AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA

MEMBERSHIP PROCESSING GUIDE
2017 – 2018
DEBBIE SVIDERSKAS
DEPARTMENT MEMBERSHIP CHAIRMAN

"CATCHING RAYS – CREATING BRIGHTER FUTURES"
MEMBERSHIP ELIGIBILITY

You may join the American Legion Auxiliary if you are:

The mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a member of The American Legion.
A female veteran who served during any of the conflicts listed below.
The mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a deceased veteran who served during any of the conflicts listed below.

NOTE: THE UNIT IS RESPONSIBLE FOR VERIFYING THE APPLICANT IS ELIGIBLE BY SEEING THE PROPER PAPERWORK THAT VERIFIES THE INFORMATION ON THE APPLICATION. (Birth Certificate, marriage certificate, etc.)

Eligibility Dates

<table>
<thead>
<tr>
<th>Conflict</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>World War I</td>
<td>April 6, 1977 to November 11, 1918</td>
</tr>
<tr>
<td>World War II</td>
<td>December 7, 1941 to December 31, 1946</td>
</tr>
<tr>
<td>Korean War</td>
<td>June 25, 1950 to January 31, 1955</td>
</tr>
<tr>
<td>Vietnam War</td>
<td>February 28, 1961 to May 7, 1975</td>
</tr>
<tr>
<td>Grenada/Lebanon</td>
<td>August 24, 1982 to July 31, 1984</td>
</tr>
<tr>
<td>Panama</td>
<td>December 20, 1989 to January 31, 1990</td>
</tr>
<tr>
<td>Persian Gulf War</td>
<td>August 2, 1990 to date of cessation</td>
</tr>
</tbody>
</table>

NOTE: IT IS THE UNIT'S RESPONSIBILITY TO VERIFY PAPERWORK THAT VERIFIES THE INFORMATION REGARDING THE MILITARY RECORD OF THE VETERAN PROVIDING ELIGIBILITY. Do not mail any military paperwork to Department unless we request it, or you need the Department Adjutant to rule on eligibility.
Unit Membership Roster

A Unit Roster is provided 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 stubs were 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 2016 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 2017 dues must be received in Department Headquarters by April 30.

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 statistical bulletin.

Goal is based on, but not solely determined by, the number of paid members received by Department Headquarters at close of books, which is 15 days prior to Department Convention. The membership bulletin, which contains the number of paid members as of close of books, was mailed along with the bulletin containing the number of delegates each Unit may have at Convention, to the Unit by first class mail immediately following close of books.

Rejoining 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 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 for a new member when a member re-joins for any contest or awards. Hey do, however, count towards making your goals.

Remember, a rejoining member must prove their eligibility at the time they rejoin. You must submit a new completed application and verify all paperwork proving the information provided on the application.

Rejoins must be on a separate Recap with payment.

**Member Status**

Good Standing: if 2017 dues are paid to Department Headquarters between July 1, 2016 and January 30, 2017.

Delinquent: if 2017 dues are not paid to Department Headquarters by January 30, 2017.

Expire: if 2017 dues are not paid to Department Headquarters by December 31, 2017. This member loses her continuous years.
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 as a renewal and should appear on the 1st recap each year. Honorary Life Membership may not be transferred from Unit to Unit; or Department to Department; or from one member to another member.

The next steps need to be followed once a Unit has selected a member to receive an Honorary Life Membership:

A. Write a letter to Department Headquarters which includes:
   - The date your Unit approved the Honorary Life Membership (and a copy of the meeting minutes).
   - The name of the member receiving the Honorary Life Membership.
   *** Please be sure the member's name is spelled correctly.***
   - The signature of the Unit President and Secretary.

B. Select the pin or card you wish to give her from the National Emblem Sales catalog.

C. Prepare a check:
   - Payable to National Emblem Sales
   - Postage and handling fees included.

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

PUFL Membership

PUFL Membership is "paid-up for life." There is no special honor in giving a PUFL membership although it can be given as a gift.

