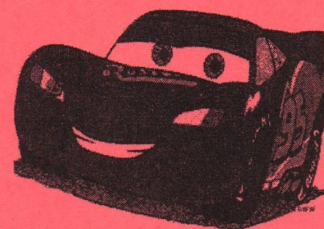
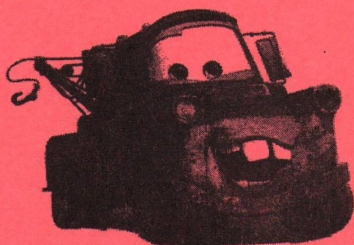




**MEMBERSHIP
OWNERS MANUAL
2022-2023**

**"In the Spirit of Service Not Self for Veterans, God
and Country"**

RACING TO OUR GOALS



MEMBERSHIP 2023

RACING TO OUR GOAL

Membership is everyone's job. This past year we had 34 Units reach 100% or more, and 2 Districts are 100% +. 15 units and 5 districts were above 90%. Send me pictures of what your unit is doing to encourage renewals, new members and special membership events.

Racing to our Goal.... Please reach out to members who have not renewed for a while and have dropped off the roster. Former and expired rosters are available through ALAMIS. Call or email Department office and ask. They are there to help.

I have accepted challenges from Department of Alaska (First to 100%), and Department of Nevada (First to 85% on or before March 15th, 2023).

I am challenging the Department of Arizona, to reach 100% by March 1st, 2023. We can do this if we all try. **PLEASE REACH OUT FOR HELP IF NEEDED.**

BOOGITY BOOGITY BOOGITY, LET'S GO RACING

Rose Ficklin and CREW

602-628-4088

roseala2324@yahoo.com

**DEPARTMENT OF ARIZONA
RACING TO OUR GOALS
MEMBERSHIP TEAM**

OWNER-----DEPT. PRESIDENT BARBARA

CREW CHIEF-----DEPT. MEMBERSHIP CHAIR ROSE

SPOTTERS-----DISTRICT PRESIDENTS

PIT CREW-----DISTRICT VICE PRESIDENTS

MECHANICS-----UNIT MEMBERSHIP CHAIR

DRIVERS-----ALL MEMBERS OF DEPT OF ARIZONA

*COMING TOGETHER IS A BEGINNING,
KEEPING TOGETHER IS PROGRESS,
AND WORKING TOGETHER IS SUCCESS.*

HENRY FORD

DRIVERS

START

YOUR

ENGINES!!

Member Award:

➤ 10 Plus 3 in 2023

- Recruit 10 New Senior Members AND 3 New Junior Members

New members must be entered and paid in ALAMIS by June 1, 2023

- Deadline: Forms must be received at ALA NHQ by June 3, 2023

- One entry per recruiter

Unit Awards:

➤ 100% Unit Award:

- Deadline: November 11, 2022

➤ Unit's whose Departments do not submit unit goals to ALA NHQ will not be eligible for this award

➤ New Unit Award:

- New units chartered between September 1, 2022, and July 31, 2023

You surround yourself in people that believe in you. And that is what matters.

Danica Patrick

Department Goals 2023 Department

Goals are based on:

- Department 2022 Membership Goals: **100% March 1, 2023**
- 1 new member for every unit within the Department.

NOTE: Department Unit totals are based on total active units in each department as of the 2022 Mid-Winter NEC meeting

Department Awards

➤ 75% Award:

- Deadline: Pearl Harbor Day, December 7, 2022

➤ 85% Award:

- Deadline: TAL Birthday, March 15, 2023

➤ 95% Award:

- Deadline: National Poppy Day, May 26, 2023

➤ 100% Award:

- Deadline: Independence Day, July 4, 2023

➤ 102% Award:

- Deadline: **30 Days Prior to National Convention, July 29, 2023**

➤ Seating at 2023 National Convention ➤ Seating will be based on percentage of Department Membership Goal from highest to lowest percentage



2023 MEMBERSHIP AWARDS

Member Award: 10 Plus 3 in 2023

- **Presented to:** Members who recruit 10 NEW Senior members and 3 NEW Junior members for the 2023 membership year.
- **Deadline:** Members must be entered and paid in ALAMIS member database by June 1, 2023.
 - FORMS must be received at National HQ by June 3, 2023.
- **Materials and guidelines:**
 - Form can be printed from the ALA national Membership Committee page of the national website (www.ALAforVeterans.org). You must be logged in to the *MyAuxiliary* area to access the page.
 - One entry per recruiter.

