

The TABC requires private clubs to obtain written consent from the prospective member or club member when accessing electronically readable license/identification information and proof of such consent must be maintained in chronological order with the private club's membership records [Rule 41.52(g)]. This is managed with "Wraps" or "Wrap Sheets".

A template Wrap is provided for your private club on the next page. Make copies of these forms and cut into fours (along the dotted line) as needed. Instructions are as follows:

Club Name: Write the name of your club where it says *CLUB NAME*.

Date: Put one to three days' applications with one Wrap. Write the fourth day's date on the Wrap. File in chronological order and keep wraps on premise.

Membership Committee:

- Committee members are required to meet and sign each Wrap.
- Committee members are required to be a member of the private club.
- Committee members are required to be 21 years or older.
- Committee members cannot be employees of the private club.

Attachments to the Wrap:

- White applications (pre-printed name and address)
- White applications (hand written)

Mail yellow copy of hand-written applications to Source Data Solutions:

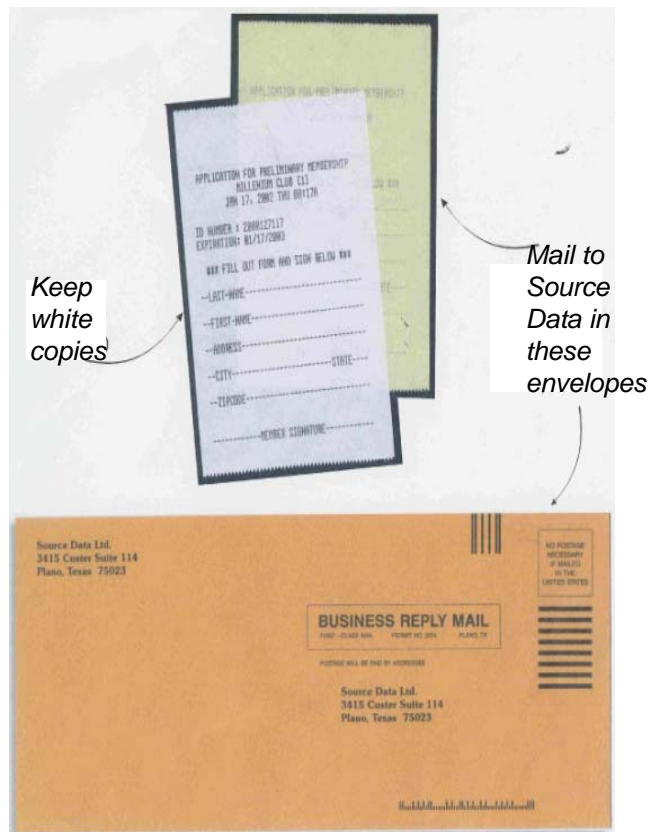
Hand-written applications are for persons without a Texas driver's license or identification card for applicants who have to fill out a hand-written

application for any other reason. The yellow

copy of the hand-written applications

must be mailed bi-weekly to Source Data Solutions. Pre-addressed stamped envelopes are supplied to you at no cost.

The TABC could assess a \$3.00 fee per application not forwarded to Source Data Solutions!



Wrap

MEMBERSHIP COMMITTEE MINUTES

CLUB NAME: _____

DATE: ____/____/____

THE MEMBERSHIP COMMITTEE WAS DULY CALLED TO ORDER. THE CHAIRPERSON PLACED BEFORE THE COMMITTEE ALL PRELIMINARY APPLICATIONS FOR MEMBERSHIPS RECEIVED DURING THIS PERIOD INDICATED ABOVE. AFTER DISCUSSION AND UPON MOTION DULY MADE, SECONDED AND CARRIED, IT WAS RESOLVED THAT THE SAID APPLICATIONS BE APPROVED AND THAT THE NAME OF EACH NEW MEMBER BE LISTED ON THE CLUB ROSTER AND THAT THE APPLICATIONS BE FILED TOGETHER CHRONOLOGICALLY BY DATE WITH THESE MINUTES.

ON MOTION DULY MADE AND CARRIED, THE MEETING WAS ADJOURNED.

- 1. ACTING CHAIRPERSON: _____
2. _____ 3. _____

ACTING CHAIRPERSON AND TWO COMMITTEE MEMBERS MUST SIGN THESE MINUTES. FILE MINTES/WRAP ON CLUB PERMISES. DO NOT SEND TO SOURCE DATA SOLUTIONS.

Instructions
•Sort original applications by day and staple to this Wrap. File this minutes/Wrap and original applications on club premises in date order.
•Caution: These are source records and must be filed on club premises. Minutes and roster update must match applications attached to this Wrap.
•Mail the copy of all hand-written Applications for Preliminary Membership to Source Data Solutions promptly. Applications will be recorded as received to match club records.
Source Data Solutions (972) 867-0662

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CLUB NAME: _____

DATE: ____/____/____

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