Application to apply for a PUFL is included with your membership packet or you can request additional applications from Department. Fill it out completely and send it with a check or credit card information to National Headquarters. The application will explain everything. The member requesting a PUFL membership must be in "good standing" or it will be denied to her by National Headquarters. PUFL membership is transferable from Unit to Unit and Department to Department. These forms are also available on Department's website.
Transferring Member
A member who wishes to belong to a Unit other than the one she currently belongs to may transfer her membership. This member must be in “good standing” in order to transfer. There are two types of transfers:

Paying transfer - The member pays current year dues to the new Unit. This may be done until January 30, 2017. Include their name, ID # and payment on a renewal Recap and mail with a signed Data Form. If this transfer is from out of Florida, it must be on a separate recap with payment.

Non-paying transfer- The member has already paid her current year dues to the old Unit. No dues are collected from the member and therefore not sent to Department Headquarters. Do not include her name or ID on a Recap Sheet. Simply mail the signed Data Form with the Transfer information completed to Department along with their old membership card from the old Unit.

TRANSFERS must be placed on SEPARATE recaps than New, Renewal, or Rejoins. Out of State Transfers on one RECAP; In State Transfers on a separate RECAP. Not following this procedure will result in extra time to process and/or the recap being sent back during heavy processing times.

Replacement Membership Card
If one of your members needs a replacement membership card, simply complete a blank card filling in their information. Note, the blank cards from National do not have a membership year on them; you will have to include this information when completing the card.

Credits
Credit – When Department Headquarters must remove one or members from a recap the monies not used by the check sent with the recap are put in a holding account until the Unit notifies Department Headquarters to use these monies. A “letter of credit” is sent to the Unit and this credit may be used for any membership until the date of “Close of Books”. Credits may be used for processing any membership before Convention.

It is a Unit’s responsibility to keep up with the credits it receives and uses. You are notified when an error has occurred and of the change to the recap. You are also notified of an error in amount of money sent, resulting in an overage or shortage. You also know when you mail a recap with no payment at all. There is no reason to be surprised, when a notice comes at the end of the year that the Unit owes the Department money. The Treasurer should be working closely with the Membership Chairman tracking these payments.
Current Year Membership

1. Recaps

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.
   a. **Consecutively number and date each Recap form.** (This helps with research)

   b. Checks
      made out to: ALA Dept. of FL
      written for dues amount required
      **Senior per capita - $16.50**
      **Junior per capita - $3.00**

   c. **Double check** the following for each Recap:
      Number of Juniors
      Number of Seniors
      Total dues amount is correct for the members sent
      Number of new members
      Transfers are complete
      Applications are complete

   d. Letters of Credit
      good until “Close of Books” of the year issued.
      **double check** dues figures when handling credits

   e. **WARNING**

      Only Blue or Black ball point ink is allowed on applications. Applications must be signed by a Post Commander or Adjutant

2. Member Data Changes

   National is no longer printing Member Data Forms. Once the Membership System goes live to Units, you will be able to make corrections to your members’ records directly. Until then, we still need you to send us the information that needs to be corrected. Make copies of the old date form and use that to report the following.

   Name changes (See S2)
   Address changes (See S5)
   Deceased Members (See S4)
   Transfers (See S3)
Transfers

***** SPECIAL NOTE *****

Any member wishing to transfer must be in “good standing.” Any member transferring after January 30, 2017 will not be in “good standing” and must pay 2017 dues to the old unit (this may change after 2016 National Convention).

*****

1. Dues paid to “new” Unit

Unit Secretary should:
Request to see the 2016 membership card of the member
Collect the member’s 2017 dues.
Complete all necessary sections of the Member Data Form. See page S3.
Forms must be dated. Do not abbreviate city names.
Obtain war era of member’s veteran eligibility (needed for our records).
Complete a membership card and give to the member.
Send Member Data Form and dues to Department Headquarters with the Unit’s next Recap
Must be signed by the member and a Unit Officer

2. Dues paid to “former” Unit

Unit Secretary should: Request to see the 2017 membership card of the member wishing to transfer.
Issue the member a card from your Unit, and attach the old card to the Data Form.
Complete all necessary sections of the Member Data Form. See page S3
Forms must be dated. Do not abbreviate city names.
Obtain war era of member’s veteran eligibility (needed for our records).
Send completed Member Data Form to Department Headquarters with the Unit’s next Recap. Do not include her name or ID with the list of names. Must be signed by the member and a Unit Officer.

