

HOAF ANNUAL REGISTRATION INSTRUCTIONS:

From **Sept 1 – Sept 30** of each year, clubs collect their own registration information from members. It should include dancer name, address, phone, email, and if they receive their insurance through another club (if so, what club).

Between **Oct 1** and **Oct 15** of each year, clubs need to submit to HOAF:

- [HOAF Club Information form](#) – note recent changes to this form
- [USDA Federation or Association Club Listing](#) form with all Facilities you will be using for Dances, Lessons, or Club Meetings (Only if HOAF manages your insurance).
- [Club Roster / New Members form](#) or [Excel Spreadsheet](#) (Excel preferred)
- [Club Registration & Summary](#) form
 - Do not include insurance for members that get their insurance from another club (note which club)
 - If HOAF does not manage your insurance, leave the USDA Insurance section blank
- [Let's Go Dancing](#) form – Complete this form and send to the email or address on the form

All the above forms should be sent by email to Insurance Coordinator Email below. In addition, a check for Annual Club Registration needs to be made out to **Heart of America Federation of Square Dance Clubs** or **HOAFOSDC** and mailed to Insurance Coordinator address below. If HOAF manages your insurance, include Member Insurance fees in the check. If not, please note in the email which federation is managing your insurance. **NOTE:** We cannot update USDA with the club information or members until we receive payment.

In addition, for any members that are subscribing to **Fed Facts**, please complete the [Fed Facts Group Subscription Form](#) or individually the [FedFacts Individual Subscription Forms](#) and send form(s) and payment to the address/email listed on those forms.

If you wish to advertise in the FedFacts, you will need to fill out the [Advertising Contract Form With Instructions](#).

<u>HOAF Insurance Coordinator:</u>	<u>FedFacts Editor:</u>	<u>FedFacts Circulation Manager:</u>
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