

## 2020 Instructions for Processing Membership

### **Please use current year transmittals ONLY**

1. Each unit will have blank cards to be used for: replacing missing cards, new members, incorrect cards, transferring members, etc. Additional cards may be obtained from Department.
2. Forms for submitting dues: A transmittal form is needed with unit and contact information. You will need to indicate the members for whom you are submitting by either sending in a copy of the roster with members marked for payment or typed {or written out legibly} on back of the transmittal. If you send in the roster it is recommended that several copies be made for sending in dues throughout the year and one copy to keep with unit records. Each copy sent in should only have members marked that are paying on that transmittal. Do not copy your first sent in transmittal and use that each time. Along with roster and transmittal, send in a check for membership dues ONLY and COMPLETED applications for ALL NEW MEMBERS. Checks made out to Department Treasurer. Current year transmittal forms can be found each month in the ALA Today.
3. Dues amount to submit: Dues to be remitted are: \$23.00 for seniors and \$3.35 for juniors. There is a separate transmittal sheet for remitting dues for previous years. Please follow instructions on transmittal on how to process previous year payments. There is a last year paid column on roster. (Paid thru: 12-31-2018 indicates 2018 dues payment was made, Paid thru: 12-31-2017 last dues payment was for 2017. Remember any dues sent in late March/April 2019 will not be reflected on roster.)
4. Do not make any member changes {name, address, etc.} on the roster as they will not be changed. Please use a Member Data Form or email Department.
5. Renewal Notices are sent from National Headquarters in September. Units are not to hold membership for more than two weeks. Dues are to be sent in promptly to ensure member's good standing status and prevent a break in continuous years. Membership cards should be given immediately to member upon payment of dues, regardless of how these are paid. Reminder: Junior members do not receive renewal notices, personal contact must be made to collect their dues.
6. When sending in a new member application, please make sure ALL information is complete and member has signed application as well as the Post Adjutant/Officer. If the Veteran in which the member is eligible through is deceased, please mark the deceased box. Include the Post and ID number for living Veteran. Providing all information requested on application avoids any delays in processing new membership. All new juniors must have a birthdate on application.

7. PUFL applications are to be sent directly to National along with payment. Do not confuse "Honorary Life Membership" with PUFL membership. Honorary Life Membership is paid by the local unit and should be processed as a regular renewal on the first transmittal. PUFL applications are available at [www.alaforveterans.org](http://www.alaforveterans.org) or from the Department Office.

### MEMBER DATA FORM

1. The Member Data Form should be used to report address changes, name changes, unit transfers, Honorary Life Members, continuous years change request, join date errors, and deceased members. Please do not put any changes on roster as they will not be changed.

### TRANSFERS MAY BE MADE FOLLOWING THE REGULATIONS LISTED BELOW:

1. A member may transfer anytime during the Auxiliary year and pay the dues to the new unit. Whichever unit they pay their dues in is who counts her membership for the current year.
2. The member and unit officer must sign the transfer. Transfer will be returned if signatures are not included. The new Unit will submit the transfer with their membership transmittal.

### **Why are members not renewing their membership?**

Do we make new members feel welcome?

Do we include them at meetings? Do we sit with them and introduce them to our friends?

Do we give them a job? Do we allow them to use their talents {what do we know about them?}

If they can't help with one project, do we call them the next time?

Do we call to remind them of meetings? Remember they are not familiar with going to meetings so you may need to remind them and even offer to give them a ride. Let them know of any special events the Auxiliary or The Legion may be holding and encourage them to attend.

Do we tell them they are missed when they are not at a meeting? Let them know they are missed when they do not attend. Are our meetings one long argument? Do we initiate our members? This serves to educate them on the purpose and rules of our organization and builds pride in the organization.

Do we compliment them on a job well done? Recognize them?

Do we remember that everything we do, say, and even how we dress reflects on our organization?