

NATIONAL BLACK NURSES ASSOCIATION, INC.

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Estella A. Lazenby, Membership Services Manager: elazenby@nbna.org

CHAPTER CHECK LIST

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

EMAIL THE FOLLOWING DOCUMENTS to elazenby@nbna.org:

- A copy of the Chapter's Bylaws
- Chapter Profile Sheet Information
- Excel Membership Roster and membership applications.
- The 2020-2021 Excel worksheet will be used throughout the year for your submissions to National.
- 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.
- Establish a checking account

MAILED ITEMS:

- Check for the Chapter Dues and Liability Insurance (\$365.00) attach a copy of the invoice. The chapter dues and liability insurance is due the beginning of each year.
- 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 before placing a copy in the mail.

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