

## Guidance on Renewing an RFC Membership

The **online renewal form** ([www.relforcon.org/renew](http://www.relforcon.org/renew)) is a secure and easy way to renew a Conference membership. Renewing online allows communities to confirm/update their details, fill out community membership information, submit electronically, and even safely pay member dues online.

Once a renewal form is submitted online, a copy of the submission will be sent via email as confirmation. As email filters vary, if one does not receive a copy of the submission please check junk/spam folder/s. If it's still missing and/or a community needs an invoice for member dues, please contact Kathy Kandefér, BVM, Operations Manager, by email at

[kkandefer@relforcon.org](mailto:kkandefer@relforcon.org).

Please be advised of the following when renewing online:

- Community usernames and passwords to log into our website (to access resources, for example) are *different* from membership ID's
- Communities do *not* need to be logged into the website in order to fill out and submit the online renewal form (membership ID required, however)
- Communities who fill out the renewal form online do *not* have to fill out and submit a paper form

If a community would prefer to use a **document renewal form**, this can be accessed here:

[www.relforcon.org/membership](http://www.relforcon.org/membership)

The membership letter and form can be found in the upper left-hand side of the page. Click to download, fill in, and print. All mailed items should be sent to:

*Religious Formation Conference*  
*Attn: Membership*  
*5401 S. Cornell Ave, Suite 304*  
*Chicago, IL 60615*

Completed membership forms can also be scanned and emailed as attachments to Kathy Kandefér, BVM at [kkandefer@relforcon.org](mailto:kkandefer@relforcon.org).