

American Legion Auxiliary

Department Membership Processing



Table of Contents

Section 1- Membership Eligibility

Limited to	1
Eligibility Dates.....	1
Same Sex Marriage	2
Gender Specific	2
Other Factors to Consider	3
Acceptable Documents.....	3
Authorized Forms of Membership	4
Member Recruitment & Retention.....	5

Section 2- Members

Retaining Records.....	5
On-line Membership.....	6
Unit Membership Roster	7
Unit Goals	7
Member Status.....	7
Renew vs. Rejoin.....	8
PUFL.....	9
Honorary Life Member	12

Section 3- National Membership Renewal

Payment	13
Renewal Notice Mailing Schedule	14

Section 4- Department Membership Renewal

Current Year Membership Recap Sheet	14
Member Data Changes.....	15
Transfers.....	15

Payment of Back Dues.....16

Section 5- How to Instructions

Applications.....17
Recap Sheet.....18
Data Form18
Application Sample (S-1).....19
Transfer Sample (S-2)20
Deceased Member Sample (S-3)21
Name Change Sample (S-2).....22
Address Change Sample (S-5).....23
Membership Recap Sheet Sample (S-6)24
Membership Recap Sheet Sample (S-7)25
(Without Special Assessment)
Membership Recap Sheet Sample 2020 (S-8)..... 26

Section 6- National Dates and Deadlines

Unit Dues Form - Direct Billing26
Prompt Processing of Dues26
Deadline to Run Expires26
Dues Statements27

Section 7- Membership Cards

Distribution27
Important notes27
Card Reprints27

Section 1- Membership Eligibility

Membership in the American Legion Auxiliary is defined in the National Constitution under Article III, Section 1. Each of the ALA is responsible for verifying eligibility and deciding its membership, as provided in the National Bylaws. However, this responsibility is subject to the restrictions of the National governing documents.

Once eligibility is established, female applicants who meet the eligibility requirements may become members of an Auxiliary Unit. A member of a Unit is also a member of the Department and the National Organization. By payment of dues to the Unit, a member also contributes to the support of her Department (State) and the National Organization.

Membership in the American Legion Auxiliary shall be limited to:

(1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

(2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;

(3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and

(4) to those women who of their own right are eligible for membership in The American Legion.*

* A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants) and/or spouse depends upon her membership in The American Legion.

Same-Sex Marriage

On June 26, 2015, the United States Supreme Court issued a landmark decision in the case of Obergefell v. Hodges. The Court's ruling requires a State to license a marriage between two (2) people of the same sex and to recognize a marriage between two (2) people of the same sex when their marriage was lawfully licensed and performed out-of-State.

In a female same-gender marriage, if one (1) of the female spouses is a member of The American Legion (or who is eligible for membership in The American Legion and becomes a member of The American Legion, (same as the membership requirement for any spouse of a wartime veteran meeting the Legion' eligibility criteria), then the other female spouse is eligible for membership in the Auxiliary.

The June 26, 2015 Supreme Court decision requires all states to recognize same-gender marriages. The Legion and the Auxiliary will continue to accept into membership those individuals who meet membership eligibility criteria regardless of the gender of their spouses.

Other factors to consider when determining membership eligibility

When a request for ALA membership is based on the military service of a family member who is still living, that family member must be a member of The American Legion before the relative may join. Relatives can bestow a gift membership for the American Legion to an eligible family member.

When a request for ALA membership is based on a deceased veteran who was not a member of The American Legion, the prospective member will be asked to provide verifying documentation that proves her eligibility (see acceptable documentation below).

When a woman veteran applies to join the ALA without being a member of The American Legion, she is eligible to join if her service dates fall within one (1) of the eligible service periods as described in the National Constitution, Article III, Section 1. However, should her family members wish to join the ALA or the Sons of The American Legion through her service, she must first become a member of The American Legion. The Legion will verify the woman's eligibility.

The following documents are acceptable to verify membership eligibility in the ALA:

1. DD214 discharge papers (not issued until after the Korean War)
2. Official military orders
3. Official military service citations/awards
4. Letters related to the veteran's military service.
5. Must be on official government letterhead.
6. Certificate from the VA records center in St. Louis

Key elements to review on any documentation, whether discharge papers or military orders, are dates of service and the character of the service (i.e., honorable or dishonorable). The American Legion does not research to verify the details behind the DD214 unless it appears to be falsified. Any falsified DD214 or military orders should be referred to the FBI. If the discharge is listed as "non-characterized," you should refer those to the National Secretary, who will ask Counsel General to review the coding listed.

Information on a veteran's service record can be obtained by contacting the National Archives and Records Administration at 1-866-272-6272 or www.nara.gov.

Authorized Forms of Membership

The only authorized form of membership is active membership, of which there are two (2) classes: Senior and Junior. **Granting special or honorary membership for any purpose or reason whatsoever is prohibited.**

Senior members are those who are age eighteen (18) or older and those under the age of eighteen (18) years and married.

Junior members are those under the age of eighteen (18) years, and whose activities are supervised by Senior members. Upon reaching eighteen (18) years of age, Junior members are automatically admitted into Senior membership with full privileges. Junior members conduct their own meetings and perform their own special activities, planning their own community service projects and supporting Unit projects. Junior members may hold Unit Officer positions as well as Honorary National Officer positions. These young volunteers follow in the footsteps of Senior ALA members by donating thousands of hours in service to our veterans.

Once accepted as Senior ALA members, these members may continue their membership from year to year, whether or not their veteran relatives continue membership in The American Legion. The fact that a member's service relative is no longer a member of The American Legion does not compel the ALA member to lose her ALA membership, as long as she/he does not have a lapse in dues payments.