When completing the Data Form for a transfer, the Unit information on the top is the OLD UNIT information.

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.
Transfers must be placed on their own RECAP. Out of State transfers must be listed and paid for on their own recap sheet; In State on another. Do NOT MIX with renewals, new or rejoins.

**Payment of Back Dues**

NO BACK DUES WILL BE ACCEPTED UNLESS ACCOMPANIED BY CURRENT YEAR’S DUES

Separate Recap Form must be completed for each year. National requires Department to process these separately.

Multiple Recaps may be processed using one check
Make check payable to ALA Dept. of FL
Senior per capita $16.50
Junior per capita $3.00

Any Back Dues Recap improperly completed, or without correct amount of money will be returned to the Unit.

There will be no exceptions to the procedures for handling back dues.

**REMEMBER:**

**ONLY ONE MEMBERSHIP YEAR PER RECAP**

**Applications (See S1)**

APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION:
Print or type applications using blue or black ball point pen only.

1. Applicants full proper -- 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. Address -- No address labels.
   A. Street address including apartment, building and lot numbers.
   B. City name – NO, ABSOLUTELY NO, ABBREVIATIONS
   C. State and Zip Code.
4. Unit number/location
   a. Your Unit number
   b. FL - - the location is our Department name.

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 # for the Legion.

6. Post Information
   a. Name of Legion Post veteran belongs to
   b. Post number 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 or grandmother.

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 only if applicant is eligible through her own service.

12. Date of Post officer's signature is required.

Recap Sheet (See S-6)

Recaps must contain the following information:

1. Transmittal # (Begin with number 1 each year and number consecutively) This helps with research.

2. Your Unit number.
3. The membership year you are paying. Current dues are 2015. This has nothing to do with the date you are remitting the form. If you are paying a year other than current dues (2015) then list that year here.

4. Circle new or renewal, out of state transfer or rejoin. Do not mix on the same recap. Transfers are renewals!

5. # of senior and juniors included with recap.

6. The dollar amount based on # of senior and juniors submitted at $16.50 per senior and $3.00 per junior.

7. The check # included with recap.

8. The date form is submitted.

9. The name of the person completing the recap form.

10. The list of members whose dues are included on the recap.

   List in alphabetical order BY LAST NAME please!

11. The ID # 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.

Remember . . .

DO NOT MIX NEW & RENEWAL

DO NOT MIX YEARS

TRANSFERs ON SEPARATE RECAP

REJOINS ON A SEPARATE RECAP

ACH RECAP REQUIRES SEPARATE PAYMENT
SAMPLES
Name Change Sample

AMERICAN LEGION AUXILIARY
MEMBER DATA FORM

Member ID # 123456789 Date 7/4/16
(Required for all changes)

Department FL Unit # 400

Name JULIE A SMITH

123 SOUTH STREET
ORLANDO, FL 32801

DECEASED, date of death __/__/____

CORRECTIONS

Old Information
Name JULIE A SMITH

New Information
Name JULIE A FRIENDLY

Former Address
Former City
Former State Zip
Former Telephone #

New Address
New City
New State Zip
New Telephone #

UNIT TRANSFERS

PREVIOUS Unit # NEW Unit #

Signature 7/4/16 Signature 7/4/16
Member (Required) New Unit Officer (Required)

ADDITIONAL INFORMATION

Marital Status: Married Single Widowed Divorced Date of Birth 7/4/16

Continuous Years of Membership for (Paid Year)

E-mail address

WAR ERA OF ELIGIBILITY (The Veteran, living or deceased, served in)

WWI (1/6/17 - 11/11/18) WWII (12/7/41 - 12/31/46) Korea (6/25/50 - 1/31/55)

Vietnam (2/18/61 - 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)


# in Household Occupation

181-000 White conv. dues to National

Yellow conv. dues to Department

Pink conv. dues to Unit

52
Transfer Sample

AMERICAN LEGION AUXILIARY

MEMBER DATA FORM

Member ID # 121250789
(Date Required for all changes)

Name Kate Thomas

100 Regis Drive
Tampa, FL 33130

Date 8/11/13

Department FL Unit # 501

□ SR □ OR □ DECEASED, date of death ___/___/___

□ VIM □ Honorary Life Member

□ Life Member (Depts of CO, ND, SD ONLY)

CORRECTIONS

Old Information

Name ______________________
Former Address ______________________
Former City ______________________
Former State ______________________ Zip ______
Former Telephone # (____) ______

New Information

Name ______________________
New Address ______________________
New City ______________________
New State ______________________ Zip ______
New Telephone # (____) ______

UNIT TRANSFERS

PREVIOUS Unit # 400 Department FL

Signature: Member (Required) Date 8/11/13
Kate Thomas

NEW Unit # 501 Department FL

Signature: New Unit Officer (Required) Date 8/11/13
Kelli Officer

ADDITIONAL INFORMATION

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

Continuous Years of Membership ______ for ______ (Paid Year)

E-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)

□ Vietnam (2/28/61 - 5/7/73) □ Grenada, Lebanon (8/24/82 – 7/31/84)

□ Korea (6/25/50 - 1/31/55) □ 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)


# in Household ______ Occupation ______

(Rev 06-2006)

White copy goes to National

Yellow copy goes to Department

Pink copy goes to Unit
AMERICAN LEGION AUXILIARY
MEMBER DATA FORM

Member ID # 987654321
(Required for all changes)

Name Jane Doe
123 Anywhere St.
Orlando, FL 32801

Date 10/1/15

Department FL
Unit # 123

O SR O JR X DECEASED, date of death 9/15/15
O VIM
O Honorary Life Member

O Life Member (Depts of CO, ND, SD ONLY)

CORRECTIONS

Old Information

Name ___________________________
Former Address ___________________________
Former City ___________________________
Former State ___________________________ Zip
Former Telephone # (____) ___________________________

New Information

Name ___________________________
New Address ___________________________
New City ___________________________
New State ___________________________ Zip
New Telephone # (____) ___________________________

UNIT TRANSFERS

Previous Unit # ___________________________
Department ___________________________

Signature - Member (Required)

NEW Unit # ___________________________
Department ___________________________

Signature - New Unit Officer (Required)

Date 10/1/15

ADDITIONAL INFORMATION

Marital Status: O Married O Single O Widowed O Divorced
Date of Birth ______/______
Continuous Years of Membership for (Paid Year)
E-mail address ___________________________

WAR ERA OF ELIGIBILITY (The Veteran, living or deceased, served in)

O WWI (4/6/17 - 11/11/18) O WWII (12/7/41 - 12/31/46)
O Korea (6/25/50 - 1/31/55)
O Vietnam (3/28/61 - 5/7/75) O Grenada, Lebanon (8/21/82 - 7/31/84)
O Panama (12/20/89 - 1/31/90)
O Merchant Marines (12/7/41 - 8/15/45 Only Eligibility)
O 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)


# in Household ____________ Occupation ___________________________

Rev (06-2008)
Pink conv goes to Unit

White conv goes to National
Yellow conv goes to Department

S4
**AMERICAN LEGION AUXILIARY**

**MEMBER DATA FORM**

<table>
<thead>
<tr>
<th>Member ID #</th>
<th>123123123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4/14/13</td>
</tr>
<tr>
<td>Department</td>
<td>Fl</td>
</tr>
<tr>
<td>Unit #</td>
<td>530</td>
</tr>
<tr>
<td>Name</td>
<td>Kata Thomas</td>
</tr>
<tr>
<td>Address</td>
<td>100 Dues Drive</td>
</tr>
<tr>
<td>City</td>
<td>Orlando</td>
</tr>
<tr>
<td>State</td>
<td>Fl</td>
</tr>
<tr>
<td>Zip</td>
<td>32801</td>
</tr>
<tr>
<td>Telephone</td>
<td>(407) 123-4567</td>
</tr>
</tbody>
</table>