Unit Award: 100% Unit Award

- **Presented to:** Units that reach 100% of their 2023 membership goal by November 11, 2022.
- **Deadline:** November 11, 2022.
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by November 11, 2022, as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2022, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ.

Unit Award: New Unit Award

- **Presented to:** New units chartered between September 1, 2022, and July 31, 2023.
- **Deadline:** July 31, 2023.
- **Materials and guidelines:**
 - This award is automatically presented upon receipt and processing of new unit charter applications at National Headquarters.

Department Membership Goals: Department membership goals are based on each department's 2022 department goal PLUS one new member for every active unit as of the 2022 Mid-Winter NEC Meeting.

Department Award: 75% Award

- **Presented to:** Departments reaching 75% of their 2023 department membership goal.
- **Deadline:** Pearl Harbor Day, December 7, 2022.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by December 7, 2022.

Department Award: 85% Award

- **Presented to:** Departments reaching 85% of their 2023 department membership goal.
- **Deadline:** TAL Birthday, March 15, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2023.

Department Award: 95% Award

- **Presented to:** Departments reaching 95% of their 2023 department membership goal.
- **Deadline:** National Poppy Day®, May 26, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by May 26, 2023.

Department Award: 100% Award

- **Presented to:** Any department that has reached 100% of their department goal.
- **Deadline:** Independence Day, July 4, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2023.

Department Award: 102% Award

- **Presented to:** Any department that has reached 102% of their department goal.
- **Deadline:** 30 Days Prior to National Convention, July 29, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 29, 2023.

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2023 membership goal, from highest percentage to lowest.

Rewards for each membership award will be announced after the completion and adoption of the fiscal year 2023 budget.

CHRYSTEEN FRITZINGER PLAQUE

Units with membership of 151 and over.

The purpose of this award is to stimulate interest in good participation in the Education program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

RULES:

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.
6. A narrative report of the work accomplished in this program must be included with the report to be eligible for this award. The narrative must be typewritten, not to exceed 1,000 words. Newspaper clippings, pictures, programs, etc. may be included in a separate section from the narrative.

JEAN BATLEY PLAQUE

Units with membership of 150 and under.

The purpose of this award is to stimulate interest in good participation in the Education Program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

RULES:

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.

DEPARTMENT MEMBERSHIP AWARDS

Awarded to the Unit for the greatest percentage of gain over previous year in each classification:

Department of Arizona Cup to Unit with membership goal of 60 and under

Tony F. Soza Unit 41 Plaque to Unit with membership goal of 61 to 125

Mark A. Moore Cut to Unit with membership goal of 126 to 274

Ofelia Soza Plaque to Unit with membership goal of 275 and over

Awarded to the Unit with the highest percentage of their Post's membership:

Tillie Fine Membership Cup to any size Unit

Department awards presented by the Department Membership Chairman.

The above awards are to be permanent possession of the Unit whose name appears on it for three (3) years, not necessarily consecutively. The plaque will be replaced by the Unit but the above names, classifications and rules will remain the same.

(Revised 1992)

ALWINE ST. GERMAIN MEMORIAL NEW MEMBER AWARD

This award is open to all Units within the Department of Arizona.

This award will be awarded to the Unit who signs up the most new members in one year.

RULES:

1. All Department mandates for the current year must be paid.
2. The judging of this award shall be made prior to the Department Convention by a committee of three (3), appointed by the department Membership Committee Chairman.
3. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will replace it with another one in the Department of Arizona for competition following the same rules. The name of this plaque shall always remain the same each year.
4. Basis of Award:
 - A. How many Unit members signed up new members?
 - B. Did any Unit member sign up 10 new members?
 - C. Did a Junior Auxiliary member sign up any new members?
5. A narrative report shall be submitted detailing the way new members were recruited. The report shall be typewritten and is not to exceed 1,000 words.

(Plaque placed in field June 1996)

MARTHA BARRON DISTRICT MEMBERSHIP AWARDS

Classifications:

1. Districts with membership goal of 501 and over
2. Districts with membership goal of 550 and under

One trophy to be presented to the first District to reach goal in each membership classification.

One trophy to be presented to the District with the highest percentage of goal thirty (30) days prior to Department Convention in each membership classification.

Awards to be presented at the Annual Department Convention with membership verification by Department Secretary. The purpose of the awards is to promote continued District interest and activity in the Membership Program.

