

MRUFC Membership Receipt Book Guidance

When taking/making an annual membership payment, please follow the following guidance.

This process will enable a controlled and consistent method of recording payments made in addition to those made via Pitchero. Annual, 4-month and 10-month plans will still be available by the online Pitchero method.

The cover of the book looks like this... (there will be 1 book behind each bar).



Please PRINT in all areas to enable ease of reading later for updating the online records.

Receipt no: 00001	Receipt no: 00001
Date: _____	MRUFC
Paid by: _____	Membership
	Payment
Membership Paid for:	Date: _____
1. Name: _____	Paid by: _____
Membership Type: _____ Amount £: _____	Amount £: _____
2. Name: _____	Received by: _____
Membership Type: _____ Amount £: _____	Your Membership Matters!
3. Name: _____	Many thanks for your
Membership Type: _____ Amount £: _____	Prompt payment
4. Name: _____	MRUFC
Membership Type: _____ Amount £: _____	
5. Name: _____	
Membership Type: _____ Amount £: _____	

Following the completion of each receipt, the tear-off part goes to the person making the payment, the main stub is to be placed in the 'Clip' provided, collected each week by the Membership Secretary for record keeping.

The binding glue for each sheet is designed to allowed easy removal of each Stub following completion, please take care not to lose any stubs that become lose before they are issued.

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Main Stub

Receipt number – all records have their own unique receipt number that is already printed on both the club record (Stub) and the Member record (Tear-off record).

Date – The date the payment is made.

Paid by – The name of the person giving the payment, either the Player, Parent, Carer, or team official (Admin or Coach).

Then, there are up to five people that each receipt can be used for in a single record. If more names are to be recorded, please use a separate receipt/entry.

A single payment for a single player/supporter will have a single entry on line 1.

Examples are given below for further options.

For each of the entries, the

Name of the Player/Supporter is to be printed, followed by the Age group when it's for a Junior team.

Type – Adult, VP, Vets, Student, Junior, Junior 2, Junior 3, Touch or Social.

Amount – Fee paid for that person.

Member record - Tear-off receipt

Receipt number – all records have their own unique receipt number that is already printed on both the club record (Stub) and the Member record (Tear-off record).

Date - The date the payment is made

Paid by - The name of the person giving the payment, either the Player, Parent, Carer, or team official (Admin or Coach).

Amount – The TOTAL payment for all 1-5 entries.

Received by – The Club official receiving the payment.

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Single payment for one player

Receipt no: 00001	Receipt no: 00001
Date: 2ND SEPT 2023	MRUFC
Paid by: JON BROWN	Membership
	Payment
Membership Paid for:	Date: 2ND SEPT 2023
1. Name: JANICE BROWN	Paid by: JON BROWN
Membership Type: ADULT Amount £: 110	Amount £: 110
2. Name: _____	Received by: MARTIN SPENCER
Membership Type: _____ Amount £: _____	Your Membership Matters!
3. Name: _____	Many thanks for your
Membership Type: _____ Amount £: _____	Prompt payment
4. Name: _____	MRUFC
Membership Type: _____ Amount £: _____	
5. Name: _____	
Membership Type: _____ Amount £: _____	

Multiple Payments for a Single Family – 3 Juniors and 1 Social (Role as Admin)

Receipt no: 00001	Receipt no: 00001
Date: 2ND SEPT 2023	MRUFC
Paid by: HELEN GLEY	Membership
	Payment
Membership Paid for:	Date: 2ND SEPT 2023
1. Name: HELEN GLEY	Paid by: HELEN GLEY
Membership Type: SOCIAL Amount £: 60	Amount £: 180
2. Name: LAUREN GLEY 118	Received by: ALAN CROOKES
Membership Type: JUNIOR 3 Amount £: 60	Your Membership Matters!
3. Name: JONNY GLEY 110	Many thanks for your
Membership Type: JUNIOR 3 Amount £: 30	Prompt payment
4. Name: CHLOE BROAD STAVES 110	MRUFC
Membership Type: JUNIOR 3 Amount £: 30	
5. Name: _____	
Membership Type: _____ Amount £: _____	

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Multiple payments from a Team Coach or Team Admin

Receipt no: 00001	Receipt no: 00001
Date: 2nd Sept 2023	MRUFC
Paid by: JON BROWN (U16 Girls Admin)	Membership
Membership Paid for:	Payment
1. Name: MAXINE JONES	Date: 2nd Sept 2023
Membership Type: JUNIOR Amount £: 60	Paid by: JON BROWN
2. Name: SUMMER SMITH	Amount £: 300
Membership Type: JUNIOR Amount £: 60	Received by: ALAN CROOKES
3. Name: NAOMI BROWNHILL	Your Membership Matters!
Membership Type: JUNIOR Amount £: 60	Many thanks for your Prompt payment
4. Name: OLYA NOWAK	MRUFC
Membership Type: JUNIOR Amount £: 60	
5. Name: ANASTASIA BILLA	
Membership Type: JUNIOR Amount £: 60	

Multiple Payments for a Single Family - 1 Adult, 2 Juniors and 1 Student

Receipt no: 00001	Receipt no: 00001
Date: 4th Sept 2023	MRUFC
Paid by: PHIL WHITE	Membership
Membership Paid for:	Payment
1. Name: DEBBIE WHITE	Date: 4th Sept 23
Membership Type: ADULT Amount £: 110	Paid by: PHIL WHITE
2. Name: LAUREN WHITE (U14)	Amount £: 260
Membership Type: JUNIOR 2 Amount £: 60	Received by: MARGIN SPENCER
3. Name: MIKLY WHITE (U8)	Your Membership Matters!
Membership Type: JUNIOR 2 Amount £: 30	Many thanks for your Prompt payment
4. Name: CHLOE BABIAK	MRUFC
Membership Type: STUDENT Amount £: 60	
5. Name: _____	
Membership Type: _____ Amount £: _____	