



## MEMBERSHIP SERVICES DEPARTMENT CHANGE REQUEST FORM

This form is to be used by District Executive Members for Membership Services Department updates on behalf of RTO/ERO members. This is a fillable form meaning that you can enter the information in the blank space under each column, directly on your computer.

<b>DATE OF REQUEST</b>	
<b>District Executive Member's Details</b>	
* Full Name	
* Volunteer's Membership Number	
* Volunteer Position	
<b>Member's Details</b>	
* Member's Full Name:	
* Membership Number:	
<b>Demographic Updates</b> (Address, email, phone number, district preference, Renaissance/Liaison preference, pocket planner, membership card, etc.)	

1. All fields with an \* must be filled out or your request will **not** be processed.
2. This form is **not** for membership cancellations. Cancellations must be sent by the member in writing to [membership@rto-ero.org](mailto:membership@rto-ero.org).

Please note: This form can only be submitted by the following District Executive positions:

- President
- Newsletter Editor
- Vice-President
- Webmaster
- Secretary
- Goodwill Rep
- Membership Rep