

# CRN Voting Dues Renewal Worksheet



**Council for Responsible Nutrition**

*The Science Behind the Supplements*

Worksheet is due December 17, 2021

Payment is due February 25, 2022

     **Yes**, my company will renew its CRN membership for 2022.

## **Company Information**

Company Name (as it should appear on our membership roster)

\_\_\_\_\_

Headquarters Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Company Website \_\_\_\_\_ Company Phone Number \_\_\_\_\_

## **Primary Contact Information** (should be a senior executive in the company)

Primary Contact \_\_\_\_\_ Title \_\_\_\_\_

Primary Contact Email \_\_\_\_\_ Phone \_\_\_\_\_

Address (check if same as headquarters)

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## **President/CEO Information**

Company (or Division) President / CEO Name \_\_\_\_\_

Full Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## **Billing Contact Information**

Billing Contact \_\_\_\_\_ Title \_\_\_\_\_

Billing Contact Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please list your top brands. CRN will be highlighting your brands, along with your company name, on our website.**

\_\_\_\_\_  
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# CRN Voting Dues Renewal Worksheet

Please list your subsidiaries in the areas of dietary supplements and functional foods.

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## 1. Determine your company's membership category – VOTING MEMBERS

Any company who manufactures a dietary supplement, a functional food or an ingredient intended for one of these products, or who markets or distributes a dietary supplement or functional food under its own brand or label, or markets or distributes a dietary ingredient, is eligible for membership in the Council as a Voting Member. A dietary supplement is defined as that term is defined in the U.S. Food, Drug & Cosmetic Act (21 U.S.C. 321(ff)). A functional food is defined as “any product properly labeled as a food under the federal Food, Drug, & Cosmetic Act that is formulated specifically to increase the intake of nutrients or other compounds and for which the manufacturer makes structure/function or health claims in its labeling.”

**Voting Members qualify in one or more of the following categories:** (check all that apply)

\_\_\_\_\_ **Branded Product Member:** A member who manufactures or markets a finished dietary supplement or functional food, under its own brand or label.

\_\_\_\_\_ **Contract Manufacturer Member:** A member who manufactures finished dietary supplements or functional foods on behalf of, or for resale to, another business for sale under another brand or label.

\_\_\_\_\_ **Ingredient Manufacturer/Formulator Member:** A member who manufactures an ingredient (including excipients, flavorings, capsules, casings or colorants) for use in a dietary supplement, or a nutritional ingredient for use in a functional food. A “nutritional ingredient” means a dietary ingredient as that term is defined in the U.S. Food, Drug & Cosmetic Act (21 U.S.C. 321(ff)). “Manufactures” includes harvesting, processing or substantially altering the ingredient or holding unique patents or other intellectual property to prepare the ingredient for inclusion in a dietary supplement or for inclusion of a nutritional ingredient in a functional food product.

\_\_\_\_\_ **Ingredient Distributor/Representative Member:** A member who sells or facilitates the sale of ingredients intended for inclusion in a dietary supplement or of nutritional ingredients for inclusion in a functional food, but does not manufacture, harvest, process or otherwise substantially alter the composition of such ingredients. This class of membership is generally limited to firms that do not hold a patent or other intellectual property in the ingredient and do not market the ingredient under their own unique brand.

**Note: Renewals for Associate Membership and International Membership should use the separate Associate Member and International Member forms.**

# CRN Voting Dues Renewal Worksheet

## 2. Determine your company's dues

Dues for Voting Members for 2022 are based on your best estimate of your sales for 2021.

CRN calculates its dues based as a percentage of the sales from all aspects of your business involved in the sale of dietary supplements, functional food and their nutritional ingredients for the previous fiscal year. CRN members are required to pay dues on all aspects of their businesses that are involved in these categories. We define the following terms to help you determine your annual membership dues:

**“Sales”** – Sales shall mean gross sales in the U.S. during the past year resulting from the manufacture and/or distribution of dietary supplements, functional food, all ingredients in a dietary supplement and nutritional ingredients in functional food products, including all sales of the member company and its domestic affiliates. Deductions for refunds and discounts shall not decrease “gross sales.”

**“Dietary Supplements”** – Any product that is properly labeled as a “dietary supplement” (i.e., with “Supplement Facts”) under the U.S. Food, Drug & Cosmetic Act as that term is defined in 21 U.S.C. 321(ff). A dietary supplement may contain one or more dietary ingredients such as vitamins, minerals, herbs or other botanicals, amino acids or other dietary substance used to supplement the diet, or a concentrate, metabolite, constituent, extract, or combination of such ingredients.

**“Functional Food”** – Any product that is properly labeled as a “food” (i.e., with a “Nutrition Facts” label) under the U.S. Food, Drug & Cosmetic Act that is formulated specifically to increase the intake of certain nutrients or other compounds and for which the manufacturer makes structure/function or health claims in its labeling.

