

Metropolitan Chicago Association of Square Dancers (MCASD)
Membership Renewals 2025-26 Dance Season

To: Club President, May 2025
SUBJECT: **MCASD Membership Renewal and Dance Club
Liability Insurance Renewal**

Once again, it is time for MCASD Clubs to renew their MCASD membership, report their Delegates to the MCASD Board of Directors for fiscal year 2025-2026, and apply for renewal of club membership and their liability insurance coverage for 2025-2026, as needed.

Please remember to encourage dancers to attend the State Square Dance Convention in July. Every club's liability insurance premium is subsidized with profits from this convention. Without the State Square Dance convention, no club could purchase liability insurance for only \$50, the same as last year. With a successful turnout this year, we will be able to keep this cost down.

Also attached is the Additional Insured Request form. We have discovered that each of your venues must have their own Certificate of Insurance. Please fill out and return to Christine Steffy, sillydog56@icloud.com. Your certificate will be emailed once the insurance agency sends this.

All completed forms must be returned to the MCASD Acting Secretary, Christine Steffy, no later than June 1st, 2025 by email or regular mail. If unable to do so, please let her know asap. This will allow time to process the information needed from SCISDA to be sent to the Agency for processing your insurance certificates by the end of August.

See the Check Deposit Form for MCASD Treasurer's contact info and address. (See #4 below) Checks are payable to MCASD for \$40. for membership and \$50. for insurance. Attached are the forms Clubs need to complete as follows:

- (1) MCASD 2025-2026 Membership Application.

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(2) MCASD 2025-2026 Club Information Form. This includes your club's Dance Schedule, Club Membership, Club President, Delegates to MCASD, Registered Agent, Lesson Schedule.

(3) SCISDA 2025-2026 Club Membership Application (Club 2025-2026 Liability Insurance Application) Form listing President & Alternate Contact, Addresses, Phone #'s & Email Addresses & Club Dance Schedule.

(4) MCASD Check Deposit Form. (Mail your check and the Deposit Form to our Treasurer and email a copy of the form to the secretary.

(5) Synopsis of the insurance policy limits will be provided later.

(6) Club Membership List - the name of every dancer with contact information using the attached spreadsheet.

(7) Additional Insured Request – send one for each venue.

NOTE:

- MCASD Delegates Appointees Your delegate appointees will take office in September this year.
- Mail the Check to the treasurer with the Check deposit form.
- EMAIL (or snail mail) the forms with a copy of deposit form to the acting secretary, sillydog56@icloud.com

ALL FORMS MUST BE SENT TO COMPLETE YOUR MCASD MEMBERSHIP.

If you have any questions or concerns, please contact me. I welcome the opportunity to be of service.

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