**CORRECTIONS**

<table>
<thead>
<tr>
<th>Old Information</th>
<th>New Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Former Address</td>
<td>New Address</td>
</tr>
<tr>
<td>Former City</td>
<td>New City</td>
</tr>
<tr>
<td>Former State</td>
<td>New State</td>
</tr>
<tr>
<td>Former Telephone</td>
<td>New Telephone</td>
</tr>
</tbody>
</table>

**UNIT TRANSFERS**

<table>
<thead>
<tr>
<th>Previous Unit #</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature - Member (Required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Unit #</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature - New Unit Officer (Required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION**

<table>
<thead>
<tr>
<th>Marital Status:</th>
<th>Married</th>
<th>Single</th>
<th>Widowed</th>
<th>Divorced</th>
<th>Date of Birth</th>
<th>(Paid Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Years of Membership</td>
<td></td>
<td>for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:Kithomas65@gmail.com">Kithomas65@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

- Air Force
- U.S. Army
- U.S. Marines
- U.S. Navy
- U.S. Coast Guard
- U.S. Merchant Marines

# in Household | Occupation
**Membership Recap Sheet**

- **TRANS #**: 1
- **VIT #**: 2

**NEW**: 4  **RENEWAL**: 3  **TRANS**:  4  **REJOIN**: (Circle one)

**YEAR**: 3

- **SENIORS PAID @ $16.50 EA.**: 5
- **JUNIORS PAID @ $3.00 EA.**: 6

**TOTAL PD FOR SENIORS**: $_________

**TOTAL PD FOR JUNIORS**: $_________

**CREDIT USED**: - $_________

**CHECK #:** 7  **TOTAL PAID**: $_________

Use separate sheet for each year & for new, renewal, trans & rejoin.

**Date**: 8  **Name**: 9

**Your Email**: _______________

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SR/JR</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ________</td>
<td>________</td>
<td>_____</td>
<td>11</td>
</tr>
<tr>
<td>2. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>3. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>4. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>5. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>6. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>7. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>8. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>9. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>10. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>11. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>12. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>13. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>14. ________</td>
<td>________</td>
<td>_____</td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional pages as needed, only put totals on 1st page. Do not use back of page)

Revised 6/2/2016

---

*Slo*
Membership Recap Sheet (FEMALE VETERANS ONLY)

RANS # 1
UNIT # 2
YEAR 3

NO NATIONAL OR DEPARTMENT FEES REQUIRED for 2017 NEW Female Veterans

Date 8
Name
Your Email:

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SR/JR</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Revised 6/2/2016
American Legion Auxiliary  
Department of Florida  
Membership Plan of Action 2017-2018  
“Catching Rays, Creating Brighter Futures”

Welcome to a new year of productive and interesting goals with a bushel of fun and a peck of sugar to make it go down easier. For the 2017-2018 Auxiliary year, President TK has chosen the theme “Catching Rays, Creating Brighter Futures”. She has chosen the sun’s rays reflecting on crystals as our logo as we shine bright for our future. Our Membership Team will sweep-in’ Dixie Crystals by the spoonsful to sweeten our Mission and Goals.

Membership is the job of all members and family. We are going to use spoons full of sugar to sweeten our path as we renew, rejoin, and recruit members for our great organization. Each District this year will be an animal that was featured in the enchanting Mary Poppins Movie. Each fascinating animal will be your encouragement to have fun and make your jobs easier to approach prospects about our organization.

National is still keeping us on track for their 5 year strategic plan. They stress that recruiting members is necessary to ensure the ALA will be fulfilling its mission for the next 100 years. And that we need to strive to do better than last year. Our eligibility pool is huge. All you have to do is ask and “Kill them with Kindness”. This is the year of “Story Telling and Sharing”. Share your stories of how you achieved your goals in our Kaleidoscope, Nationals Magazine, Facebook, Newspapers, etc. Don’t forget that we have a Facebook page for the Department of Florida and Membership.

Don’t forget to promote our membership benefits. We have had many discounts, products, and services added and available to our members. Most recently, they have added a BonusDrive program giving us a stress-free $500 Cash Rebate on purchasing or leasing a new vehicle from one of the nation’s leading auto manufacturers. Details are located at BonusDrive.com.