Award to be presented to Outgoing District President, or representative, and to be placed in the Unit Home of the Outgoing District President AND in other Unit Homes in the District where it will best promote the Auxiliary Membership Program. It shall be the responsibility of the winning District to have the trophy engraved and to return the trophy for presentation at the next Department Convention.

This is a permanent traveling trophy and, as such, will NOT become the permanent property of the recipient winning it three or more times (unless there are extenuating circumstances and approval of the donor has been granted).

MONICA JARVIS DISTRICT MEMBERSHIP AWARDS

PLAQUE I:

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded at Department Convention to the first District to have reached membership goal.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

PLAQUE II:

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded to the District with the highest percent of membership goal registered with the Secretary-Treasurer of the Department of Arizona Auxiliary thirty (30) days prior to the Department Convention.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

**RONNIE STIRLING
JUNIOR RECRUITER OF THE YEAR AWARD**

This award will be presented to the Junior member and her Unit from the Department of Arizona in good standing who signs up the most NEW JUNIOR MEMBERS for the current year. The National Junior Recruiter of the Year certification form and narrative are due to the Department Headquarters and the Department Membership Chairman no later than the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.

The Department Membership Chairman will present this award at the Department of Arizona Senior Convention.

This plaque may become the permanent property of the Unit of the winning Junior member, if said Unit wins this award three (3) consecutive years if the Unit desires. The permanent winning Unit will place another plaque in the field for competition with the rules and name to remain the same.

A typed narrative, written by the Junior Recruiter with the help of a Senior member if required, must not exceed 1,000 words. This narrative should include how the Junior member promoted membership and recruited the new member (s). Each Unit in the Department of Arizona may only send one entry.

The certification form must be completely filled out, printed legibly or typed, and include ALL Certification signatures.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Ronni Stirling, Junior member of Unit 44) Due date revised June 2018.

**MELISSA SHAW MEMORIAL PLAQUE
GREATEST NUMBER OF NEW JUNIORS**

This plaque will be a traveling plaque to be passed on each year. It shall become the permanent property of the Unit winning it three (3) consecutive years if they desire. The permanent winner will place another plaque in the Department for competition, rules and name of the plaque to remain the same.

1. This plaque will be awarded to the Unit with the GREATEST number of NEW JUNIORS registered with the Department Secretary-Treasurer and Membership Processor of the Department of Arizona Auxiliary 30 days prior to the Department Convention.
2. The plaque is to be awarded at the Department Convention by the Department Membership Chairman.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Norma Shaw, member of Unit 36)

Salute To Female Veterans Plaque

This plaque will be awarded to the Unit who signs up the most Female Veterans in one year. The plaque will become the permanent property of the Unit winning it for three consecutive years, if they so choose. The permanent winner will place another plaque in the Department for competition, with rules and name of the plaque remaining the same.

1. This plaque will be awarded to the Unit with the greatest number of new Auxiliary members who register as Female Veterans with the Department of Arizona Auxiliary, 30 days prior to Department Convention.
2. This plaque will be awarded at the Department Convention by the Department Membership Chairman.

Award placed in field by Yolanda Bonilla, Unit 35, 2016-2017.



American Legion Auxiliary

In the Spirit of Service Not Self for Veterans, God and Country

Welcome,

Thank you so much for joining The American Legion Auxiliary! We're so excited to have you on board and can't wait to get to know you.

In two weeks please contact your Unit membership chairman and ask them to give you your membership number off the ALAMIS system. (It takes approximately that long for your application to get processed on the Department and National level). If there are any issues, please feel free to reach out to me, and I would be happy to assist in getting your membership number.

Once you have your member number, I invite you to log in at alaforveterans.org and complete your membership profile. After you have finished, please take some time to acquaint yourself with our programs and history. The ALA Academy offers self-paced courses.

I would also like to invite you to visit the Department of Arizona website at: aladeptaz.org. To keep up on Department news. We are also on Facebook search Ring Your Bell Arizona ALA. For news from units across the state.

The value of being an American Legion Auxiliary (ALA) member is growing? You bring untold value to the ALA and America's veterans through you service to our mission; to show you our appreciation, we bring valuable benefits to you! Your membership brings you access to a wide array of discounts, products, and services, such as: Insurance Discounts, Travel Discounts, Banking, and many more.

Should you need any assistance or have questions, please feel free to contact me at 602-628-4088 or roseala2324@yahoo.com

I can't wait to meet you in person, and I thank you for joining the American Legion Auxiliary.

Rose Ficklin

Department of Arizona ALA

Vice President/Membership Chairman



AMERICAN LEGION AUXILIARY **SUGGESTED ADDITIONS TO NEW MEMBER KIT**

Units are encouraged to create 'New Member Kits' to distribute to new members. This helps explain to new members who we are, what we do and why we matter. It can also cover the basic information that new members need to know as well as important contact information. Units are encouraged to be creative in how they share with new members all that the ALA has to offer.

Unit Specific Suggested Items

- Welcome letter from Unit President
- Membership Card and Pin (pin if applicable)
- Unit Roster – A list of all the current members and unit officers
- Latest Newsletter (if applicable)
- Calendar of Events including monthly meeting
- Unit Constitution & Bylaws and Standing Rules
- ALA Preamble
- Summary of Committees and Programs
- List of commonly used ALA terms
- Interest Checklist

Other Suggested Items

- New Member Welcome Flyer*
- Department Welcome letter from Department President or Department Membership Chairman
- TAL Family Brochure*
- AEF Brochure*
- Member Data Form
- Member Benefits Flyer*
- Unit Guide Book* – The Unit Guide Book is a comprehensive source of information on the American Legion Auxiliary and its programs, unit operations and procedures, membership eligibility, and prescribed ceremonies.

Order From: National Emblem Sales
Phone: 1.888.453.4466
Email: emblem@legion.org
Website: emblem.legion.org

*Denotes items available for download at www.ALAforVeterans.org



**AMERICAN LEGION
AUXILIARY
NATIONAL**

HEADQUARTERS:
3450 Founders Road
Indianapolis, IN 46268
P: (317) 569-4500
F: (317) 569-4502

ALA WASHINGTON, D.C.

OFFICE:
1608 K Street NW
Washington, D.C. 20006
P: (202) 861-1351
F: (317) 569-4502

EMAIL:

alahq@ALAforVeterans.org

ONLINE:

www.ALAforVeterans.org
www.ALAFoundation.org

OUR MISSION:

In the spirit of Service Not Self, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

*A Community
of Volunteers Serving
Veterans, Military,
and their Families*

Welcome to the American Legion Auxiliary!

Thank you for becoming part of the American Legion Auxiliary (ALA)! Here is an overview of who we are and what we do, but there is so much more about why we matter. We encourage you to take our free online orientation, "ALA 101," the first course in our ALA Academy. These online courses provide our members with information to help us better serve our mission. Log in today at www.ALAforVeterans.org/ALA-Academy.

We have so much useful information available for members on the national ALA website. Accessing free information for members only is as easy as creating a username and password. Simply click on "Log In" at the top-right corner of our homepage at www.ALAforVeterans.org, and thousands of helpful resources are at your fingertips.



The American Legion is called a post, and the Auxiliary is called a unit. All ALA units are attached to a Legion post, taking its name, location, and number (e.g., John P. Hand American Legion Auxiliary Unit 250), but units are not obligated to meet at the Legion post. If the post is no longer active, a unit may continue to function as what's called a widow unit. Sons of The American Legion groups within Legion posts at the community level are referred to as squadrons.

A note about ALA membership dues

An American Legion Auxiliary member's dues are made up of three portions, representing the three levels of our organization — national, department (state), and unit. The dues amount listed on your renewal notice is a total of these three portions. Membership dues are paid annually and can be paid directly to your unit or by calling ALA National Headquarters at (317) 569-4570, or by logging in to your profile on the national website at www.ALAforVeterans.org and paying your dues online.

The Auxiliary membership year is January 1 to December 31. Members pay dues prior to the start of the upcoming membership year, and many units start collecting dues six months in advance.



**OUR RELATIONSHIP WITH
THE AMERICAN LEGION**

The ALA was founded in 1919 to support The American Legion, the largest organization of U.S. wartime veterans. Our mutual purpose is to make life better for our veterans, military, and their families. We work steadfastly, side by side, promoting patriotism and national security while supporting youth and advocating for those who have served our country.

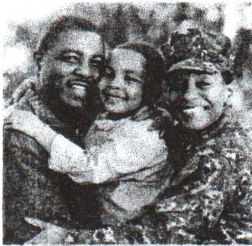
ALA UNITS

The American Legion Auxiliary unit is where grassroots work of the Auxiliary takes place. There are almost 8,000 ALA units nationwide. At the local level,



UNIT OFFICERS

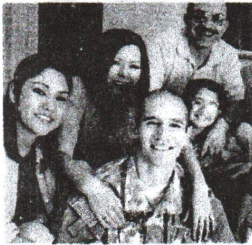
Each ALA unit has a set of officers. Your unit can tell you more about the members who hold these offices, along with their specific responsibilities. *The American Legion Auxiliary Unit Guidebook*, available at www.ALAforVeterans.org, also provides information about how a unit functions.



ALA NATIONAL PROGRAMS/ COMMITTEES

The following is a list of all national-level programs/committees in the ALA. Departments and units may have all of these programs, some, or additional committees included in their activities. Please visit www.ALAforVeterans.org for more information on ALA programs.

- ★ Veterans Affairs & Rehabilitation
- ★ Legislative
- ★ Poppy
- ★ Children & Youth
- ★ Community Service
- ★ Junior Activities
- ★ Education
- ★ Americanism
- ★ ALA Girls Nation
- ★ National Security
- ★ Membership
- ★ Auxiliary Emergency Fund
- ★ Leadership
- ★ Public Relations
- ★ Constitution & Bylaws
- ★ Finance
- ★ Risk & Compliance



FREQUENTLY ASKED QUESTIONS

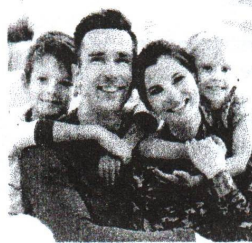
What is The American Legion Family?

The American Legion Family is comprised of The American Legion, the American Legion Auxiliary, and Sons of The American Legion. The Legion Family also includes American Legion Riders, a program of American Legion Family members for motorcycle enthusiasts. While members of The American Legion Family are individually unique, collectively we are a multimillion-member powerhouse of caring advocates dedicated to service.



What are the advantages of American Legion Auxiliary membership?

The ALA is a remarkable organization with nearly 100 years of service to veterans and the nation's communities. In addition to the personal gratification



and rewards gained in voluntary service, there are many tangible benefits for members of the ALA. Members receive a complimentary subscription to the Auxiliary's national quarterly magazine and have exclusive access to a wide variety of discount services and supplemental insurance products. Members also have access to free classes, webinars, and trainings through the ALA Academy. The Auxiliary Emergency Fund is a national grant assistance program that provides temporary emergency help to eligible members of the American Legion Auxiliary who have suffered a significant financial setback as the result of an act of nature or other personal crisis.

What if I need to update my name and/or address? Can I do this online?

Members whose dues are current can create an account to log in to the MyAuxiliary area on the national website to update their mailing address, phone number, and email address at any time. For log-in assistance or a name change, email ALAMIShelp@ALAforVeterans.org.

I paid my ALA dues. Why haven't I received my membership card?

Units are to provide members their card upon payment of dues. Members who renew either online or by phone with national headquarters are mailed a membership card to the home address on file. Members can log in to their MyAuxiliary account online at any time to print a copy of their most current ALA membership card.

How do I find my member ID number?

New senior members receive a 'Thank you for joining' email or postcard after they join. Their member ID number is located in the body of the email or on the address label of the postcard. A member's ID number is also listed on the address label of their quarterly *Auxiliary* magazine. Members can email membership@ALAforVeterans.org to request their ID number. Members will need their ID number in order to create their online profile on the national website.



AMERICAN LEGION AUXILIARY

VOLUNTEER INTEREST FORM

What is an Interest Form?

Interest Forms is where a person can request more information about joining or volunteering.

Where are they located?

The Interest Form resides under the Join tab <https://www.legion-aux.org/joining>, or the Get Involved tab either under Become a Member or Become a Volunteer <https://www.legion-aux.org/volunteer>.

Who will receive the forms?

National Headquarters (NHQ) forwards Interest Forms to the National Membership Committee who will forward the interest forms to the appropriate department membership chairman.

What is your role?

Department membership chairmen should follow up with these potential members or work with local units or district/county (where appropriate) to get them connected to an ALA entity in their local area.

It could take multiple times of contact to assist the prospective member to join. Research shows that it is not uncommon for it to possibly take 6-8 times.

Don't be afraid to reach out again even months after first contacting individuals who completed an Interest Form. They very well could join or become a volunteer for your department.

SAMPLE EMAIL THAT ACCOMPANIES THE INTEREST FORM

Hello -

See below Interest Form regarding a person interested in joining the ALA

I have attached:

- Membership Application
- Finding Proof of Military Service
- Welcome flyer
- Member Perks & Discounts flyer

I hope this means a new member for the Dept of **(State)**

Please feel free to keep us posted with this lead as we love to hear your success stories!

Note: If the person has indicated permission to contact them via text message, please use the below recommended initial text script.

Recommended texts (variations for different people/situations):

- "Hi ____, I'm _____ from the American Legion Auxiliary in (city). You recently requested info about our organization. I left (or I'll send) you a VM/email/packet & would love to talk to you."
- "Hi ____, I'm _____ from the American Legion Auxiliary in (state). You recently requested info about our organization. I've asked an Auxiliary member in your area to contact you, so look to hear from them soon. You are also welcome to reply to me."

Texting should be short. It is best not to abbreviate "ALA" in an initial message since a prospective member may not know what ALA stands for.

Submitted at 06/01/21 6:43 AM

Name: Sally Sample

Address: 123 Sample Dr
Sample, ____ 43210

County: _____

Home Phone: XXX-XXX-XXXX

Cell Phone: XXX-XXX-XXXX

Is it alright to send you a text message?: Yes

Email: sample123@xmail.com

Have you ever been a member of the American Legion Auxiliary?: No

If you answered yes to being a past ALA member, what Unit were you a member of?:

Are you eligible for membership in the American Legion Auxiliary?: Yes

Are you interested in JOINING the ALA?: Yes

I am interested in learning more about and/or participating in:

***Volunteering for Veterans, active-duty military, and their families**

***Youth Programs (ALA Girls State, Junior Member Program, Scholarships)**

INSTRUCTIONS

2022-2023

TOOLS

&

FORMS



10 plus 3 in 2023!

Members who recruit 10 new Senior and 3 new Junior Auxiliary members for the 2023 membership year.

One entry per recruiter

Certified forms must be received at ALA National Headquarters by June 5, 2023.

Please send this form to your department headquarters office no later than one week prior to the deadline.

New members must be paid in ALAMIS by June 1, 2023.

ENTRY/CERTIFICATION FORM

Please type or print legibly and fill out the form completely. Incomplete forms may not be processed.

Recruiter's Name: _____ Member ID#: _____

Recruiter's Department: _____ Unit #: _____ Email: _____

Recruiter's Address: _____

Names of New Senior Members

Member ID#

Names of New Senior Members

Member ID#

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

Names of 3 New Junior Members

Member ID#

Names of 3 New Junior Members

Member ID#

1. _____

3. _____

2. _____

Certified by Department Secretary:

DATE: _____

Department Secretary

Printed Name: _____ Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 13 members are new and paid for the 2023 year.**

***I have provided member ID numbers and verify that the form is filled out legibly and completely.**

DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter

**Units: Send form to your
Department Secretary**

Departments:

Please scan and email to:

membership@ALAforVeterans.org

(Subject line: Recruit 13)

Or

Fax: (317) 569-4502 (Attn: Membership)

***Must be received at NHQ
no later than midnight June 5, 2023**

Each recruiter will receive a special gift selected by the 2023 National Membership Committee Chairman.

One entry/award per recruiter



2023 MEMBERSHIP CARDS

MEMO TO UNITS

Greetings from ALA National Headquarters!

- Enclosed are the 2023 Membership Cards for your Unit.
 - If the card is preprinted correctly, present the card to the member upon receipt of their 2023 dues.
 - If corrections to the card are needed, please contact your Department Headquarters.
 - New members entered into ALAMIS after April 1st will not have a card included in this packet of preprinted cards. (ALA National HQ prints these earlier in the year to prepare them for distribution to departments.)
Units will need to create a card for these newer members until next year.
**NOTE: Changes to current member accounts made after this date also won't be reflected on cards & rosters.*
 - Consult your Department Headquarters for guidance or questions on submitting dues (or member info) for your members.
- There should be a supply of blank cards (those not preprinted with member's name, ID#, etc.) in this packet.
 - For additional blank card sheets, **contact your department.**
- Please use blank cards to prepare cards for new or transferred members whose 2023 dues are paid.
 - Type or print the member's name, **member ID number**, and join year on the card and have it signed by a unit leader. (See back side for instructions for the proper way to complete blank cards.)
- To retrieve a new member's ID number:
 - Units with ALAMIS access can look up the member ID through this system shortly after transmitting new member data to their department. (Units can request ALAMIS access through their Dept; \$10 per year/per user and up to two users per unit is allowed.)
 - Units without ALAMIS access should contact their Department at least monthly (or promptly after transmitting new member info to Dept) to request new member ID's so the ID number can be included on their cards and be distributed promptly.
- Also enclosed is your Unit Roster. If you notice any errors or other corrections that need to be made, please relay this to the department promptly.
- Members can renew online (www.ALAforVeterans.org) or call ALA Nat'l Headquarters to pay by phone.
 - Members who **renew online or by phone** will receive an emailed receipt as well as a signed, hard copy membership card mailed directly from ALA National HQ. Members can also print a copy of their card by logging in to the "My Auxiliary" portal on the website. Cards have the authorized signature of an ALA National officer (instead of a unit officer).
 - **There have been numerous issues with the delivery of membership cards via the U.S. Post Office. If a member who renews online or by phone does not receive their 2023 card from ALA NHQ, please distribute their card upon proof of payment and request by member.**

IMPORTANT NOTICE

***Remember, the national organization provides cards for members, who are entitled to receive them.
Failure to promptly provide a membership card after dues payment violates the member's rights.***

FOR FURTHER INFORMATION, PLEASE CONTACT YOUR DEPARTMENT HEADQUARTERS.

The diagram shows a membership card for the American Legion Auxiliary. It features a central circular seal with a star and the words 'AMERICAN LEGION AUXILIARY'. The card is divided into several sections with numbered callouts:

- 1**: Points to the 'DEPARTMENT' field.
- 2**: Points to the 'MEMBERSHIP' section header.
- 3**: Points to the 'MEMBER NUMBER' field.
- 4**: Points to the 'THE ABOVE MEMBER HAS PAID DUES IN THE UNIT INDICATED' section.
- 5**: Points to the 'MEMBER SINCE' field.
- 6**: Points to the 'LOCATION OF UNIT (City/State)' field.
- 7**: Points to the 'MEMBER'S DEPARTMENT (state abbreviation, i.e. Indiana = IN)' field.
- 8**: Points to the 'NOT VALID WITHOUT MEMBER'S SIGNATURE' line.
- 9**: Points to the 'AUTHORIZED OFFICER' line.

Please follow the information below when completing the Member's card. Items 1 – 7 are fillable text fields that can be completed using the PDF template available from National Headquarters.

- 1) Member's Department (state abbreviation, i.e. Indiana = IN)
- 2) Unit Number (4 digit format, i.e. 0004)
- 3) Member's ID number. (9-digit number that is assigned by National Headquarters)
- 4) Member's Full Name.
- 5) Join Year (the join year is the year in which a member paid, regardless of what membership year she joins into. (ie.; if a member submits her application to a unit in July of 2020, but the unit doesn't submit it until Sept. for the 2021 membership year, she still is listed as joining in 2020. Or if a member joins in Oct 2020, but pays for 2021, she will show as joining in 2020.)
- 6) Location of Unit (City/State)
- 7) Member's Department (state abbreviation, i.e. Indiana = IN)
- 8) Signature of the member.
- 9) Signature of the Unit Officer.

- Present to Member promptly upon payment of dues or as soon as possible after they join.
- Member is to present this card to a new unit if member is transferring so the same membership ID number can be retained.



American Legion Auxiliary Membership 101 & FAQ

Membership Eligibility 101:

Membership in The American Legion Auxiliary shall be limited to the:

- (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.

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 current member of The American Legion before the female relative or spouse may join.
- When a request for ALA membership is based on a deceased veteran the prospective member will be asked to provide verifying documentation that proves his/her eligibility (see acceptable documentation below).
- When a female 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. However, should her family members (including spouse) 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 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. Must be on official government letterhead.
5. Certificate from the VA records center in St. Louis
6. Data from the back of older discharges

Membership Eligibility Frequently Asked Questions:

Q: Is there any circumstance where a person could join the ALA without having a relative as a current member of The American Legion?

A: There are two circumstances when a person can become a member without having a relative as a current member of The American Legion.

- 1) When a woman has served in the military during the requisite dates. She may join the ALA without being a member of The American Legion.
- 2) When a person's membership is based on a deceased veteran the prospective member will be required to provide verifying documentation of the deceased relative's service dates to prove their eligibility.

Q: Is verification of veteran eligibility required by the Post Officer?

A: The signature of the Post Officer should be on every application of those applying for membership. If the Post Officer's signature cannot be obtained after a reasonable effort, a letter from the Department Adjutant will be accepted in lieu of the Post Officer's statement.

The only exception is if the applicant is eligible in her own right, then the Unit Secretary signs and dates the application upon verification of that female veteran's military record.

Q: Why is membership limited to two degrees of consanguinity (relation)?

A: The IRS regulation concerning auxiliaries to veteran service organizations states in part: "At least 75 percent of its members are veterans, spouses of veterans, or related to a veteran within two degrees of consanguinity (i.e. grandparent, brother, sister, grandchild represent the most distant allowable relationships)."

This means that no great or great-great-granddaughters can join the Auxiliary. Current members whose eligibility relationship is great-granddaughter, great-great-granddaughter or direct descendent can continue being a member, as long as their dues are kept current.

Q: Once a junior member becomes a senior member, when do they start paying senior member dues rates?

A: A junior member becomes a senior member when they turn 18 years old. Junior members turning 18 prior to January 1st of the upcoming membership year are billed at the senior rate. Any junior member turning 18 after January 1st will be billed at the junior rate. For example, a junior member turns 18 on March 1, 2022. They would pay junior dues for 2022 because they were not 18 as of January 1, 2022.

Q: Are stepchildren eligible to become members?

A: No, IRS regulation for 501(c)19 organizations do not include stepchildren in their definition of an auxiliary organization.

Q: Are men now eligible to join the Auxiliary?

A: Male spouses of current members of The American Legion are eligible to join the Auxiliary. Male spouses of all men and women who served in the eligible periods (April 6, 1917-November 11, 1918 and any time after December 7, 1941) and died in the line of duty or after honorable discharge are eligible to join the Auxiliary.

Grandfathers, Fathers, Uncles, Brothers or other male descendants are not eligible to join the Auxiliary.

Q: Are husbands of Auxiliary members able to now join the Auxiliary?

A: Husbands of American Legion Auxiliary members are only eligible to join the Auxiliary if their spouse is also a current member of The American Legion. Husbands would be eligible due to their spouse's membership in The American Legion and not through their spouse's membership in the Auxiliary.

Q: Is a person eligible through the war service of divorced spouse?

A: A divorced man or woman does not occupy the status of spouse and, therefore, has no eligibility. But the fact that a member of the Auxiliary has become divorced from whom they gained their eligibility does not force them to surrender their Auxiliary membership, even though they may be married to another person. However, if they become delinquent in their ALA dues, they may reinstate their membership only by payment of back dues for all years of delinquency.

Q: Are relatives of members of the Sons of The American Legion eligible for membership in the Auxiliary?

A: Only if the member of the Sons of The American Legion is also a member of The American Legion. If the SAL member is not eligible for membership in The American Legion, the applicant must secure eligibility through the service of an eligible veteran.

Q: Must a potential member join the Unit of the Post of which their service relative is a member?

A: No, the potential member is eligible for membership in any Auxiliary Unit.

Q: Is the spouse of a non-veteran eligible for membership on the war service of a former spouse who died either during the war or following discharge?

A: The fact that the widow of a veteran remarried does not deprive them of their right to belong to the Auxiliary. Under these circumstances the spouse of a non-veteran is eligible for membership in the Auxiliary if their former spouse was a veteran and died either during the war or following their discharge.

Membership Processing Frequently Asked Questions:

Q: Does a TAL Post have authority over a Unit's membership or money?

A: Besides verifying the eligibility of a potential Auxiliary member, no TAL Post has the authority to determine the membership of a unit or dictate what a Unit does with their finances.

Q: Can staff at ALA NHQ transfer a member to another unit at the request of the member?

A: No, units have final authority over their own membership. Units must accept the new members transfer and then submit a form to their department for processing.

Q: How long must units retain membership applications?

A: 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 and to redact any personally identifying information such as birthdate and social security number in order to secure information from identity theft. Counsel General notes that in the past four 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.

Q: How does the Auxiliary update/correct a members' join date?

A: Members are required to provide proof of original join date, if proof cannot be provided, the member must pay necessary back dues to reinstate continuous membership.

Membership Division Contact Information

Email:

membership@ALAforVeterans.org – general membership inquiries

alamishelp@ALAforVeterans.org – ALAMIS and membership processing inquiries

Phone:

317.569.4570 – For dues payments and general inquiries

317.569.4536 – For ALAMIS and membership processing inquiries

MEMBERSHIP PROCESSING 101
WHAT WE NEED FROM YOU
WHAT YOU NEED FROM US

Applications

Do not recreate the form, use only forms from National and Department

Send original not copy

Do not send DD214 or any other form of service

The application has 2 sections

Applicant Information & