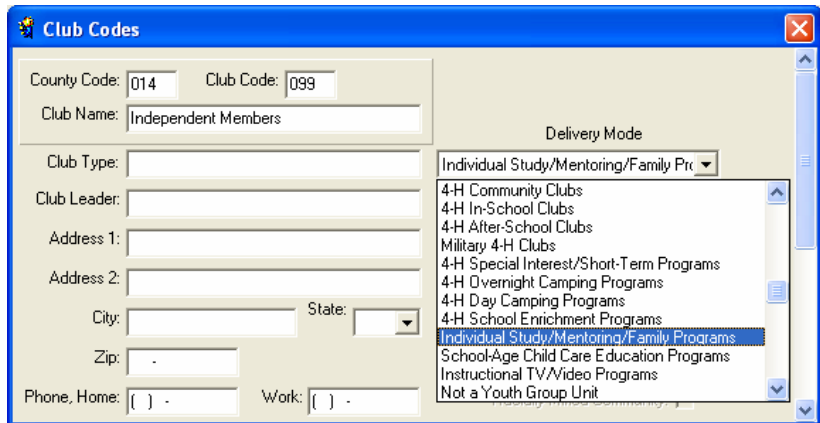


### Adding a “club”

In order to accurately process the statistical reports, every member must be assigned to a primary club. This seems inconsistent with independent membership, but if we broaden the concept of “club” to be a grouping of similar individuals, it may help.

First, in Blue Ribbon, use the File menu and choose “Club/Unit Codes”. You must create (Add) a “club” that will contain all of your independent members. This is the place where you will set the delivery mode to be the correct one for those members: “Individual Study/Mentoring/Family Programs”.



The only information that must be filled out on the Club Codes screen are the four pieces shown above: County Code, Club Code, Club Name, and Delivery Mode.

### Adding the independent member’s individual information

After you have saved the “club” information, you will enter your independent members just as any others on the Member/Leader screen, assigning them a primary club of this new Independent Members club.

### Looking for these members on the ES-237 stat report

On the ES-237, these independent members will appear on line 5, page 1. The “units” column will have a “1”, which is generated by the club you created, and the total number of members will be in the two gender columns.

### Program Fee Report

Since the Program Fee report is based on category (Members) and Status (New & Return), it really doesn’t matter what delivery mode is marked for the member’s club. They will still show up in the Program Fee report.

### County and area summary reports

Beginning in the fall of 2007, the county and area summary reports posted on the web will be changed to include the number of youth on line 5 with the category “club”—the first column after the county name.