National President, Diane Duscheek does not have a theme this year. She wants to get back to the ALA Mission because she believes members will stay if they believe in our mission. She also supports the ALA Foundation which provides a way for individuals and corporations to support the American Legion Auxiliary’s charitable and educational outreach programs through endowed gifts, grants and sponsorships.

The National Commander, Denise Rohan’s Theme this year is “Purple Up” as we work together for the common good, “Family First”. Let’s make this a great year. We are very proud of all of you and will be available to help you any way we can.

Debbie Sviderskas  
Department Membership Chairman  
727-686-2782
Dear Auxiliary Member, (Best to put the name, if at all possible)

Our membership in the American Legion Auxiliary honors the service of the special veteran(s) in our lives. Renewing your membership provides financial support to your Unit and the Department of Florida as they work to fulfill the mission of enhancing the lives of our veterans, our active duty military men and women and their families, both at home and abroad.

All members may not be able to participate in the unit activities or attend meetings. However, did you know your dues support the Unit’s programs for veterans, children and youth and the community? Did you know your “membership dues” aren’t really dues at all but are a “donation” that helps the Department of Florida to carry out the mission of service to our veterans? For example, the Department is able to provide the VA hospitals with money for “personal items” for the veterans.

The American Legion Auxiliary sponsors many wonderful programs that your membership dues help support the cost. Girls State is a premier program of the Auxiliary and one that needs to be continued. Another example is rehabilitation for the veterans in the VA hospitals. We provide money to the VA hospitals upon request from the deputies to help with programs while the veteran is recovering.

Please consider why you originally joined the American Legion Auxiliary. The reason you joined is the same reason you are being asked to renew your membership: to honor the service of the veteran in your family.

I encourage you to send your check to your Unit or pay by credit card online today. Join thousands of others in the State of Florida who are honoring our veterans by their membership in the America Legion Auxiliary. Thank you for all that you do!

DEBBIE SVIDERSKAS (your name and title here)
2017-2018 Membership Chairman

Please put contact information here, i.e. where they can send the renewal
DEPARTMENT OF FLORIDA MEMBERSHIP COMMITTEE
2017-2018

CHAIRMAN
Debbie Sviderskas, Department Chairman
2625 Quincy Street S
Gulfport, Fl. 33711
membershipchairman@alafl.org

NORTHERN AREA
Carolyn Brown
5791 University Club Blvd N
Jacksonville, Fl 32277

CENTRAL AREA
Kate Gabehart
14520 85th Ave
Seminole, FL. 33776

SOUTHWESTERN AREA
Jackie Moody
421 Clark Street
Labelle, FL 33935

WESTERN AREA
Ive “Nell” Hewitt
4443 Argyle Lane
Tallahassee, FL 32309

EASTERN AREA
Dorothy Walsh
796 Cavalier Dr. Apt A
Indialantic, Fl. 32903

SOUTHERN AREA
Denise Grinis
1248 SW 1st Avenue
Pompano Beach, Fl 33060
# Catching Rays - Creating Brighter Futures

## Districts

<table>
<thead>
<tr>
<th>District</th>
<th>Sun-Catching Critters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st}</td>
<td>Ducks</td>
</tr>
<tr>
<td>2\textsuperscript{nd}</td>
<td>Dogs</td>
</tr>
<tr>
<td>3\textsuperscript{rd}</td>
<td>Chickens</td>
</tr>
<tr>
<td>4\textsuperscript{th}</td>
<td>Rabbits</td>
</tr>
<tr>
<td>5\textsuperscript{th}</td>
<td>Squirrels</td>
</tr>
<tr>
<td>6\textsuperscript{th}</td>
<td>Parrots</td>
</tr>
<tr>
<td>7\textsuperscript{th}</td>
<td>Lambs</td>
</tr>
<tr>
<td>8\textsuperscript{th}</td>
<td>Geese</td>
</tr>
<tr>
<td>9\textsuperscript{th}</td>
<td>Deer</td>
</tr>
<tr>
<td>10\textsuperscript{th}</td>
<td>Turtles</td>
</tr>
<tr>
<td>11\textsuperscript{th}</td>
<td>Fox</td>
</tr>
<tr>
<td>12\textsuperscript{th}</td>
<td>Robins</td>
</tr>
<tr>
<td>13\textsuperscript{th}</td>
<td>Horses</td>
</tr>
<tr>
<td>14\textsuperscript{th}</td>
<td>Pigeons</td>
</tr>
<tr>
<td>15\textsuperscript{th}</td>
<td>Cows</td>
</tr>
<tr>
<td>16\textsuperscript{th}</td>
<td>Pigs</td>
</tr>
</tbody>
</table>
Department President

