

Renewal Checklist

- Review the resources on the [Renewal Hub](#)**
Starting now
- Begin adding new members to your memberplanet roster (not GHIN)**
October 1
- Send first renewal reminder to members**
First Week of November
- Send second renewal reminder**
First Week of December
- Complete 2023 [Club Renewal and Club Officer Contact Information Form](#) by December 15**
- Review Information on transitioning to [Electronic Payments](#)**
- Update member profiles and assure all members have current email addresses**
- Final renewal reminder**
First Week of January
- Finalize Club Roster Adds/Deletes**
by January 14 at 5:00 pm
- NCGA Invoices Sent Electronically**
Late January

