

## Chapter Roster Request Instructions

- Monthly rosters may be requested once a month per chapter by using the form on the MARSP Website, [www.marsp.org](http://www.marsp.org), under “Community” “MARSP Leadership Center” titled “Chapter Roster Request Form”.
- Rosters should be requested by the Chapter Membership Chairperson (or one designated person from the chapter).
- The form allows chapters to select the specific roster(s) needed for a particular month at the time the chapters need. This change will allow chapters to receive the most current information when they need it (i.e. middle of the month versus first of the month) for the specific group they need the information for.
- In order to receive the rosters, the roster request form will need to be completed each time the chapter needs a roster, (i.e. monthly, quarterly, annually).
- Once the form is completed, it will come directly to MARSP we will generate the roster in Excel format and send via e-mail to the people indicated on the form within 2 business days.
- The form can also be used for chapters to request mailing labels on an as needed basis. Labels can be formatted and e-mailed at no charge or sent via US Mail at \$0.30 per sheet.
- Treasurers’ reports will continue to be sent to the Treasurer when chapter checks are sent.

**Please note: Rosters will be generated no more than once a month for each chapter. It is important you include on the form everyone in the chapter who should receive the selected rosters by e-mail. Rosters will not be sent via US Mail.**