**“Nutritional Ingredients”** – Nutritional ingredients are dietary ingredients as that term is defined in the U.S. Food, Drug & Cosmetic Act (21 U.S.C. 321(ff)) and may include vitamins, minerals, herbs or other botanicals, amino acids or other dietary substance used to supplement the diet, or a concentrate, metabolite, constituent, extract, or combination of such ingredients.

**“Ingredients”** – Includes not only “dietary ingredients” as defined in the U.S. Food, Drug & Cosmetic Act, but also includes excipients, colors, flavorings, and other ingredients used in the manufacture of supplements.

# CRN Voting Dues Renewal Worksheet

**Determine your dues based on your sales.**

**Determine your company's annual U.S. sales of dietary supplements, functional food, and their ingredients and use the appropriate rate chart below to calculate your membership dues.**

PLEASE NOTE: Sales data provided to CRN for membership purposes are held strictly confidential by CRN and are not disclosed to anyone, not even to CRN's Board of Directors. This information is required for accurate computation of CRN's dues.

**For companies with less than \$50 million in sales of dietary supplements and functional food (or their ingredients),** calculate your dues by determining your sales in each category, and apply the multiplier provided for that category.

<b>Sales from Branded Finished Products (Dietary Supplements or Functional Food)</b>	Gross Sales = \$ _____ (x .10%) Multiply by .0010	= \$ _____
<b>Sales from Contract Manufacturing Finished Products for Other Brands</b>	Gross Sales = \$ _____ (x .08%) Multiply by .0008	= \$ _____
<b>Sales from Ingredient Manufacturing and Formulation</b>	Gross Sales = \$ _____ (x .08%) Multiply by .0008	= \$ _____
<b>Sales for Distribution of Ingredients Without Alteration or Unique Branding</b>	Gross Sales = \$ _____ (x .07%) Multiply by .0007	= \$ _____
<b>DUES SUBTOTAL</b>  Add all subtotals from the above categories to compute total dues before new-member discount or prorating.	Add above lines  <b>Minimum Dues:</b> If your dues subtotal is less than \$4,000, enter "\$4,000."	= \$ _____  Use this amount and go to page 7 under Calculate Total Dues

# CRN Voting Dues Renewal Worksheet

**For companies between \$50 and \$100 million in sales of dietary supplements and functional food (or their ingredients), calculate your dues by determining your sales in each category, and apply the multiplier provided for that category.**

<b>Sales from Branded Finished Products (Dietary Supplements or Functional Food)</b>	Gross Sales = \$ _____ (x .08%) Multiply by .0008	= \$ _____
<b>Sales from Contract Manufacturing Finished Products for Other Brands</b>	Gross Sales = \$ _____ (x .075%) Multiply by .00075	= \$ _____
<b>Sales from Ingredient Manufacturing and Formulation</b>	Gross Sales = \$ _____ (x .075%) Multiply by .00075	= \$ _____
<b>Sales for Distribution of Ingredients Without Alteration of Unique Branding</b>	Gross Sales = \$ _____ (x .065%) Multiply by .00065	= \$ _____
<p><b>DUES SUBTOTAL</b></p> <p>Add all subtotals from the above categories to compute total dues before new-member discount or prorating.</p> <p><b>*Minimum Dues Requirements for this \$50m - \$100m Sales Level:</b> Based on your primary company description, your dues should be at least:</p> <ul style="list-style-type: none"> <li>• For Branded Marketers of Finished Products – \$50,000</li> <li>• For Contract Manufacturers of Finished Products – \$40,000</li> <li>• For Ingredient Manufacturers and Formulators – \$40,000</li> <li>• For Ingredient Distributors – \$35,000</li> </ul>	<p>Add above lines</p> <p>*See chart below for minimum dues requirements</p>	<p>= \$ _____</p> <p>Use this amount and go to page 7 under Calculate Total Dues</p>

# CRN Voting Dues Renewal Worksheet

**For companies between \$100 and \$500 million in annual U.S. sales of dietary supplements and functional food (or their ingredients) for all categories:**

<p><b>If your total sales are between \$100 and \$150 million</b></p>	<p style="text-align: center;">Gross Sales = \$ _____ (x .075%) Multiply by .00075</p>	<p style="text-align: right;">= \$ _____</p> <p style="text-align: center;">Minimum amount of \$75,000 and maximum amount of \$110,000</p> <p style="text-align: center;">Use this amount and go to page 7 under Calculate Total Dues</p>
<p><b>If your total sales are between \$150 and \$300 million</b></p>	<p style="text-align: center;">Gross Sales = \$ _____ (x .065%) Multiply by .00065</p>	<p style="text-align: right;">= \$ _____</p> <p style="text-align: center;">Minimum amount of \$110,000 and maximum amount of \$175,000</p> <p style="text-align: center;">Use this amount and go to page 7 under Calculate Total Dues</p>
<p><b>If your total sales are between \$300 and \$500 million</b></p>	<p style="text-align: center;">Gross Sales = \$ _____ (x .05%) Multiply by .0005</p>	<p style="text-align: right;">= \$ _____</p> <p style="text-align: center;">Minimum amount of \$175,000 and maximum amount of \$250,000</p> <p style="text-align: center;">Use this amount and go to page 7 under Calculate Total Dues</p>

**For companies greater than \$500 million in annual U.S. sales of dietary supplements and functional food (or their ingredients) for all categories:**

<p><b>If your total sales are greater than \$500 million, your dues are \$250,000 + .0025% of total sales</b></p>	<p style="text-align: center;">Gross Sales = \$ _____ (x .0025%) Multiply by .000025</p>	<p style="text-align: right;">= \$ _____</p> <p style="text-align: right;">+ \$250,000</p> <p style="text-align: right;">Total = \$ _____</p> <p style="text-align: center;">Use this amount and go to page 7 under Calculate Total Dues</p>
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**Taxability of Trade Association Dues:** *CRN is a not for profit 501(c)(6) organization. Membership dues and contributions to CRN are not deductible as charitable contributions for federal income tax purposes, but may be partially deductible as a business expense. That portion of membership dues attributable to lobbying activity is not tax deductible.*

# CRN Voting Dues Renewal Worksheet

## Do you qualify for the first year discount? (New members only)

### Special dues incentive for New Voting Members:

CRN voting membership is available at a 50% reduction in dues for the first 12 months, which begins the first month of membership. **If your company joined in 2021, you may still have some portion of the 50% discount for new, first-time members. Please contact Carl Hyland, Vice President of Membership Development, if you need assistance calculating the remaining discount on your dues.**

= \$ \_\_\_\_\_

## Dues Increase/Decrease 3 Year Phase-in

If a member would see an increase or decrease in their CRN membership dues of more than \$10,000 based on their reported sales from 2020, then their dues increase or decrease will be phased in over three years.

### For companies whose dues will decrease under the new rates:

- In 2022, subtract the amount of your calculated dues for 2022 (as calculated above) from your dues amount paid in 2021. Multiply that difference by one-third (.33). Subtract that amount from your 2021 dues payment and that is your actual dues for 2022.
- In 2023, you will subtract the amount of your calculated dues for 2023 (as calculated above) from your dues amount paid in 2021. Multiply that difference by two-thirds (.67). Subtract that amount from your 2021 dues payment and that is your actual dues for 2023.
- In 2024, you will determine your dues using the calculations above.

### For companies whose dues will increase under the new rates:

- In 2022, subtract \$200,000 from the calculated dues for 2022 (as calculated above). Multiply that difference by one-third (.33) and add it to \$200,000. That is your actual dues for 2022.
- In 2023, you will subtract \$200,000 from the calculated dues for 2023 (as calculated above). Multiply that difference by two-thirds (.67) and add it to \$200,000. That will be your actual dues for 2023.
- In 2024, you will determine your dues using the calculations above.

## Calculate Total Dues

**TOTAL DUES**

= \$ \_\_\_\_\_

CRN Members may pay their annual dues via check made payable to “Council for Responsible Nutrition” or via wire transfer. For wire information, please contact Sandy Khouri at [skhouri@crnusa.org](mailto:skhouri@crnusa.org).

CRN does not accept credit card payments for dues in excess of \$5,000.

# CRN Voting Dues Renewal Worksheet

## 3. Certification

*This renewal must be signed by an officer or senior executive in your company. Membership dues are non-refundable once the renewal has been submitted.*

I certify that the information included with this application is accurate and complete to the extent of my knowledge.

I have read and understand the CRN Bylaws and agree that my company will abide by the terms and conditions of membership specified therein. I understand that failure to comply with the Bylaws and CRN's policies may subject my company to disciplinary action by CRN.

I have read and understand the CRN Code of Ethical Principles (attached) and attest that my company pledges its commitment to comply with this Code of Ethical Principles I affirm that my company will continue to uphold these Principles during its membership in CRN.

I understand that CRN members who market finished dietary supplement products to consumers with their own brand must participate in the Supplement OWL (Online Wellness Library).

**Company Executive Contact** (please print) \_\_\_\_\_

**Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date** \_\_\_\_\_

Renewal worksheet is due December 17, 2021

## 4. Send CRN the completed renewal form:

**BY MAIL:** Carl Hyland, Vice President, Membership Development, Council for Responsible Nutrition, 1828 L Street, NW, Suite 810, Washington, DC 20036

**BY EMAIL:** [chyland@crnusa.org](mailto:chyland@crnusa.org)

**BY FAX:** (202) 204-7701