The phrase "died in the line of duty," applies to all persons who were killed in action, died of wounds or disease, were killed by accident or otherwise came to their death other than as a result of their own misconduct. In case of doubt, the Adjutant General of the Army, or the Navy Department, Washington, D.C., can advise if the person was considered to have died in the line of duty.

Any person who is the legal spouse of a male or female Legionnaire is eligible for membership in the ALA. Widows from legal marriages (male/female or female/female) are also considered spouses for membership. **Applications for membership must be completed for every applicant, and she/he must provide proof of her/his eligibility.**

Member Recruitment & Retention

Recruiting and retaining a diverse, active membership is critical to our mission. Well into the future, veterans will need our support and advocacy to assist them at home and abroad, during war and peacetime, to receive the attention and benefits they deserve.

To ensure the American Legion Auxiliary is available to serve our veterans, military, and their families, our goal is to enhance membership strength by our centennial anniversary. Following is a sampling of the resources available on the National website at www.ALforVeterans.org to assist you in achieving this goal:

1. National Membership Plan of Action
2. Elevator Speech
3. How to Reach Target Groups
4. New Member Welcome Kit
5. The American Legion Family Membership Brochure
6. Unit Revitalization Guide
7. Volunteer Interest form
8. Valued Member Survey
9. ALAMIS Training PowerPoint
10. Membership presentations from National meetings

It is important for all members to become familiar with the tools available as Units work to increase the ALA's positive visibility to attract and retain members. Letting members know that their contributions are valued, along with welcoming, respectful treatment goes a long way toward creating a positive experience and an appealing environment for both current and potential members. Department and District Officers are encouraged to mentor Unit Leadership with these ideals.

Section 2- Members

Retaining Records

Units may obtain membership applications from Department Headquarters or download from the National website [www.@alaforveterans.org](http://www.alaforveterans.org) or on Department website at www.alafl.org

under forms and resources. Completed membership applications, along with payment of Department and National dues, are sent by the Unit to Department Headquarters.

The American Legion National Judge Advocate/ALA Counsel General advises that since eligibility for membership can be challenged at any time during the life of the member, eligibility information should be retained indefinitely, as long as the member is alive. Only the eligibility information needs to be securely retained, and records can be digitized to save space and provide a more convenient way to retain the information. Units are advised to have access to a locked file cabinet in the post or other secure place for record retention.

Counsel General notes that in the past several years, the IRS has been more stringent about demanding to see eligibility records when they are doing field audits of Posts, Units and Departments. The fact that the IRS has escalated its audits of Legion and ALA entities in recent years may lead to confusion about the length of time for retaining IRS records versus the length of time for retaining eligibility verification records. Counsel General has advised that tax returns need be kept for only seven (7) years, but eligibility records should be retained for the life of the member.

Online Membership

Effective during 2017 membership year, new members can now complete the membership application and pay their dues on the National website. They will be required to complete an affidavit affirming their eligibility.

When joining the American Legion Auxiliary via the National website, the member will receive a welcome email and be placed in the Department Headquarters Unit. Departments will run a "new member report" on a weekly basis to identify new members, to confirm each member's eligibility, and to send a Department welcome to the new member. Department will then contact the Unit closest to the new members address. **It will be up to the Units to confirm that the new member meets ALA eligibility requirements.**

NOTE: The following is taken directly from the ALA National Standing Rules, Section X.,

Units: A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining after the National Convention may be given by her Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year.

Unit Membership Roster

A Unit Roster is provided to each Unit along with pre-printed cards for each member of the Unit. Each Unit should use the Roster to record the date a member paid her dues and the number of the Unit transmittal her membership was sent to Department. We continue to recommend this method as it may prevent duplication of payments and future complications.

The Roster is not an accurate record of members who paid the current year's dues to your Unit. Any member, who joined, transferred or paid dues after the roster was printed will not be on the Unit roster. In order for member changes to affect your membership roster for next year, current year's dues must be received in Department Headquarters by April 1st.

At the top of the Unit's membership roster is an index for the letters down the right hand side of the roster. MAM for Adult member, MYM for Youth member (Senior & Junior) PUFL for paid up for life and Lost for bad address. If there is an "X" in the "Lost" column, it means they have a bad address and it needs to be corrected using a member data form.

Unit Goals

Unit goals will be determined at Department Convention. This determination will appear in the first Friday Membership Report. Goal is based on, but not solely determined by, the number of paid members received at Department Headquarters at close of books, which is 15 days prior to Department Convention. The Friday Membership Report, which contains the number of paid members as of close of books, along with the bulletin containing the number of delegates each Unit may have at Convention, will be mailed to the Unit immediately following close of books.

Member Status

Good Standing: Dues are paid to Department for the current membership year. The membership year ends Dec. 31st.

Delinquent / Expired: January 31st. Dues are collected in advance and are payable annually for the succeeding (upcoming) calendar year. A member failing to pay annual dues by January 31st (a one month “grace period” past Dec. 31st) shall be classed as delinquent **and suspended from all membership privileges which include voting on Unit business, holding office, participation in Unit activities**, receipt of member benefits (such as AEF) and all other privileges of membership.

The term “expired” vs “delinquent” in National’s ALAMIS system (where rosters are generated from) a member will continue to get renewal notices and magazines while they are in the “expired” category. In ALAMIS, a member will remain “expired” for two membership years.

Former: Delinquent for two previous years plus the current year.

