

## **NATIONAL BLACK NURSES ASSOCIATION, INC.**

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Estella A. Lazenby, Membership Services Manager: [elazenby@nbna.org](mailto:elazenby@nbna.org)

### **CHAPTER CHECK LIST - 2022**

**(All information is to be *emailed* to the National Office, except where noted)**

**EMAIL THE FOLLOWING DOCUMENTS to [elazenby@nbna.org](mailto:elazenby@nbna.org):**

- A copy of the Chapter's Bylaws
- Chapter Profile Information
- Excel Membership Roster and membership applications.
- The 2021-2022 Excel worksheet will be used throughout the year for your submissions to National.
- To establish a checking account, first go to the IRS.gov website to apply for an EIN#. You will need this to open a checking account. Please mail a copy of the EIN# to National.

#### **MAILED ITEMS:**

- Check for the Chapter Dues and Liability Insurance (\$365.00) attach a copy of the invoice to the check.
- Membership dues check with a hard copy of the membership roster to National. This check will reflex the total amount from the NATIONAL AMOUNT PAID column on the roster. DO NOT INCLUDE YOUR LOCAL DUES.

Mail documents to: Estella A. Lazenby at the National Office, see address above. Please remember to first email a copy of your membership roster to: [elazenby@nbna.org](mailto:elazenby@nbna.org) before placing a copy in the mail.

**ANY QUESTIONS, PLEASE CALL ESTELLA  
(240) 460-6893 - Thank You**