



# ***NEW ALA MEMBERSHIP INFORMATION SYSTEM (MIS) MEMBERSHIP DATABASE***

Instructions on how to transmit membership

## **\* Members with Preprinted Card \***

All Units should have pre-printed cards for current members whose dues were paid for 2010 prior to March 31<sup>st</sup>.

Sign and give card to the member once she has paid her current dues.

If any corrections need to be made to the preprinted card, please fill out a Member Data Form and send to the Department office.

## **\* Members with NO Preprinted Card \***

Blank cards have been provided to the Units for those who are delinquent in dues.

Please use blank cards for new or transferred members.

Type or print the member's name and years of continuous membership on the Official Membership Card and sign the card.

Give or mail the card to the new or transferred member.

## **\* The New Member \***

All new members must be transmitted with a completed membership application. The new system has required fields that must be filled out before a new member can be processed in the system. Mark on the transmittal "NEW" under the column for membership number. Please see the following instructions.

**Any application that is not complete will be returned to the Unit.**  
**Send ORIGINAL APPLICATION only to the Department Office**

**If eligibility is through a living veteran, the Post # to which he/she belongs must be provided.**

**Junior cards must have the date of birth on the card.**  
**(Juniors/Seniors are to be transmitted on the same Transmittal Form)**

*You must have the following information on an application for the Department Office to add a new member.*

*If any of the following are missing a new member cannot be added to the new membership database.*

**\*\*\* All applications must be signed by a POST OFFICER \*\*\***  
**\*\*\*the UNIT SECRETARY may only sign for female veterans\*\*\***  
*Please adhere to these instructions so that applications do not have to be returned to the Units.*

- Name
- Home (Permanent) Address
- Veteran related thru
- War Era
- Branch Service
- Legion Post, Legion State (if living)
- Birthdate Mandatory for Junior Applicants

**These are mandatory areas in the new system for new member processing.**

## SAMPLE APPLICATION



### American Legion Auxiliary - APPLICATION FOR MEMBERSHIP

*(return completed application to local contact or recruiter)*

**Applicant Information**

**Eligibility Information**

Name (First) (M.I.) (Last)

Address

City State Zip

Work Phone Home Phone

E-mail address

/ /  Birth - 17  18 and over  
 Date of Birth

Signature of Applicant (or legal guardian if under 18) / /  
 Date

Annual dues must accompany completed application.  
 Ask local contact or recruiter for amount due.

Eligible Through-Name of Veteran  Living  Deceased  
*(if living, must be American Legion member)*

Veteran's American Legion Post Post # City State

**Veteran served: (check all that apply)**

- 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)
- Lebanon/Grenada (8/24/82-7/31/84)
- Panama (12/20/89-1/31/90)
- Gulf War/War on Terrorism (8/2/90 to today)

**Applicant's Relationship to the Veteran:** *(Step relatives are eligible)*

- Mother  Wife  Daughter  Sister
- Grandmother  Granddaughter  Great-Granddaughter  Self

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.

Post Officer Membership Verification / /  
 (or Unit Secretary's Verification for Female Veterans Only) Date

## **\* The Transferred Member \***

If a member from another unit is transferring into your unit, you must fill out a Member Data Form (3 part carbon form) and send white and yellow copies to the Department Office. The Unit keeps the pink copy for their records. The center area of the form is for the transferring information and the transferring member **MUST** sign the form. The top of the form should be filled in with Department **CA** and the unit number to which she is transferring. Always ask to see a current year's membership card before accepting a transfer. The member must be in good standing.

When a member has paid dues for current membership to her old unit she can transfer into the new unit and does not pay dues again. Paperwork is processed and no money is paid to the new unit.

If transferring prior to December 31<sup>st</sup>, the member will pay dues to the new unit for the current year. If transferring after December 31<sup>st</sup>, the member **MUST** pay dues for the year to the old unit. (non-payment of dues to the previous unit voids her member in good standing status) All incoming members' acceptance must be voted on by the unit (both for new and transfers) per our Department Constitution and Bylaws.

EX: Jane Doe is transferring prior to December 31<sup>st</sup>, paid 2010 dues to old unit – will pay 2011 dues to new unit.

Jane Doe is transferring after December 31<sup>st</sup>, she **MUST** pay 2010 dues to old unit and 2011 dues to new unit.

## **\* The VIM (now PUFL) Member \***

Effective July 1, 2010 the **(VIM) Very Important Member is now a PUFL (Paid up for Life)**. The rates also increased so please be sure to use the newest application when applying for PUFL membership. The unit does not send per capita to the Department for this member.

The **2011** cards for (VIM) PUFL members are included with the new membership cards that were sent to each unit.

Your Unit may list the PUFL member on the new membership transmittal form but no money is transmitted to Department as her dues are already paid. Please list your PUFL members on a separate transmittal (this process may change for next year)

*Always Make a Copy of Your Transmittal  
for your Unit Records*

***DO NOT HOLD ANY MEMBERSHIP!***

**RESOLVE PROBLEMS IMMEDIATELY!**

**\* The Deceased Member \***

Please fill out a Member Data Form for a Deceased Member indicating the date of death. A Death Notice must be made out and sent to your District Chaplain so that she may send to the Department Chaplain.

**\* The Dropped Member \***

Only National can drop a member after 3 years of delinquency in dues. If a member requests to leave a Unit, she must sign the Member Data Form indicating that this is her request. A member can rejoin after being dropped but will lose her continuous years. A member can pay her back dues along with the current year's dues, all back dues can be transmitted on the new membership transmittal form indicating the years being paid.

# SAMPLE TRANSMITTAL FORM



American Legion Auxiliary  
 Dept of California  
 401 Van Ness Ave Rm 113  
 San Francisco CA 94102

Ph 415-861-5092  
 Fx 415-861-8365

[calegionaux@calegionaux.org](mailto:calegionaux@calegionaux.org)  
[www.calegionaux.org](http://www.calegionaux.org)

Email  
 Web

Membership Transmittal

Unit # \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Transmittal # \_\_\_\_\_

Address \_\_\_\_\_

Per Capita:

*\$12.00 per Senior Member*

Phone \_\_\_\_\_

*\$ 2.00 per Junior Member*

ID	First Name	Last Name	Member Type	Dues 2008	Dues 2009	Dues 2010	Dues 2011
Ex: 123456789	Jane	Doe	SR, JR, PufI				X

- \*\*\*Indicate Member #, Last & First Name, Member Type SR; JR; PUFL (was VIM), what year you are paying only.
- \*\*\*If Continuous Years is incorrect on the Roster, indicate corrected years on Member Data Form
- \*\*\*All Transfers, Deaths & Name & Address changes must be on Member Data Form
- \*\*\*All new applicants must have all areas filled out like sample (enclosed) or cannot be processed in new system - no exceptions!!!

Office Use Only:		
Ck#	Amount Paid	Date