***Example:** On Feb. 1, 2020 everyone in the system who had not paid since the 2017 membership year (missing 2018 & 2019) will roll over to the status of “former” member (and won’t show on a Unit’s roster anymore). Expired members stay showing on a Unit’s roster so they can continue to try to reach out to them.*

Renewing vs. Rejoining Members

NOTE: There is a distinction between renewing and rejoining and when is it necessary to do either.

During the two years “expired” period, a member can simply renew their membership and become “in good standing” again. They can pay all of their back dues and just be considered a renewing member and not have to fill out an application and provide documentation again. Continuous years/join date will be restored. **Renewals must be on a separate Recap Sheet for each year of renewal, payments must accompany Recap sheet.**

Most will, but a member does not have to, pay both missed years to renew if they’ve missed more than one year.

***EXAMPLE:** If they last paid for the 2017 membership year, missed 2018, and it is now time to pay 2019 dues, they can JUST pay for the current 2019 year if they don’t care that their continuous years/join date will revert to 2019 on future cards because they’d have that 2017 year missing.*

How to “reinstate” (rejoin) former members

Members who are no longer in "good standing" may either pay their back dues or rejoin if they are still eligible. When a member rejoins they retain their original membership ID number. Whenever possible write this membership number on the application and membership card. If a pre-printed membership card is available, send it with the member's new application. Rejoining members do not maintain continuous years unless they pay all back dues. A Unit does not receive credit when a member re-joins for any contest or awards. They do, however, count towards making your goals. Remember, a rejoining member must prove their eligibility at the time they rejoin.

They must reapply by completing the application again and showing their eligibility documentation. They should check “yes” on the box on the application that asks if they have been a member previously (and if possible, note their member ID and/or any other information they can remember for example the Dept. and Unit #). Their continuous years/join date will not be restored, their cards will now show the year they reapplied as their join date. **Rejoins must be on a separate Recap Sheet with payment.**

PUFL Membership

Paid Up For Life membership (PUFL): Any member in good standing whose membership dues are paid for the current year may become a PUFL member. The Unit Secretary must verify membership on the application. PUFL applications are available at www.ALAforVeterans.org.

Paid Up for Life Membership (PUFL):

1. Is the Auxiliary's National paid-up-for-life membership program.
2. Is purchased by the member with a lump sum payment. If the PUFL membership is a gift, the cost is paid by the gift giver.
3. Was established by resolution adopted at the 2/18/1981 National Executive Committee Meeting in Washington, D.C.

PUFL Eligibility:

1. Traditional members in good standing (having a valid membership card for the current year) may become PUFL members.
2. Members whose dues are not paid for the current year are considered delinquent

and must pay current year dues before becoming eligible to become a PUFL.

3. Current year dues payments must be reflected in the National membership system (ALAMIS) before PUFL applications can be processed.

Cost of PUFL Membership:

Is based upon two factors:

1. Age of the member at the time the application is submitted.
2. The total Unit dues amount at the time the membership is purchased. Unit dues consist of Department dues per capita, National dues per capita, and the dues amount retained by the Unit.

The dues amount used to compute the cost of a PUFL membership may not be less than the sum of Department dues per capita and the National dues per capita; Units have the option of waiving their portion of dues. Use the rate chart on the back of the PUFL application to determine exact cost of a PUFL membership.

Dues paid in advance may be deducted from the total PUFL fee only until December 31st of the year in which they were paid in advance. For the deduction to be recognized when processing the application at National Headquarters (ALANHQ), the completed and certified PUFL application must reach ALANHQ no later than December 31st. PUFL members will never be obligated to pay any additional amount if there is a dues increase. PUFL fees are nonrefundable.

Annual PUFL Payments to Units

Annual payments will be made from ALANHQ in the fall for all PUFLs on record for the current membership year. The PUFL member's Unit will always receive the amount of annual Unit dues per capita in effect at the time the member joined the PUFL program. If the Unit chooses to waive its portion of the dues, the Unit will not receive annual payments for that member.

NOTE: Units do not need to submit a Recap Sheet to Department for PUFL's.

Completing the PUFL Application:

1. Applicant: (must have paid dues for the current membership year)
2. Completes in full Section 1 of the application form (See PUFL form on National website)
3. Using rate chart on back of the application, determines her PUFL fee.

4. Attaches appropriate payment: (check or money order made payable to American Legion Auxiliary, National) or provides all charge card (VISA or MasterCard) information requested on the application.
5. Submits application to her Unit Secretary for certification.

Unit Secretary:

1. Verifies that the applicant has accurately and fully completed Section 1 of the application.
2. Verifies that the member is in good standing
3. Completes, accurately and in full, Section 2 of the application.
4. Records the applicant's member ID number.
5. Lists the amount of current annual Unit dues.
6. Verifies that the applicant has listed the correct PUFL fee based on her current age and the current amount of Unit dues.
7. Indicates if Unit is waiving its portion of dues, thus reducing the amount on which the fee is based.
8. If applicant has paid dues in advance (by December 31st of the previous membership year) and is reducing her fee by that amount, ensure that the Department has transmitted her dues in time to be reflected in the National membership system (ALA MIS) by January 15th . (Advance dues payments cannot be deducted after January 1st of the current membership year.)
9. Provides her address and phone number.
10. Certifies, with her signature, that the application is complete and that all information on the application is accurate.

NOTE: Applications lacking sufficient information, payment, or certification will be returned to the Unit Secretary. Make a copy of the application for Unit and Department records.

Forward original certified application, along with payment, to National Treasurer's Office, Attn: PUFL, 8945 N. Meridian St., Indianapolis, IN 46260.

Identifying PUFL Members

After the PUFL application and payment are processed at National Headquarters, the PUFL member will be issued a PUFL card. (Allow thirty (30) days to receive PUFL card.)

