CORPS MEMBERSHIP: ADDITIONAL/REMOVALS PAGES

HELPFUL TIPS



It is recommended that Roll Changes be entered into SAMIS on a regular basis. A common concern raised identifies that unless names reflected by the number changes are also recorded monthly, it becomes difficult at the end of the year to match each entry to a name to account for the changes. One suggested way to do this effectively is to copy the Additions/Removals page and keep it in a file where monthly entries can be added, with notations about what has been entered into SAMIS and Comments about relevant correspondence for removals. By doing this entries in SAMIS can be accounted for by individual name for each month.

Use these examples as guidelines for completing your Additions/Removals page, part of the Annual Corps Review document.

EXAMPLES

- 1. Jane Doe has been enrolled as a Sr. Soldier from the Sr. Recruits roll. An 'A' has been entered under 'ADD Sr. Soldier', and a 'R' has been entered under 'REMOVE Sr. Recruits'. This shows movement between Rolls. a 'REASON' is not required for this entry.
- 2. John Smith has been transferred from Jr. Soldier. An 'T' under 'REMOVE Jr. Soldier' indicates this change. And a 'check' has been entered under 'REASON To Other Church/Corps' by way of explanation.
- 3. Mary Brown has been enrolled as a Sr. Soldier from the Adherents roll. An 'A' has been entered under 'ADD Sr. Soldier', and a 'R' has been entered under 'REMOVE Adherents'. This shows movement between Rolls. a 'REASON' is not required for this entry.
- 4. Tom Thumb has been added to Senior Soldiers, From Other Corps

CORPS MEMBERSHIP: ADDITIONS AND REMOVALS

Enter names ONCE in the table below, indicating movement accordingly *For detailed instructions on how to use this page, visit: http://www.saministryresources.ca/annual-reviews

NAME	ADD A = Roll added to				REMOVE R = Roll removed from T = Transferred from				REASON Enter√to indicate reason.							COMMENTS		
										Add		Remove						
	Adherents	Friends	JuniorSoldiers	Senior Soldiers	Senior Recruits	Adherents	Friends	Junior Soldiers	SeniorSoldiers	Senior Recruits	Reinstated	From Other Corps/Church	NewContact	P/G – Deceased	Double Entry	Verified Non-Attendance	To Other Corps/Church	
Jane Doe				Α						R								
John Smith								Т									1	
Mary Brown				Α		R												
Tom Thumb				Α								V						

When completed it will be easy to see which names require a Divisional sign-off, by scanning down the REASON column and highlighting those under REMOVE - Verified Non-Attendance, and those with 'COMMENTS' explaining other reasons which may apply.

REMOVALS GUIDELINES:

- 1. If a person is being removed due to P/G or transfer to another corps/church, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. It is not necessary to wait until after the review to enter these numbers.
- 2. If a person is being removed for non-attendance, a letter indicating their desire to be removed must be procured before removal will be approved OR a proof of contact informing of removal should have been sent with no response. If you have this documentation and verbal/written confirmation from your AC to remove the name from the roll, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. Have this documentation available for your review meeting. This will reduce the number of required SAMIS changes after the year-end.
- 3. If a person is being removed for 'other' reasons, and you have already had discussion with your divisional staff and verbal approval that they should be removed, you may enter the number in SAMIS before the close of the year under review and before your review meeting with divisional staff. Otherwise, you may wish to wait until after the review meeting to complete the removal in SAMIS.
- 4. At the review meeting with divisional staff, the divisional representative will be required to sign-off on ALL removals to complete the removal process.
- 5. Following the review meeting with divisional staff, the divisional representative will have access to make any changes to your Rolls for the year under review, so that your rolls will be accurate in SAMIS.
- 6. Please reference the Orders and Regulations for Corps Officers, Section 4 'Revision of Rolls' No.4 for further information regarding reasons for removal. The O&R can be found on Lotus Notes under the O & R section.

Download extra blank copies of the ADDITIONS/REMOVALS page and other helpful documents

www.saMinistryResources.ca/annnual-reviews

