

Keeping Your Court Roster Current and Updated
Carol Ghiloni
Membership Chairwoman

Who do I notify when a new member is installed? What do I do when a member transfers from another court? Who needs to be notified when we have a death of a member; a member forfeits or resigns? What about a change in an address, telephone number, or email address, who needs to be notified?

We have the answers! Please refer to the following information to help guide you when membership additions, deletions, and changes need to be made.

Let's begin by looking at the various forms you'll need and what to do with them once they are completed. *Note: all forms listed are available on the Catholic Daughters of the Americas website: <https://catholicdaughters.org> Click on the Members tab at the top of the page and then click on forms in the drop down tab.*

Application for Membership *(submission of paper form required)*

- Candidate completes the left side of the form
- Court Regent or designee completes the right side of the form after the candidate takes the CDA pledge
- Regent signs the completed form
- Financial Secretary, **within five (5) days** following the pledge of the applicant, sends the form to:
 - Original copy to the National Office: Catholic Daughters of the Americas, 10 West 71st Street, New York, NY 10023
 - 2nd copy to the State – in MA send to the 2nd Vice State Regent, Carol Ghiloni, 23 Saint Clements Road, Medford, MA 02155
 - 3rd copy is kept with Local court records

Member Deletion Report *(submission of information on paper form preferred, if sent via email must include all required information)*

- Form used for deletion of a member due to death, forfeiture, resignation, or transfer
- Follow instructions on the form for completion of information
- Financial Secretary sends form to:
 - Original copy to the National Office: Catholic Daughters of the Americas, 10 West 71st Street, New York, NY 10023, or email: carmencita@catholicdaughters.org
 - 2nd copy to the State – in MA send to the 2nd Vice State Regent, Carol Ghiloni, 23 Saint Clements Road, Medford, MA 02155, or email: CAghiloni@aol.com
 - 3rd copy is kept with Local court records

Information Correction Form *(submission of paper form or may email information)*

- Form used for change or correction of: Last Name, First Name, Previous Last Name, Street Address, City, State, Zip Code, Telephone Number, or Email Address
- Follow instructions on the form for completion of information

- Financial Secretary sends form to:
 - Original copy to the National Office: Catholic Daughters of the Americas, 10 West 71st Street, New York, NY 10023, or email: gertrude@catholicdaughters.org
 - 2nd copy to the State – MA send to the 2nd Vice State Regent, Carol Ghiloni 23 Saint Clements Road, Medford, MA 02155, or email: CAghiloni@aol.com
 - 3rd copy is kept with Local court records

Request Court Roster (*email request to Gloria at: cdaroster@aol.com, a paper form may be submitted*)

- It is recommended you request a court roster a few weeks prior to the Court's Spring and Fall Financial Review
- Requests for roster may only be submitted by Local Court Regent or the Financial Secretary
- Be sure to include your name, title, court Name, court Number, email address
- Send paper form to: Catholic Daughters of the Americas, Attn: Gloria, 10 West 71st Street, New York, NY 10023

Renewal, Transfer & Dual Membership (*submission of paper form required*)

- Follow instructions on the form for completion of information
- Financial Secretary sends the form as specified under *Application for Membership*
- Note: Renewal forms need to be sent within **five (5) days** after renewal of applicant, and transfer forms are **valid only for ninety (90) days** from the date of issue.

For additional information and/or questions, please contact Carol Ghiloni, Membership Chairwoman, CAghiloni@aol.com or telephone: 781-395-2088.