**Email below to Members**

**(Subject) VIEW Club Membership**

Dear [Member Name]

You are receiving this letter as a follow-up regarding the status of your membership. At this time of the year, VIEW National Office sends out Club Membership Lists to update. VIEW uses these Membership Lists to:

* Track membership numbers to be able to adequately resource and support VIEW Clubs.
* Ensure we have up to date contact information for all club members.
* Determine insurance requirements for VIEW members.

Most importantly your membership helps ensure the continued funding of VIEW as well as donating much needed financial support to The Smith Family to provide Australian children experiencing disadvantage with tools and support to thrive at school.

We know it is very easy to overlook renewing your membership, particularly as it comes so early in the year after the Christmas recess. Unfortunately, if you do not renew in a timely fashion, VIEW policy dictates that the membership will have lapsed, requiring you to rejoin VIEW, losing any continuity of membership and eligibility for recognition of continuing service.

If you have recently renewed your VIEW Club membership, please disregard this email. If you are yet to do so, please contact the Treasurer or Secretary [contact details – phone and club email] to arrange this. If you won’t be continuing your membership of this VIEW Club, please still get in touch.

Your membership of your club to date is appreciated and has helped make a difference to disadvantaged children Australia-wide. I look forward to welcoming you again as part of our VIEW community.

Yours sincerely,

[Name]

Club President