PUFL Members Transferring to another Unit

It is relatively simple to initiate, particularly between Units within the same Department. A Unit accepting the transfer must agree to accept the Unit dues per capita amount established by the former Unit at the time the PUFL application was processed.

If your questions about the PUFL membership program have not been answered here, please contact the Membership Division at National Headquarters at (317) 569-4500.

PUFL Member versus Honorary Life Member: . . . (They are not the same)

PUFL membership is purchased and requires completing an application issued by National Headquarters. Only a Unit can bestow honorary life membership. The Unit pays dues for their honorary life member each membership year.

National Headquarters does not provide applications for, nor can it process, honorary life memberships. All honorary life membership records are maintained at the Unit and Department level. Department will mark the member's record as an honorary life member (HLM) to discontinue the renewal notice.

Honorary life memberships are valid only within the Unit bestowing the membership. If an honorary life member transfers to another Unit, or the Unit disbands, the honorary life membership becomes void. Honorary life membership cards and pins can be purchased through the Emblem Sales Division of The American Legion; purchase of a pin requires the approval of the Department Secretary.

Honorary Life Membership

Honorary Life Membership is awarded by a Unit to a member who has given many years of dedicated and active service to the American Legion Auxiliary. The conferring of the Honorary Life Membership should not be taken lightly as it is the highest honor a Unit can bestow upon a member. The Unit should give serious consideration before bestowing the Honorary Life Membership so as not to diminish the honor of the gift.

Each year dues for the Honorary Life Member are paid by the Unit. Dues for this member are sent to Department on a Unit recap Sheet as a renewal and should appear on the 1st Recap sheet for the new year.

The next steps need to be followed once a Unit has selected a member to receive an Honorary Life Membership. Write a letter to Department Headquarters, which includes:

1. The date your Unit approved the Honorary Life Membership (and a copy of the meeting minutes).
2. The name of the member receiving the Honorary Life Membership. (**Please be sure the member's name is spelled correctly.**)
3. The signature of the Unit President and Secretary.
4. Select the pin or card you wish to give her from the National Emblem Sales Catalog
 - a. Prepare a check:
 - b. Payable to National Emblem Sales
 - c. Postage and handling fees included.

Send all of the above to Department Headquarters. Your order will be sent to National Emblem Sales once the Department Secretary has verified the form.

Section - 3 National Membership Renewal

National Headquarters emails and/or prints and mails membership renewal notices directly to all Senior members except those in Foreign Units. Junior members do not receive a renewal notice. The personalized notice includes the amount of the annual Unit dues and the name and address of the individual within the Unit to whom the dues are to be paid. The National organization underwrites the entire cost of the membership renewal program.

Payment

Although the notices are emailed or mailed by National Headquarters, the Unit Member may pay her dues directly to the person receiving dues at the Unit – either in person or by mail or via credit card on the National Organization website. Members who choose to pay their dues online will receive a receipt they can printout. Starting in the 2019 membership year, National will mail out renewal cards to all members that pay online.

If payment is made by mail, the member must enclose her check, along with the remit portion of the renewal notice, in the window envelope provided in the renewal notice mailing.

must provide that person's name, complete address, and member ID number on the back of the renewal form. This form, along with appropriate dues payment, may be mailed along with the Senior member's dues in the window envelope. This procedure must be followed to ensure proper credit.

Note: *Unit dues represent the total of three amounts: the Unit portion, Department portion, and National portion. The Unit retains its portion and transmits the balance to the Unit's Department Headquarters, which keeps its portion and transmits the National dues amount to ALANHQ.*

Renewal Notice Mailing Schedule

1st	September	All Senior members.
2nd	January	All Senior members for whom dues were not received by National Headquarters by December 15 th .

Emailed renewal notices will typically be sent in September.

Note: *Members can opt out of emailed renewal notices by contacting Department Headquarters or ALA MIS Help Desk at National Headquarters.*

Section - 4 Department Membership Renewals

Current Year Membership Recap Sheet

1. Membership must be sent to Department Headquarters no less than monthly as stated in the Department Bylaws Article VI, Section 4 of the Unit Guide.
2. Consecutively number and date each Recap Sheet. (This helps with research)
3. Checks made out to: ALA Dept. of FL written for dues amount required
4. Senior per capita – refer to current Unit Guide
5. Junior per capita - refer to current Unit Guide
6. Double check the following for each Recap:
 - a. Number of Juniors
 - b. Number of Seniors

- c. Total dues amount is correct for the members sent
 - d. Number of new members
 - e. Applications are complete
7. Letters of Credit are only good until "Close of Books" of the year issued.
 8. Applications must be signed by a Post Commander or Adjutant

NOTE: Use only Blue or Black ballpoint ink on applications.

Member Data Changes

National Membership Program ALAMIS allows Units to make changes to names, address, date of birth and phone numbers online directly. **Units cannot mark deceased members.** Units will send all Data forms to Department and mark if the Unit has made any changes in ALAMIS.

Data Form:

Data Forms are used to report the following:

1. Name changes
2. Address changes
3. Deceased Members
4. Transfers: When completing the Data Form for a transfer, the Unit information on the top is the NEW Unit information.

Transfers

Any member wishing to transfer must be in "good standing." Any member transferring after January 30th will not be in "good standing".

