

## CAUAA Membership Card Processing Procedure

- Distribute updated list/Google Form of paid members/ (From Financial Secretary) or share with Panther Paw Office staff.
- Members may stop by the CAU Panther Paw Office located on the campus of Clark Atlanta University, Bishop L. Henderson Student Center, 3rd Floor to have their photo taken and card processed.
- Provide instructions to members on how to get their cards via mail.
- Forward photos received to Panther Paw office staff - Currently Arnetta Reid [areid@cau.edu](mailto:areid@cau.edu) and P Fahie [pfahie@cau.edu](mailto:pfahie@cau.edu)
- Panther Paw office staff will notify Membership Chair that card is ready.
- Designee, Currently a Student volunteer from the Pre-Alumni Council, will retrieve card(s) from the Panther Paw Office and walk them to the office of the National Alumni President in the Alumni House.
- National President in coordination with membership chair will establish protocol for the actually mailing (placing cards in the envelope, confirming address, printing labels, applying postage and documenting the date mailed).