERSHIP FORMS AND MEMBERSHIP CARDS

RENEWAL FORMS:

Renewal forms are sent out to current members two months prior to their expiration date. Upon receiving their renewal form, members should check the information on the renewal form and make corrections and additions at this time. Please fill out the form completely.

ONE RENEWAL DATE ONLY: If a member would like to make a change in his/her memberships/councils, do so at this time. Membership is good for one year, and in order to receive a discount, they must join multiple councils at the same time. If a person was already a member of SCIRA #0204 and had an expiration date of August 1st and then in October that same member wanted to join ICARE, that person's membership expiration date will not change to November 1st. It will remain August 1st. Members can only have **one** expiration date.

MEMBERSHIP FORM:

Membership forms are to be used for new members. Encourage new members to fill out the form completely, adding ILA# if applicable. Make sure members choose the correct council and join multiple councils at the same time if they so desire. People must join multiple councils at the same time in order to receive the discount. Send the form and check or credit card information directly to the IRC office.

MEMBERSHIP CARDS:

Each member will receive a verification of payment and membership card via email. The membership card will have the member's name, address, membership number, membership expiration date, and the council names that they joined/renewed. It will be emailed approximately one month following the time that they joined and/or renewed.

MEMBERSHIP MONEY FACTS

*As of July 1, 2023, membership costs \$50.00 for members and \$30.00 for preservice teachers. A preservice teacher is one who has not been certified in the teaching profession and is working toward an initial teaching certificate. All councils cost the same.

*Remember that the \$50.00/\$30.00 membership price is the cost of a dual membership. The cost covers membership in the Illinois Reading Council and one local or special interest council.

*If multiple councils are joined at the same time, each additional council is \$15. Preservice Teachers pay \$5 for each additional council. If a regular member joins 2 councils at the same time their cost will be \$60.00. If a member joins 3 councils at the same time, their cost will be \$75.00, and so on...

*IRC does not receive any money for 2 or more memberships in local councils.

*Councils always get their money, no matter how many councils a member joins/renews.

Councils receive \$15.00 for every regular new member and/or renewal.

Councils receive \$5.00 for every student new member and/or renewal.

IRC receives \$35.00 for every regular new member and/or renewal and \$25.00 for every preservice membership.

*Membership checks should be made payable to **Illinois Reading Council**. These checks should be made for the full membership fees. The IRC office will distribute the council's share to them on a monthly basis. These checks are sent directly to each council treasurer.

TYPES OF MONTHLY MEMBERSHIP REPORTS

Every month each council will receive several reports from the IRC office. These reports will be sent electronically and will consist of:

New Member List: This is a listing of all the new members who joined in that particular month.

Renewed Member List: This is a listing of all the members who renewed in that particular month.

Lapsed Member List: This is a listing of all the members who recently renewed a membership that expired within the last 12 months.

Dropped Member List: This is a listing of all members who dropped membership in your council for that particular month.

*Members can drop from a council on their own. Some members do this when they want to join a different council and drop one they are already in. We notify councils of these members at the end of each month.

Non-Renewal Member List: This is a list of members who did not renew their membership in IRC.

*Please note that IRC will remove members if they do not renew their membership by their expiration date.

**What happens when these members send in their renewal notices late and they have already been removed?* IRC will enter these members back into the membership database as lapsed members. The member will keep the original membership number with the updated expiration date.

Total Member List: This is a current listing of all your council's members. This list contains all members who have joined or renewed your council, plus members who are current.

Treasurer Reports: The treasurer is sent a report of all members who renewed or joined your council. This list includes the amounts that each member paid, as well as a listing of the money paid to the council for that particular month.

REQUESTING MAILING LABELS

The IRC office will supply a set of mailing labels upon request from the councils. By ordering labels through the IRC office, each council will receive a **current** listing of members. To order, please email irc@illinoisreadingcouncil.org, call by phone to **309-454-1341**, or fax **309-454-3512** your request. If you get the answering machine be sure to say:

*For which council are labels needed.

*To whom and where labels are to be sent (give name and complete address).

*If you would like the list sent electronically.

*If you want them in alphabetical or zip code order.

*How soon you need them.

Labels requested electronically should be ordered 1 or 2 days in advance, however if you would like labels mailed, please order several days in advance to allow a few days for processing and mailing.

INTERNATIONAL LITERACY ASSOCIATION MEMBERSHIP

ILA (International Literacy Association) is separate from IRC (Illinois Reading Council).

Membership in IRC does not automatically make you a member of ILA. *ILA requires a separate membership form and fee.*

Membership Chairs can get ILA membership forms, which are available from the International Literacy Association.