

# USPS® MEMBERSHIP QUICK GUIDE

## Resource Directory for Squadron Commanders

The names and contact information for all national committee chairs are published in *The Ensign* or on the national committee website.

To contact USPS headquarters staff for direct answers to questions, go to <http://www.usps.org/national/ensign/hqcontactsheettable.htm> and select the staff member responsible for the area where you need assistance.

Important Telephone Numbers: 888-367-8777 (888 FOR USPS) Fax 888-304-0813

### FOR ISSUES CONCERNING DEADLINES AND DUE DATES:

<http://www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html> - [Squadron Officers Guide](#)

<http://www.usps.org/national/ot/> -- [Officer's Checklist](#) (Calendar); electronic Stationery;

Quick Reference Meeting Guide plus Requests for Certificates for OT and LD.

Note: OD-1 and OD-2 should be filled out using DB2000 and electronically sent to Headquarters

### FOR ISSUES RELATED TO CHARTERING:

<http://www.usps.org/national/squaddev/Devnewsquadtools.html> -- [Steps to chartering.](#)

### FOR ISSUES RELATED TO MEMBERSHIP, RECRUITING, RETENTION, YOUTH

#### [For help from headquarters](#)

Call Deliah Holloway at HQ: 1/888-367-8777 ext 229 (Districts 1-8 and 27-33)

Call Lynnda Stevens at HQ: 1/888-367-8777 ext 219 (Districts 9-26)

Or send an email to [membership@usps.org](mailto:membership@usps.org)

#### [Membership Committee website](#)

<http://www.usps.org/national/membership/> --. Membership Forms (Applications, Joining, Transfers, Dues Schedules & Reinstatement); Membership Awards (Boat/US and MIRA); Membership Statistics and Reports; National Meeting 1<sup>st</sup> Time Attendees information; List of D/Cs vs. National Membership Representatives; Tools and Presentations; Youth Activities.

#### [Newest Recruiting PowerPoint](#) "This is USPS" -

<http://www.usps.org/national/membership/presentations.html> [Also found on the Boating Course CD.]

#### [Online New Member Processing](#)

<http://www.usps.org/php/membership/login.php?>

#### [Squadron Dues Calculator](#)

<http://www.usps.org/national/natsec/dues/docalc.htm>

#### [New Member Welcome Kit](#) –

<http://www.usps.org/national/membership/meminv/index.htm>

#### [Membership Forms](#)

[http://www.usps.org/national/membership/printable\\_forms.htm](http://www.usps.org/national/membership/printable_forms.htm)

#### [Membership Renewal Tools](#)

[http://www.usps.org/national/membership/meminv/index.htm#Renewal\\_Tools](http://www.usps.org/national/membership/meminv/index.htm#Renewal_Tools)

#### [Youth Activities, Poster Contest, Info on Sea Scouts Partnership](#)

<http://www.usps.org/national/membership/youth/index.htm>

#### [Membership Committee Awards](#)

[http://www.usps.org/national/membership/other\\_documents/Awards\\_Programs.htm](http://www.usps.org/national/membership/other_documents/Awards_Programs.htm)

## FOR ISSUES RELATED TO EDUCATION, COURSE MATERIALS, USPS UNIVERSITY

CALL Mary Pat Mills at 1/888-367-8777, ext. 222 or check the contacts page for Assistance from the Education Department, <http://www.usps.org/national/eddept/misc/contacts.htm#contactsemail> .

Staff will provide answers to general educational questions, full certificate information, status of educational orders, exam results, course sticker replacements, exam orders and status, sight folders, educational materials invoicing, status of educational orders

✚ **USPS University** - [http://www.usps.org/e\\_stuff/seminars.htm](http://www.usps.org/e_stuff/seminars.htm)

✚ **Free listings and advertising** - <http://www.usps.org/national/eddept/b/boating.htm>

(Boat/US/West Marine) for Boating Courses and USPS Seminars. *On the menu above the white space, place your cursor on Manage Public Programs. From the drop down menu, select Register Boating Courses (HQ800). When the page is displayed, select either Boating or Seminar and follow the instructions.*

## FOR ISSUES RELATED TO NATIONAL MEETINGS:

**USPS National Calendar of Meetings**

<http://www.usps.org/national/natmeetings/Calendar.html>

**Next USPS National Meeting information.**

<http://www.usps.org/national/natmeetings/>

## FOR ISSUES RELATED TO SOFTWARE, DB2000

**USPS Software** (DB2000 and Boating Course Assistant), How to obtain Rosters.

<http://www.usps.org/national/itcom/>

**Mail Lists** – USPS electronic mailing lists center

<http://www.usps.org/mailman/listinfo/>

## FOR ISSUES RELATED TO DUES, BILLING, RENEWAL plus TREASURER INFORMATION

Contact LENA PADRO, Mgr., Member Services 1/888-367-8777 EXT 212

**Treasurer information**

<http://www.usps.org/national/treasurer/>

**Online Dues Collection Reports** - for **Member Renewal Reports** for Squadrons and Districts participating in Headquarters Anniversary Billing.

<http://www.usps.org/dues/reports/reports.php>

**Online Dues Renewal**

<http://www.usps.org/dues/>

## MISCELLANEOUS PROGRAMS FOR KIDS, MEMBER BENEFITS, VSC, SQUADRON ACTIVITIES

**USPS 4 Kids website**

<http://www.usps4kids.org/>

**Member Benefits**

[http://www.usps.org/national/admin\\_dept/membenefits.htm](http://www.usps.org/national/admin_dept/membenefits.htm)

**Vessel Safety Check Program**

<http://www.usps.org/national/vsc/conductvsc.html>

**Squadron Activities**

<http://www.usps.org/national/boactact/>

## FOR ISSUES RELATED TO MARKETING, PR - Contact Tom Kemp, 1/888-367-8777 ext. 228

**PR and Cooperative Advertising Program**

<http://usps.org/national/pr/ideas3.html>

**BE INFORMED! USPS needs YOU to Grow!**