

Office of Director RCEME  
National Defence Headquarters  
Ottawa ON K1A 0K2



2184-1000-1 (SO RCEME)

22 March 2017

Distribution List

DIRECTOR RCEME COMMUNIQUÉ  
No 02/2017 – RCEME CORPS FUND (RCF)  
ONLINE MEMBERSHIP MANAGEMENT SYSTEM

References: A. D RCEME Communique 05/2016, dated 29 April 2016  
B. D RCEME Communique 08/2016, dated 22 June 2016  
C. D RCEME Communique 11/2016, dated 17 August 2016  
D. Board of Directors (BOD) Meeting 2 March 2016

1. As we draw closer to RCEME Day celebrations at each of your Light Aid Detachments and workshops across Canada, we begin the 2017 Voluntary Donation Campaign. As approved by the RCEME Corps Fund (RCF) BOD in February 2016, the RCF has procured a password-protected, online membership management system (member portal), Member365, tailored to the specific needs of our membership. The RCEME Corps website has transitioned to its new domain name [www.rcemecorpsgemrc.ca](http://www.rcemecorpsgemrc.ca) and the buttons to navigate to the RCF page and to the new member portal (“JOIN”, “LOGIN”) as well as to the fundraising pages (“DONATE”) are all found on the main page on the right hand side in bright yellow against a dark blue background.

2. Existing Members. Existing members of the RCF are encouraged to LOGIN using their Service Number initially and update their Member Profile, and most importantly, include a **personal email address**. Existing members who do not have a Service Number will be contacted personally by the Corps Adjt’s office for assistance in logging in for the first time.

3. New Members. The JOIN button on the RCEME Corps website will take prospective new members through the initialization of their member profile, email address and password, and confirm the payment method for dues. Serving members will be able to pay monthly by Pay Allotment (administered at the RCEME School by the Corps Adjt). Retired/Released and Associate members can pay their annual dues online with a credit card, and will annually receive a reminder email.

4. Dues Payment – Retired/Released and Associate Members. All existing members of the RCF who pay their dues other than by pay allotment can now pay their dues online by credit card within the Member365 system. Each member will receive a reminder email shortly before the anniversary of their Enrolment (inception) Date. Payment by cheque or cash is always acceptable; refer to the Constitution for details.

5. Light Aid Detachments. The Presidents of the existing LADs are requested to note that effective immediately, their members can now pay their dues individually and preferably online as noted above. For the 2017 dues, some LADs have arranged for a bulk dues payment to the Corps Adjt, and for 2017, those memberships will be updated manually by the Corps Adjt staff for each member’s individual account; those members can expect to receive a dues reminder email in late fall 2017. Going forward, bulk payments will no longer be necessary. Note as well that in time, there will be a separate “workspace”

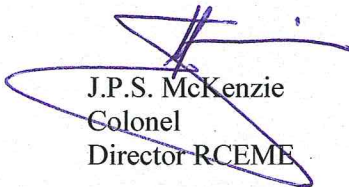
for each LAD, and custom reports will be able to be generated for the LAD memberships (e.g. to show total fundraising, etc).

6. Annual Fund Raising Blitz. The month of May is now identified for the financial campaign blitz for the RCF, the RCEME Museum and the activities for the 75<sup>th</sup> Anniversary. The DONATE feature is linked directly to the Member365 system, and as such, members who have logged in and updated their profile, including a personal email address and password, need only answer YES when prompted to confirm that they have an account, and their billing information will be taken directly from their profile, thus making the donation process far easier. This campaign is completely voluntary, with all donations of \$10 or more being fully tax deductible.

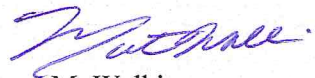
7. Events. In time, events sponsored by the RCF will be posted on the website, and members will be able to register and pay online.

8. Any additional questions on the voluntary donation program should be addressed to the RCEME Corps Adjt, Capt Gary Dzeoba, 705-424-1200, ext 2020.

*Arte et Marte*



J.P.S. McKenzie  
Colonel  
Director RCEME



M. Walhin  
Chief Warrant Officer  
RCEME Corps SM

Distribution List

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