



**OFFICIAL PUBLICATION OF THE
SQUARE DANCE FEDERATION OF MINNESOTA, INC**

General Information

Club Packet

Last update: May 2017

Dear Club Leaders:

This is The ROUNDUP packet for your club. It contains the “How,” “When,” and “Where” for any information your club will be submitting to The ROUNDUP for publication during the next year.

The suggestions, guidelines, and contract terms may seem rigid for a square dance activity where we are usually happy-go-lucky. However, since The ROUNDUP board is made up of volunteers, these rules make for smoother operations and help minimize the time requirements for each member of the board. We ask that you take the time to read and follow the instructions for each individual job to make our jobs easier. Please be sure that each person in your club who is responsible for submissions knows how to access the appropriate information.

We hope this information will be helpful to you and your club. If you have questions or suggestions, please feel free to contact a member of The ROUNDUP board. All members, along with their duties, are listed on page two of The ROUNDUP. However if the correct email is used, i.e. editor@theroundupMN.com, it will get to the correct person, no matter who it is.

The ROUNDUP articles and ads are submitted via email, so we will address instructions and suggestions to this means first. Special notes for those submitting a hard copy will be toward the end of each section. This prioritization is also intentional because electronic filings are so much easier for all of us to use.

NOTE: TIME REQUIREMENTS

SEND: All club news, condolences, get wells, and congratulations to club news editor (listed in The ROUNDUP on page 2) by the 25th of the month, two months prior to the issue in which it will appear. For example, July 25th for the September issue.

When emailing board members, please give your name and club, and use the board member's official email address as shown on page two of The ROUNDUP. Items sent to personal email addresses do not always reach the appropriate individual and can get lost.

All items must reach the appropriate board member of The ROUNDUP by the 25th of the month, two months prior to the issue in which it will appear. Check the most current issue of The ROUNDUP for a complete list of deadlines.

It is very important that each appropriate member of your club is made aware of the location of this information. Be sure this information is passed on to the new incoming officers before the start of the new dance season as well. There is usually a lot of confusion with the July/August issue because new club officers do not realize they are expected to get the dance listing, news and ads in by the May 25th deadline.

Thank you in advance for your cooperation. See you in a square!

Sincerely,

The ROUNDUP Board

Subscription Dances

Why have a Subscription Dance?

- The ROUNDUP is packed with current information and dance listings in the area, and it promotes square dancing. That benefits us all.
- Subscription dances will be listed in both the Special Events sections and the Open Dance listings. Please send **both forms to the dance listing editor**.
- Everyone who signs up or renews at the dance will be given a \$2.00 discount. This does not include the special price offered to new dancers. The subscription must be taken by a board member or appointee of The ROUNDUP governing board and must be advertised in The ROUNDUP. *(Note: you can renew no matter when the last time you renewed was! The new ten-month subscription will be added at to the end of your current subscription. You won't need to worry about your subscription expiring on you!)*
- To set up a Subscription Dance: Contact the current Dance Listing Editor, (dancelisting@theroundupmn.com) at least two months prior to the dance to see if The ROUNDUP staff members can be present. We will make every effort to be available if schedules permit. It's a great opportunity for the dancers and will help draw dancers to your dance!
- Official subscription forms should be used and the subscriber given the carbon copy as a receipt. If ROUNDUP board members are present at the dance, they will bring the forms. If not, the club will receive them by mail.
- See the next page for specific instructions on filling out subscription blanks.

Subscription Dances

Instructions for Filling out The ROUNDUP Subscription Order Forms

- Ask subscribers to fill out their own forms. (They can do it faster and more accurately.) **Please ensure** that they **print** all information clearly.
- Please have them circle "address change", "new" or "renew." Clarify that renewal months will be added to the months remaining on the existing subscription. Ordering a subscription when their subscription has lapsed is a new subscription.
- The person selling the subscription should make sure everything is legible; indicate the amount collected on the form, then sign and date the form.
- Give yellow copy to subscriber as receipt.
- Send original with checks directly to The ROUNDUP Subscription Manager as listed on page two of The ROUNDUP. **Do not send cash!**

Thank you,
The ROUNDUP Board

SAMPLE

The ROUNDUP Subscription, Mail to:
The ROUNDUP
SUBSCRIPTION MANAGER
Address Listed in The ROUNDUP
subscription@theroundupmn.com

Must be *received by the 1st of the month* to receive the next issue.
For example: Renewals received by March 1 will begin with the April issue.

Please Circle: Address Change Renewal New

Enclosed is \$ 15.00 for 1 year(s)

Subscription Rates \$15 per year (10 issues) **No refunds.**

Make all checks payable to The ROUNDUP. (*Not responsible for currency sent through the mail.*)

Checks returned for non-sufficient funds will be charged \$30.00.

Old Address:

Phone: 123-456-7890

Current Address:

Name: Joe Dancer

Address: One Square Promenade

City: El Paso State: TX Zip: 12435

Email: joedancer@gmail.com

Sold by: _____ Date: _____

ATTENTION: ALL CLUB PRESIDENTS

Order Copies of The ROUNDUP For Your Graduates

- If your club needs copies of The ROUNDUP to present to your graduates, please use this form. Please observe the dates indicated at the bottom of this page.
- Issues will be available after the 3rd Tuesday of the month.

Club name: _____

Month of the Issue needed _____

Contact person _____

Number of copies _____ @ \$1.50 = \$_____

Address _____

Phone _____ email _____

Please include a check with order or payment upon receipt of issues+.

Twin City area clubs **MUST** pick up their copies from a board member of The ROUNDUP.
All others will be mailed.

We will pick up our copies from _____
(The ROUNDUP board member)

Email [subscription@theroundupmn.com] or mail this form to the Subscription Editor listed on page two of The ROUNDUP

July 25th for September issue

August 25th for the October issue

September 25th for the November issue

October 25th for the December issue

November 25th for the January issue

December 25th for the February issue

January 25th for the March issue

February 25th for the April issue

March 25th for the May/June issue

May 25th for the July/August issue

**The ROUNDUP's
Special Subscription
Offer for
New Graduates Only
1 ½ year for \$15!**

Why are we doing this?

- To keep new dancers informed of dances in their first 1½ year of dancing.
- To hold new dancers' interest and let them know what's going on in the square dancing community.

**To take advantage of this offer,
fill out the form below and mail to:
Subscription Editor listed on page two of The ROUNDUP**

(please print)

**The ROUNDUP Subscription
Form only for new graduate special offer.**

(Must be received by the 1st of the month to receive the issue one month later.)

Name _____
Address _____
City _____ State ____ Zip _____
Phone _____ Email _____

**Subscription Rate: \$15 for 1 ½ years. No refund.
Enclosed is \$ _____**

**Make checks or money order payable to The ROUNDUP.
(Not responsible for currency sent through the mail.)**