Mrs. Banks
"Votes for Veterans"

Past Department Presidents

Carousel Horses
Been Around Ups and Downs

Department Staff

Butterflies
Graceful and Lovely

Department Officers

Penguins
Dressed Up for All Occasions

Department Chairmen

Service Dogs
Program Plans and Guidance

District Presidents

Critter Caretakers

Department Membership

Chairman

Mary Poppins

Committee Members

Crystal Sweepers

District / Unit Chairmen

Crystal Look-outs

Members

Stars
Unique and Special
Membership Goals
2017-2018

August 15th ..........1/4 tsp. Full of Sugar Award
                 Must have your 1st Transmittal into Department

September 15th .....1/3 tsp. Full of Sugar Award
                    Must have your 5th Transmittal into Department

October 15th ..........1/2 tsp. Full of Sugar Award
                      50% of last year's close of books total for your unit/district.

December 15th ......2/3 tsp. Full of Sugar Award
                    75% of last year's close of books total for your unit/district.

January 15th ..........3/4 tsp. Full of Sugar Award
                      85% of last year's close of books total for your unit/district.

February 15th .........1 tsp. Full of Sugar Award
                       95% of last year's close of books total for your unit/district.

March 15th ..........1 tbs. Full of Sugar Award
                      100% of last year's close of books total for your unit/district.

April 15th ..........1 Cup Full of Sugar Award
                      105% of last year's close of books total for your unit/district.
Mary Poppins Challenges all units in the Department of Florida to be like Admiral Boom and Shoot off your Cannons. As Mr. Pinnacle loads up the cannon with “Catching Rays, Creating Brighter Futures” ammunition, we need to prepare our members to be recruiters for the American Legion Auxiliary.

Every Unit is to set up a table at any local community event (Example: farmers markets, craft fairs, festivals, parades, flea markets, etc.) and promote membership!!!

Invite Everyone in your Unit, Legion and SAL family!
Invite District Officers & Chairmen!
Invite Area Membership Chairman (Sugar Sweeps)!
Invite Department Officers & Chairmen!
Mrs. Banks and Mary Poppins might even show up if you invite them. Maybe even some department guide dogs or penguins.

Submit a story about your event along with photo's/articles to your local papers ASAP. Because each month two stories will be chosen to be featured in the department Kaleidoscope. All stories will also be sent on to National and who knows, you may find yourself featured in the National Magazine.

We would like to have the walls shake all over the state as your cannons are thunderingly emphasising our message of “Service not Self”

Debbie Sviderskas
membership@alafl.org
Dept. of FL Membership Chairman
2117-2018
727-686-2782
American Legion Auxiliary
Honor Our Female Veterans

For Female Veterans who join as new members for the 2017 Membership Year, the national portion of dues ($9.00) will be waived for their first year of membership.

Units

- Verify the new member’s eligibility
- Submit her application and department dues to your department. Indicate on her application that this member is part of the “Honor Our Female Veterans” program.

Departments

- Enter the new member into ALAMIS as a pending member. Be sure to mark her eligibility as “Self” if the new member is eligible in her own right or the appropriate eligibility category.
- Email membership@ALAforVeterans.org with “Honor Female Veterans” in the subject line
  - In the body of the email, list the member’s Name, Unit Number, and Department
- National Headquarters’ Membership Division will process the new member’s application to show her as an active member.

Questions?

Email National Membership Division at membership@ALAforVeterans.org
Shining Star Contact Form

Department:
Name of Person Completing Form:

Do you know a member or unit that is doing extraordinary work for the American Legion Auxiliary? Include their contact information below and submit to the National Membership Vice Chairman. They may be interviewed to be included in national publications such as the monthly membership newsletter, the E-News or Ebulletin.

