

## **Iowa State Archery Association**

### **Instruction for Host Club**

1. separate registration form for each shooter; legible & completely filled out
2. membership renewal forms must be legible & completely filled out (including name in middle of form)
2. completed financial report (see attached); data entry fields highlighted in aqua
3. completed detail shooter list (see attached); data entry fields highlighted in aqua
4. email completed information to: [isaatreasurer1@gmail.com](mailto:isaatreasurer1@gmail.com) and [notiny@yahoo.com](mailto:notiny@yahoo.com)  
includes:  
financial report tied out to detail shooter list and money  
detail shooter list tied out to money
5. If not picked up at the shoot, mail completed information and money to:  
ISAA Treasurer  
c/o Lorie Kane  
5356 Highway 92  
Prole, IA 50229  
  
completed information includes:  
financial report tied out to detail shooter list and money  
detail shooter list tied out to money  
completed registration forms  
completed membership renewal forms  
  
Note: if mailing money, host club to deposit cash and write one check to ISAA for cash total
6. Amount Due Host club will be paid within 10 days of ISAA treasurer receiving shoot money and reports