



Member Name: _____

Member Number: _____ Date: _____

Change of Status Checklist

Resignation:	Effective date:		
Reason for change:			
Wish to remain on Club Email list?	Yes	No	
Scheduling System Blocked?	Yes	No	
Hand-Scanner Access Deactivated?	Yes	No	
Accounting personnel notified	Yes	No	
Inactive:	Effective date:	Yes	No
Reason for change:			
Scheduling System Blocked	Yes	No	
Accounting personnel notified	Yes	No	
Re-Activate:	Effective Date:		
Scheduling System Activated	Yes	No	
Accounting personnel notified	Yes	No	