Dues paid to "New" Unit:

Unit should:

1. Request to see the last membership card of the member
2. Collect the member's current dues.
3. Complete all necessary sections of the Member Data Form. See Sample S-3. Forms must be dated. Do not abbreviate city names.
4. Obtain war era of member's veteran eligibility (needed for Departments records).
5. Complete a membership card and give to the member.
6. Send Member Data Form and dues to Department Headquarters with a Unit's Recap
7. Must be signed by the member and a Unit Officer

Dues paid to "former" Unit:

Unit should:

1. Request to see the current membership card of the member wishing to transfer.
2. Issue the member a card from your Unit, and attach the old card to the Data Form.
3. Complete all necessary sections of the Member Data Form. See Sample S-3
4. Forms must be dated.
5. Do not abbreviate city names.
6. Obtain war era of member's veteran eligibility (needed for Departments records).
7. Send completed Member Data Form to Department Headquarters with the Unit's next Recap Sheet.
8. In state transfers must be placed on their own RECAP Sheet
9. Out of State transfers must be listed and paid for on their own RECAP Sheet
10. Data form must be signed by the member and a Unit Officer.

Only the new Unit can submit a Data Form to transfer a member. If a member transfers out of your Unit you send nothing to Headquarters.

Payment of Back Dues

No back dues will be accepted unless accompanied by current year's dues. Separate Recap Sheets must be completed for each year. National requires Department to process each year separately. **ONLY ONE MEMBERSHIP YEAR PER RECAP**

Due to auditing purposes each Recap Sheet must be accompanied by a check

1. One (1) check per recap sheet
2. Make checks payable to ALA Dept. of FL
3. Senior per capita refer to current unit guide for pricing
4. Junior per capita refer to current unit guide for pricing

Any Back Dues Recap Sheet that is incomplete, or without correct amount of money, will be returned to the Unit. There will be no exceptions to the procedures for handling back dues.

Section - 5 How to Instructions

How to Complete an Application (See Sample S-1)

Applications must contain the following information: Print or type applications using blue or black ball point pen only.

1. Applicants full and proper name - use first name, no Mrs., Ms. or Miss.
2. Check to indicate if a Senior or Junior member. Note: If a Junior member- date of birth is required.
3. Full Address -No Address Labels.
 - a. Street address including apartment, building and lot numbers.
 - b. City name - No Abbreviations
 - c. State and Zip Code.
4. Unit number/location
 - a. Your Unit number
 - b. Location is our Department Name- Florida or FL
5. Veteran Information
 - a. Full proper name
 - b. Mark appropriate box for veteran to indicate whether living or deceased
 - c. If veteran is living, please include his or her membership ID number for the Legion.
6. Post Information
 - a. Name of Legion Post veteran belongs to.
 - b. Post number of Post veteran belongs to.
 - c. City of Post Home
 - d. State and zip code of Post Home
7. Service dates veterans served in
8. Relationship of veteran to applicant
9. Signature of applicant is required. (For Junior members the application must be signed by mother, grandmother or legal guardian.)
10. Date of applicant's signature is required
11. Signature of Post Adjutant or Commander only- print name below signature if not legible. (No signature stamps allowed.) **Note: Signature of Unit Secretary is allowed if applicant is eligible through her own service.**
12. Date of Post Officer's signature is required.

How to complete a Recap Sheet (See Sample S-6)

With Special Assessment for 2019 ONLY

Recaps must contain the following information:

1. Transmittal Number: Begin with number 1 each year and number consecutively this helps with research.
2. Unit number
3. The membership year you are paying. This has nothing to do with the date you are remitting the form. If you are paying a year other than current dues year then list that year here.
4. Mark new, renewal, in-state transfer, out of state transfer or rejoin. Do not mix on the same recap. Transfers are renewals!
5. Number of Senior and / or Juniors included with recap.
6. **A 2019 special assessment of \$2.00 per senior member.**
7. The dollar amount based on number of Seniors and / or Juniors submitted. (Check current Unit Guide for per capita rate)
8. The check number included with recap.
9. Total Amount Paid for this Recap Sheet
10. The date form is submitted.
11. The name and email address of the person completing the recap form.
12. The list of members whose dues are included on the recap. List in alphabetical order BY LAST NAME.
13. Indicate if member is a Senior or Junior
14. The member ID number for each member being paid on the recap form.

The same recap is used for back dues. List the year you are paying in # 3. Everything else remains the same.

How to complete a Data Form

1. Name changes (See Sample S-2)
2. Address changes (See Sample S-5)
3. Deceased Members (See Sample S-4)
4. Transfers (See Sample S-3) When completing the Data Form for a transfer, the Unit information on the top is the NEW Unit information.

Complete
↓

Incomplete
↓



DUES RECEIPT
(Please Print)

Date _____
Received From _____
\$ _____ for 20____ Dues
Recruiter's Name _____
Recruiter's Signature _____
Recruiter's Phone # _____

AMERICAN LEGION AUXILIARY - MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name (First) Jane (M.I.) Doe (Last) _____
Address 1111 Legion Dr State FL Zip 33333
Orlando
Home Phone 409-999-9999
Email Address Jane@Florida.com Unit # and Location 400/Orlando
Date of Birth (Required) 7-1-1960 Birth - 17 18 and over
Have you been a member previously? Yes No
Signature of Applicant (or legal guardian if under 18) Jane Doe Date 7/1/19

Mail completed application to American Legion Auxiliary department's headquarters.
Amount dues must accompany completed application. Ask local contact for amount due.
For current department address go to www.ALforVeterans.org/contactwhere-headquarters.
Membership pending approval of application.

