



EFFICIENCY GUIDE - MARKING OF ITEMS

(Based on a total of 10 points per items submitted-

1 point is deducted for each fault unless specified differently)

(Cover letters are not marked for efficiency)

(Revised Oct 2, 2025)

A.	(1) 1 point deducted if one week late or less (2) 2 points deducted if one week to one month late (3) 1 additional point deducted for each month late (These refer to the postmark on the envelope or sent date of the email)
B.	Incorrect usage of club name (1) Oil Wives Club of _____, including newsletters No Abbreviations (2) Reference of any other club, including newsletter No Abbreviations
C.	(1) Incorrect address such as no box number (2) No postal code (3) Misspelling of Board Member's name
D.	No Husband's initials, or (wid), (div), (sep), (--) (Must be on all Executive lists, Membership Lists, and Dues forms)
E.	Mailed or Emailed to wrong Board Member 2 POINTS!
F.	Postage due
G.	(1) Cheques made payable to other than A.O.W.C. or Association of Oil Wives Clubs (2) Stale dated cheques
H.	No telephone numbers - including area codes (Executive List and Membership List)
I.	All executive positions must be filled as per Constitution #27 -1 for each missing position #29 President #30 Vice President #31 Secretary #32 Treasurer #33 Membership Chairman #34 Reservations Chairman #35 Program Chairman #36 Constitution Chairman #37 Publicity Chairman #38 Historian
J.	Must be chairman not chairperson
K.	Husband's company must be on Membership List
L.	Mistake on forms (1) Incomplete (2) Wrong figures (3) Omissions
M.	Wrong amount sent for (1) Dues (2) Insurance fees (3) Purchases
N.	Oil Wives is always (2) two words
O.	Membership list not alphabetical by last name and numbered
P.	Membership list (1) Active, Non-Active, Fringe Members and Life Members not listed separately (2) Active, Non-Active, Fringe Members and Life Members not numbered separately
Q.	Not using the correct up-to-date A.O.W.C. forms - 5 POINTS!
R.	Material not dated - must have day, month, year, on EVERYTHING
S.	Club not identified
T.	Revised Executive lists - President, Secretary, or Treasurer only required Only the position being revised should be sent, NOT the entire list
U.	Use of Officers title (1) Incorrect use (I.e. Publicity Chairman & Historian NOT Publicity & Historian Chairman) (2) No officers title (on all correspondence)
V.	No signature on correspondence (including all lists, forms, and letters) Cover letter signatures are not accepted.