

Division of Family and Children Services • P.O. Box 764 • 2720 Riverside Drive • Macon, GA 31209-7647 Phone: (912) 752-1809 • Fax: (912) 752-1811

March 27, 2000 Revised 08/30/2004

MEMORANDUM

TO: Field Coordinators

FROM: Ellen Skinner

SUBJECT: Approval for Membership Fees

Please advise your county departments to use the attached form to request approval for membership in local organizations which require a fee. The form is to be submitted to the Fiscal Services Section Director (Alan Davis) for approval for any new membership or renewal beginning April, 2000. This includes membership in local Chambers of Commerce.

Please distribute copies of this form to each director in your area. Give me a call if you have questions.

ATTACHMENT

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