ELIGIBILITY INFORMATION

Eligible Through Name of Veteran (if living, must be American Legion member) John Doe Living Deceased
American Legion Member ID Number 1111110
Veteran's American Legion Post Name 400 Post # Orlando City FL State _____
Veteran Served: (check all that apply)
 WWI (48/71-11/11/18) WWII (12/7/41-12/31/46)
 Merchant Marine (12/27/41-12/31/46) Korea (6/25/50-12/31/53)
 Vietnam (8/23/61-5/7/75) Lebanon/Grenada (8/24/82-7/31/84)
 Panama (12/20/89-12/31/90) Gulf War/War on Terrorism (8/2/90 until cessation of hostilities)
Applicant's Relationship to the Veteran:
 Mother Grandmother Sister Self
 Wife Grandfather Daughter Granddaughter, great granddaughter, etc.)
 Direct Descendant (daughter, granddaughter, great granddaughter, etc.)
I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.
Signature by Con or Ady Date _____
Post Adjutant/Officer Membership Verification _____



AMERICAN LEGION AUXILIARY - MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name (First) Jane (M.I.) Doe (Last) _____
Address 1111 Legion Dr State FL Zip 33333
Orlando
Home Phone 409-999-9999
Email Address Jane@Florida.com Unit # and Location 400/Orlando
Date of Birth (Required) 7-1-1960 Birth - 17 18 and over
Have you been a member previously? Yes No
Signature of Applicant (or legal guardian if under 18) Jane Doe Date 7-1-19

Mail completed application to American Legion Auxiliary department's headquarters.
Amount dues must accompany completed application. Ask local contact for amount due.
For current department address go to www.ALforVeterans.org/contactwhere-headquarters.
Membership pending approval of application.

ELIGIBILITY INFORMATION

Eligible Through Name of Veteran (if living, must be American Legion member) John Doe Living Deceased
American Legion Member ID Number _____
Veteran's American Legion Post Name _____ Post # _____ City _____ State _____
Veteran Served: (check all that apply)
 WWI (48/71-11/11/18) WWII (12/7/41-12/31/46)
 Merchant Marine (12/27/41-12/31/46) Korea (6/25/50-12/31/53)
 Vietnam (8/23/61-5/7/75) Lebanon/Grenada (8/24/82-7/31/84)
 Panama (12/20/89-12/31/90) Gulf War/War on Terrorism (8/2/90 until cessation of hostilities)
Applicant's Relationship to the Veteran:
 Mother Grandmother Sister Self
 Wife Grandfather Daughter Granddaughter, great granddaughter, etc.)
 Direct Descendant (daughter, granddaughter, great granddaughter, etc.)
I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.
Signature by _____ Date _____
Post Adjutant/Officer Membership Verification _____



AMERICAN LEGION AUXILIARY MEMBER DATA FORM

Member ID # 1111111111
(Required for all changes)

Date 7/1/2019

Name Jane Doe

Department FL Unit # 1111
 SR JR **DECEASED**, date of death ____/____/____
 VIM Honorary Life Member
 Life Member (Depts. of CO, ND, SD **ONLY**)

CORRECTIONS	
Old Information	New Information
Name _____	Name _____
Former Address _____	New Address _____
Former City _____	New City _____
Former State _____ Zip _____	New State _____ Zip _____
Former Telephone # (____) _____	New Telephone # (____) _____

UNIT TRANSFERS

PREVIOUS Unit # 1111 Department FL Date 7/1/19
Jane Doe Signature - Member *(Required)*

NEW Unit # 400 Department FL Date 7/19/2019
[Signature] Signature - New Unit Officer *(Required)*

ADDITIONAL INFORMATION

Marital Status: Married Single Widowed Divorced Date of Birth ____/____/____
Continuous Years of Membership _____ for _____ *(Paid Year)*

Email address _____

- WAR ERA OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- WWI (4/6/17 - 11/11/18)
 - WWII (12/7/41 - 12/31/46)
 - Korea (6/25/50 - 1/31/55)
 - Vietnam (2/28/61 - 5/7/75)
 - Grenada, Lebanon (8/24/82 - 7/31/84)
 - Panama (12/20/89 - 1/31/90)
 - Merchant Marines (12/7/41 - 8/15/45 Only Eligibility)
 - Persian Gulf War (8/2/90 - Cessation of hostilities, as determined by the U.S. Government)

- BRANCH OF SERVICE OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- U.S. Air Force
 - U.S. Army
 - U.S. Marines
 - U.S. Navy
 - U.S. Coast Guard
 - U.S. Merchant Marines



AMERICAN LEGION AUXILIARY MEMBER DATA FORM

Member ID #
(Required for all changes)

Date

Name

Department Unit #
 SR JR DECEASED, date of death / /
 VIM Honorary Life Member
 Life Member (Depts. of CO, ND, SD ONLY)

CORRECTIONS

Old Information	New Information
Name <input type="text"/>	Name <input type="text"/>
Former Address <input type="text"/>	New Address <input type="text"/>
Former City <input type="text"/>	New City <input type="text"/>
Former State <input type="text"/> Zip <input type="text"/>	New State <input type="text"/> Zip <input type="text"/>
Former Telephone # (<input type="text"/>) <input type="text"/>	New Telephone # (<input type="text"/>) <input type="text"/>

UNIT TRANSFERS

PREVIOUS Unit # <input type="text"/> Department <input type="text"/>	NEW Unit # <input type="text"/> Department <input type="text"/>
<input type="text"/> Date <input type="text"/>	<input type="text"/> Date <input type="text"/>
Signature - Member <i>(Required)</i>	Signature - New Unit Officer <i>(Required)</i>

