

# Qwest Pioneer 2009 Guidelines Region Wide Membership Processing

## Directions for processing new Pioneer Membership forms

Note: The Qwest Pioneer membership form can be found online at [www.qwestpioneers.org](http://www.qwestpioneers.org) under "Membership"

Contacts for processing:

### Qwest Pioneer Region Office

931 14<sup>th</sup> Street, 14<sup>th</sup> Floor  
Denver, CO 80202  
(Ph) 303-685-2652 (F) 303-624-8597

### Region Pals Membership

**Barb Palmer**  
520-575-8177 Home  
520-531-0349 Fax  
[zippalmer@aol.com](mailto:zippalmer@aol.com)

### Region Membership Contact

**Linda Byrd**  
[lindabyrd@alltel.net](mailto:lindabyrd@alltel.net)

### Region Pioneer Vice President

**Cindy Barnes Pharr**  
480-768-4342 Office  
480-831-4249 Fax  
[cindy.barnespharr@qwest.com](mailto:cindy.barnespharr@qwest.com)

## Process for Pioneer Membership form processing

(one that a club/council/chapter has received from someone interested in membership)

### FIRST : Fax or mail the form to the Qwest Pioneer Region Office

- **Please make sure the membership form is filled out completely and legible to read.**
- If you fax, the original does need to be mailed to office
- If you receive checks, please mail the form and attach the check to the form.

### SECOND: Membership forms will be processed by the Region Office

- Forms will be entered into Pioneer database prior to sending to Qwest Human Resources for activation of payroll deduction.
- Barb Palmer enters the new member in PALS
- Linda Byrd sends an email to the new member with a CC of the Chapter President on the email.
- Intent of email is to confirm that Qwest Pioneer received the membership and Welcome the new member
- **Chapter should use this opportunity to follow up to the new member to introduce yourself and invite them to one of your next volunteer projects.**

### THIRD: Payroll Deduction will be activated

- Forms requiring payroll deduction activation will be turned into Qwest Human Resource Department once a week unless Region office is closed.
- Region Office is normally open Monday & Wednesday except holidays from 9:00 AM to 1:00 PM (Mountain Time)
- If you have questions about confirmation of the membership form, please email or call the Region Office at 303-685-2652 or email [qwest.pioneers@qwest.com](mailto:qwest.pioneers@qwest.com)