

Membership Reports – Online entry

INSTRUCTIONS FOR WEB ENTRIES

Membership reports for the year 2024 are now open. You need to complete this form on the web, then print it out, have it signed by the Commanding Officer (Chief), President and Secretary of the Relief Association and then **either scan all companies into a PDF File and E-Mail it to LocalReports@njsfa.com** or mail the report in (it should be sent with a tracking number). If you scan and e-mail the reports, then they do not have to be mailed. **The Deadline for submission of this report is February 28, 2025**

The instructions to enter the statistics via the web are as follows:

Click the tab Secretary's Reports on the NJSFA.com web site, and then click Update Membership Reports

Choose a Company that you want to enter. (Remember you must do all Companies before finalizing your report).

Your Association Number and the Company that you selected is now on the sheet

At the top of the form, we require the following: In the box to the right of (A) "Number of Fires", you must enter the total number of fire alarms the company responded to. In the box next to (B) "Number of Drills", you must enter the total number drills the company had during the year (NO MORE THAN 24). If more than 24 the computer will default to 24. The total of these 2 figures should then appear next to (C) Total.

The first 3 columns on the form are pre-filled. Please review these lines and if you find an error or something spelled wrong, please add or correct the information on the sheet after it is printed and before it is scanned.

The Figures that are required in other columns are as follows:

- Column (D) "Total" - This figure must be the same as the TOTAL that appears on the top for all members who have served a full year. **(see*note below)**
- Column (E) "Fire" - This figure must be the Total Number of Fire Alarms that the member responded to in 2024. If the number is more than in the box (A) "Number of Fires" above, the system will give you a notice and reject the entry when you save changes.
- Column (F) "Drills" - This figure must be the total number of drills that the member responded to in 2024. If more than the number in (B) above is reported, the computer will reject your entry also.
- "%" - the system will automatically calculate this and enter it

PD / VOL - Make sure there is a "P" for Career or "V" for volunteer. If the entry is wrong, please make a handwritten correction on the finalized printout that you are submitting to our office

*** If a new member has a service start date of anything after 1/2024, the total fires and drills shown in (D)"TOTAL" Column should be only the total of fires and drills the company responded to since the member joined the company.**

Once you have completed the forms click **Save Changes**. Once all companies are completed and saved, you must **FINALIZE the report**. You must finalize the report on the main page of the Secretary Reports. Print the report, get the President, Secretary and Chief to sign them, Scan them and E-mail it to LOCALREPORTS@njsfa.com , or mail it (You should get a tracking number if sending it by mail). You also should make a copy for your records.

VERY IMPORTANT: All removals of members listed on this report must be reported via Maintenance Report (Form 108) electronically under any Officer Reports tab which is found on Website, www.njsfa.com. Also, if a member has entered the military service please refer to page 26 of the 2010 Compendium Article IV – Section 6.

As in the past when we have completed and finalized all percentage calculations, an updated Membership Report and Detail Sheet will be sent to you.

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AND REMEMBER: DEADLINES ARE CLOSER THAN THEY APPEAR!

Choose a Company:

BLOOMFIELD PAID DEPT
BLOOMFIELD VFC

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Greensheets File Maintenance

Association: 037
Company: 03
Year: 2024

BLOOMFIELD
BLOOMFIELD VFC

(A) Number of Fires: (A) (B) Number of Drills: (C) Total: 0

Asc	Co	Line	Start Date	Member Name	D Total	E Fire	Attended	F Drills	%	PD VOL
037	03	0069	022020	SANTOS	0		0	0	00	V ▾
037	03	0070	112022	ABPLAN	0		0	0	00	V ▾
037	03	0071	112022	VALENC	0		0	0	00	V ▾
037	03	0072	112022	SILV	0		0	0	00	V ▾
037	03	0073	082022	MOI	0		0	0	00	V ▾
037	03	0074	072024	NEC	0		0	0	00	V ▾
037	03	0075	072024	COI	0		0	0	00	V ▾
037	03	0076	072024	PIEI	0		0	0	00	V ▾

Save Changes

Cancel Edit