ADDITIONAL INFORMATION

Marital Status: Married Single Widowed Divorced Date of Birth / /

Continuous Years of Membership for *(Paid Year)*

mail address

- WAR ERA OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- WWI (4/6/17 - 11/11/18) WWII (12/7/41 - 12/31/46) Korea (6/25/50 - 1/31/55)
 - Vietnam (2/28/61 - 5/7/75) Grenada, Lebanon (8/24/82 - 7/31/84) Panama (12/20/89 - 1/31/90)
 - Merchant Marines (12/7/41 - 8/15/45 Only Eligibility)
 - Persian Gulf War (8/2/90 - Cessation of hostilities, as determined by the U.S. Government)

- RANCH OF SERVICE OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- U.S. Air Force U.S. Army U.S. Marines U.S. Navy U.S. Coast Guard U.S. Merchant Marines



AMERICAN LEGION AUXILIARY MEMBER DATA FORM

Member ID # 111111111
(Required for all changes)

Date 7/1/20019

Name Jane Doe

Department FI Unit # 1111
 SR JR DECEASED, date of death / /
 VIM Honorary Life Member
 Life Member (Depts. of CO, ND, SD **ONLY**)

CORRECTIONS

Old Information		New Information	
Name	<u>Jane Doe</u>	Name	<u>Jane Doe</u>
Former Address	<u>1111 Legion Dr</u>	New Address	<u>2222 Legion Dr</u>
Former City	<u>Orlando</u>	New City	<u>Orlando</u>
Former State	<u>FI</u> Zip <u>11111</u>	New State	<u>FI</u> Zip <u>11111</u>
Former Telephone # ()	<u> </u>	New Telephone # ()	<u> </u>

UNIT TRANSFERS

PREVIOUS Unit # <u> </u> Department <u> </u>	NEW Unit # <u> </u> Department <u> </u>
<u> </u> Date <u> </u>	<u> </u> Date <u> </u>
Signature - Member <i>(Required)</i>	Signature - New Unit Officer <i>(Required)</i>

ADDITIONAL INFORMATION

Marital Status: Married Single Widowed Divorced Date of Birth / /

Continuous Years of Membership for *(Paid Year)*

Email address

- WAR ERA OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- WWI (4/6/17 - 11/11/18)
 - WWII (12/7/41 - 12/31/46)
 - Korea (6/25/50 - 1/31/55)
 - Vietnam (2/28/61 - 5/7/75)
 - Grenada, Lebanon (8/24/82 - 7/31/84)
 - Panama (12/20/89 - 1/31/90)
 - Merchant Marines (12/7/41 - 8/15/45 Only Eligibility)
 - Persian Gulf War (8/2/90 - Cessation of hostilities, as determined by the U.S. Government)

- BRANCH OF SERVICE OF ELIGIBILITY** *(The Veteran, living or deceased, served in):*
- U.S. Air Force
 - U.S. Army
 - U.S. Marines
 - U.S. Navy
 - U.S. Coast Guard
 - U.S. Merchant Marines

Sample 6

2019 Recap Sheet with Special Assessment

Membership Recap Sheet

TRANS # 1 NEW **RENEWAL**

UNIT # 1000 YEAR 2019 TRANS REJOIN
(CIRCLE ONE)

1 SENIORS PAID @ \$19.50 EA. TOTAL PD FOR SENIORS \$ 19.50

1 SPECIAL ASSESSMENT SENIORS @ \$2.00 TOTAL PD FOR SENIORS \$ 2.00

 JUNIORS PAID @ \$4.25 EA. TOTAL PD FOR JUNIORS \$

CREDIT USED - \$

CHECK # 0222 TOTAL PAID \$ 21.50

USE SEPARATE SHEET FOR EACH YEAR & FOR NEW, RENEWAL, TRANS & REJOIN

Date 7/1/2019 Name Membership Chair

Your Email: membershipchair@unit.com

List all members being paid with full name and ID#. Print last name first in **alphabetical** order

LAST NAME	FIRST NAME	SR/JR	ID#
1. <u>DOE</u>	<u>JANE</u>	<u>SR</u>	<u>111111111</u>
2. <u> </u>	<u> </u>	<u> </u>	<u> </u>
3. <u> </u>	<u> </u>	<u> </u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>	<u> </u>
5. <u> </u>	<u> </u>	<u> </u>	<u> </u>
6. <u> </u>	<u> </u>	<u> </u>	<u> </u>
7. <u> </u>	<u> </u>	<u> </u>	<u> </u>
8. <u> </u>	<u> </u>	<u> </u>	<u> </u>
9. <u> </u>	<u> </u>	<u> </u>	<u> </u>
10. <u> </u>	<u> </u>	<u> </u>	<u> </u>
11. <u> </u>	<u> </u>	<u> </u>	<u> </u>
12. <u> </u>	<u> </u>	<u> </u>	<u> </u>
13. <u> </u>	<u> </u>	<u> </u>	<u> </u>
14. <u> </u>	<u> </u>	<u> </u>	<u> </u>
15. <u> </u>	<u> </u>	<u> </u>	<u> </u>

(ATTACH ADDITIONAL PAGES AS NEEDED ONLY PUT TOTALS ON 1ST PAGE. DO NOT USE BACK OF PAGE)

Revised 5/27/2018

Sample 7

Recap Sheet Prior to 2019

Membership Recap Sheet

TRANS # 1
 UNIT # 1000

YEAR 2018

NEW RENEWAL
 TRANS REJOIN
 (CIRCLE ONE)

1 SENIORS PAID @ \$16.50 EA.
1 JUNIORS PAID @ \$3.00 EA.

TOTAL PD FOR SENIORS \$ 16.50
 TOTAL PD FOR JUNIORS \$ 3.00
 CREDIT USED - \$
 CHECK # 2222 TOTAL PAID \$ 19.50

USE SEPARATE SHEET FOR EACH YEAR & FOR NEW, RENEWAL, TRANS & REJOIN

Date 7/1/2019

Name membership chairman

Your Email: membership@unit.com

List all members being paid with full name and ID#. Print last name first in **alphabetical** order