**Individual Member**

Name:___________________________________________

Phone:___________________________________________

Email:___________________________________________

Mailing Address:_____________________________________

Check One: □ Seasoned Member *(more than 1 year)*
□ New Member
□ Recruiter

**Unit**

Unit Name & Number:_____________________________________

Contact Person:___________________________________________

Phone:___________________________________________

Email:___________________________________________

Mailing Address:_____________________________________

Submit forms to National Membership Committee Vice Chairman:
Donna Ray, 5724 Willinean Dr., Milford, OH 45150; rrayent@aol.com
ALA Member Benefits
— There’s more in it for YOU!

The value of being an American Legion Auxiliary member is growing big time! You bring untold value to the Auxiliary and America’s veterans through your service to our mission; to show our appreciation, the ALA is bringing valuable benefits to you! Your membership brings you access to a wide array of discounts, products, and services.

It’s easy! Online at www.ALAforVeterans.org (go to Member Only > Members Resources > Member Benefits), you can learn about an array of benefits through our partnership with Gallagher Benefit Services Inc., USAA and several other companies.

GALLAGHER BENEFIT SERVICES
Health Discount Services & Programs
* Dental and Vision Discount Program
* Fully Insured Dental
* VSP Insurance
* Fix Discount Program
* Hearing Aids & Services by Hear in America
  - (800) 286-6149

Insurance Carriers
* Senior Term Life Insurance by The Hartford*
* Long Term Care by LTCC
* Critical Illness
* Medicare Supplements
* Pet Insurance

Amenity Discount Program – Discounts include but are not limited to:
* Amusement Parks
* Hotels
* Movie Tickets
* Restaurants
* Car Rentals
* Concert Tickets
* Retail Stores

For more information, call the Voluntary Benefits line Toll Free Number, (855) 481-6500, or visit www.ALAforVeterans.org, Members Only*, and Member Benefits tab.

*ALA members must have a login and password for the members’ only section of the national website to access member benefits information

ADDITIONAL DISCOUNTS
EyeMed Vision Care
* Savings up to 40% on eyeglasses and prescription sunglasses. Choose from thousands of providers. Call (866) 839-3633 for a list of providers near you.
  * ALA Code: Plan #524252
* Or visit the website: www.eyemedvisioncare.com; click on member login and scroll to the bottom for discount plan members. Search Company Name: “American Legion Auxiliary” for discount details.

ScriptSave Prescriptions Savings Program
* Prescription savings for your entire household on brand name and generic drugs at thousands of participating pharmacies nationwide.
  - (800) 700-3957;
  - www.scriptsave.com
  * ALA Code: Group #417

USAA CREDIT CARD
American Legion Auxiliary
Credit Card
* (855) 291-8252
* www.USAA.com/ALA
* USAA Bank will make a contribution to the American Legion Auxiliary when you open an account, make eligible purchases and keep an active account.

TRAVEL
Alamo Rental Car
* Save on everyday low prices when you rent from Alamo.
  - (800) 354-2022 and mention the following contract ID:
  * Contract ID#: ALAUX

Wyndham Hotel Group
* (877) 670-7088
* http://www.wyndhamrewards.com
* Enter Code below in the Corporate Code box when looking for a reservation
  * ALA Code: 1000002607

REAL ESTATE
SIRVA Home Benefits
* Real Estate & Mortgage Services
  * (877) 833-9484
  * http://sirvanb.org.sirvahomebenefits.com

MOVING SERVICES
NorthAmerican Van Lines
* Interstate Moving & Storage Discounts
  * (888) 458-7968
  * http://legionaux.moveingnavi.com
  * or email: info@movingnavi.com

Allied Van Lines
* Interstate Moving, Packing & Storage Services
  - (800) 871-8864
  * http://movingallied.com/legionaux
  * or email: info@movingallied.com

TECHNOLOGY
Dell Computers
* Savings on computers and software
  - (877) 289-9437
  - www.dell.com/epp/flyer
  * ALA Code: C5711278890