



United Neighborhoods of Evansville, Inc.

Neighborhood Associations working together to preserve, enhance, and promote the Evansville and area neighborhoods.

320 SE Martin Luther King Jr. Blvd., Ste B, Evansville, IN 47713 | (812) 428-4243

TO: Neighborhood Leaders
FROM: UNOE Board of Directors and Staff
DATE: January 5, 2022
RE: 2022 Membership Packet

The packet can also be downloaded
from
www.unoeevansville.org/membership

We wish you the very best the New Year has to offer and look forward to another year of helping each Neighborhood Association reach its goals!

It's that time of year again when your neighborhood's UNOE membership and City/County registration need to be renewed. Registration is required every year. The annual UNOE dues are \$25.00. Member Neighborhood Associations who participated in the Sparkplug Banquet will have the 2022 dues paid. Please contact the UNOE office by email if your neighborhood qualifies for the waiver. Otherwise, your neighborhood owes dues for 2022.

Membership Benefits

- Technical assistance from the UNOE staff and Board members
- Assistance with Neighborhood Association projects and programs
- Research, program ideas, and association development
- Neighborhood Association page on the UNOE website
- Computer and workstation for individual Neighborhood Association use (design newsletters, postcards, flyers, etc., research, and the like) and support for writing/designing newsletters
- Printing of your association newsletters at a reduced cost & use of our mailing services/bulk permit
- Grant writing assistance
- Workshops and seminars
- Automatic access to City and County activities that affect your neighborhood
- Natural forum for neighborhood development
- Opportunity to be represented on City neighborhood committees
- The strength of numbers

Membership Responsibilities

- Two official UNOE Representatives attend the monthly General Meeting, including voting privileges on behalf of the Neighborhood Association
- One representative from the neighborhood serves on one or more of the UNOE teams or committees of their choice
- Payment of annual dues

It is important that all your Neighborhood Association data be up to date, including your Officers and UNOE Representatives. Your help in that effort is essential. Please complete all enclosed forms. **Your President (or Vice-President) must sign the 2022 Neighborhood Application**, a requirement of the city/county. All forms are to be returned to UNOE via email, mail, or delivery.

Forms to Complete & Return

- **2022 Neighborhood Application** – Once we have processed your application, we will submit a copy to the City as your registration for 2022. For those Neighborhoods who are also in the County, we will submit copies to the County as well.
- **2022 Additional Newsletter Recipients Form** – Please only add those members who are *not* noted on the *Application*. All Officers and UNOE Representatives automatically are sent the

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UNOE newsletter. This form is for *anyone else* in your neighborhood who'd like to receive the newsletter.

- **2022 Committees/Teams Involvement Form** – Please list anyone from your neighborhood who is *already part of* one of the teams as well as *any new individuals* who'd like to join a committee.

Please only return these forms as noted above, then keep the letters and meeting schedule.

Additional Documents to Submit

Please include a copy of your association's most recent documents:

- By-laws – To save on postage, if your bylaws have not changed in the past 2 years, you may contact the UNOE office to verify the date of the most current copy on file. Then, only send documents if *your copy is the most recent available.*
- Map **with the boundaries of your association**
Both UNOE and the Department of Metropolitan Development seek to include Neighborhood Association mapping on their respective website mapping tools. UNOE also uses printed maps for community events and to display in the office. *You may check with the office to verify what is the most recent map on file before sending this document.*

Please complete and return these forms with the current information (**even if your elections are later in the year**). When we receive and process your registration renewal, ***UNOE will submit your registration, by-laws, and boundary map to the City and/or County.***

****If your Officers and/or Representatives change later in the year, please contact the UNOE office to convey those updates soon after they occur.****

Please return your paperwork either online or to the UNOE office by Monday, March 7, 2022. You may use the electronic fillable form or scan the completed paper forms and email them to admin1@unoevansville.org. **Be sure your President or VP signs the Neighborhood Application.** This deadline helps UNOE meet the first-quarter deadline with the City and County.

If you owe dues and are using the electronic fillable form, please indicate in your email that you are mailing/delivering a check for your dues, payable to "UNOE."

Neighborhood Association registration forms are due by Monday, March 7, 2022

Included in the \$25.00 dues being paid, UNOE offers to each member Neighborhood Association 2,000 free copies of printing of your Neighborhood newsletters, postcards or flyers. One copy is one side of an 8 ½" x 11" paper (postcards are printed as four per letter-size cardstock two-sided to include addresses).

If you have any questions, please do not hesitate to contact the UNOE staff by calling (812-428-4243), e-mailing (admin1@unoevansville.org), or visiting the UNOE office.