LAST NAME	FIRST NAME	SR/JR	ID#
1. <u>DOE</u>	<u>JAN</u>	<u>JR</u>	<u>111111111</u>
2. <u>DOE</u>	<u>JANE</u>	<u>SR</u>	<u>222222222</u>
3. <u> </u>	<u> </u>	<u> </u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>	<u> </u>
5. <u> </u>	<u> </u>	<u> </u>	<u> </u>
6. <u> </u>	<u> </u>	<u> </u>	<u> </u>
7. <u> </u>	<u> </u>	<u> </u>	<u> </u>
8. <u> </u>	<u> </u>	<u> </u>	<u> </u>
9. <u> </u>	<u> </u>	<u> </u>	<u> </u>
10. <u> </u>	<u> </u>	<u> </u>	<u> </u>
11. <u> </u>	<u> </u>	<u> </u>	<u> </u>
12. <u> </u>	<u> </u>	<u> </u>	<u> </u>
13. <u> </u>	<u> </u>	<u> </u>	<u> </u>
14. <u> </u>	<u> </u>	<u> </u>	<u> </u>
15. <u> </u>	<u> </u>	<u> </u>	<u> </u>

(ATTACH ADDITIONAL PAGES AS NEEDED ONLY PUT TOTALS ON 1ST PAGE. DO NOT USE BACK OF PAGE)

Revised 6/2/2016

Sample 8

2020 Recap Sheet

Membership Recap Sheet

TRANS # 1

NEW RENEWAL

UNIT # 1111

YEAR 2020

TRANS REJOIN
(CIRCLE ONE)

1 SENIORS PAID @ \$21.50 EA.

TOTAL PD FOR SENIORS \$ 21.50

1 JUNIORS PAID @ \$4.25 EA.

TOTAL PD FOR JUNIORS \$ 4.25

CREDIT USED - \$ 4.25

CHECK # 1111 TOTAL PAID \$ 21.50

USE SEPARATE SHEET FOR EACH YEAR & FOR NEW, RENEWAL, TRANS & REJOIN

Date 7/1/2019

Name Membership Chairman

Your Email: membership@unit.com

List all members being paid with full name and ID#. Print last name first in alphabetical order

LAST NAME	FIRST NAME	SR/JR	ID#
1. Doe	Jan	Jr	111111111
2. Doe	Jane	Sr	222222222
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

(ATTACH ADDITIONAL PAGES AS NEEDED ONLY PUT TOTALS ON 1ST PAGE. DO NOT USE BACK OF PAGE)

Revised 6/18/2019

Section 6- National Dates and Deadlines

Please refer to the ALAMIS calendar on the national website for dates and deadlines for dues rate changes, renewal notices, membership cards, PUFL disbursements, etc.

Unit Dues Form – Direct Billing

To ensure that the information printed on renewal notices is accurate, each Unit must complete, and forward to the Department Secretary, a Unit Dues form or similarly designed department form.

The deadline for receiving Unit Dues Forms is April 15th. It is imperative that National Headquarters has complete and correct information to ensure that renewal notice data is accurate.

Prompt Processing of Dues

Prompt processing of dues at the Unit level is extremely important; National Headquarters must receive dues well before the dates listed in the Renewal Notice Mailing Schedule to prevent mailing unneeded notices.

However, because delays do occur, it is of equal importance for unit and department leaders to educate their members that some may receive a renewal notice although their dues have been paid. In such cases, please inform them to disregard the notice.

NOTE: If a unit is paying dues for/on behalf of a member, (honorary life members), make sure those dues are submitted on the first transmittal of the membership year.

Deadline to Run Expires

National Headquarters will run all expires of the previous year's members on January 31st of the following year. The membership year is from January to December. Example: On February 1, 2018, unpaid 2016 members will move to "expired," and unpaid 2015 members are moved to "former" members, all of whom will have their continuous years and join date reset to zero.

Dues Statements

1. Should be used to renew Junior members. Junior members DO NOT receive membership renewal notices from National Headquarters.
2. Units may issue dues statements for any Senior member requesting a reminder to pay dues, in addition to the renewal notice sent by National Headquarters.

Section 7- Membership Cards

Distribution

Membership Cards Will:

1. Be distributed to the Unit President at Department Convention.
2. Membership packets that are not distributed at Department Convention will be given to the District President to distribute.
3. Include blank cards used for any missing renewal member cards.
4. Include blank cards used for new members. Upon payment of dues, promptly provide card to member to reflect that her current year dues have been paid. To be valid, card must be completed in full and signed by a Unit officer.

Important Notes

1. Do not borrow cards from other Units. Contact Department Headquarters for more blank cards.
2. Do not confuse Honorary Life membership with PUFL membership.
3. Honorary life membership cannot be processed at National Headquarters. Honorary life membership is paid by the Unit and must be processed as a regular renewal.
4. Do not submit duplicate dues payments on members. If the Unit Membership Roster is used appropriately, Units will know which member's dues have already been transmitted to Department.

Card Reprints

If card reprints are needed, Units should contact Department Headquarters. All Unit requests must be in writing to Department Headquarters. Request for reprints, or any other "Service

Orders,” can only be accepted at National Headquarters from the Department Secretary. Department Headquarters will forward requests to National Headquarters.

NOTE: Reprints are done only if the Unit loses the cards or the cards are destroyed. For a name change or transfer, use a blank card to prepare and issue a card with current information.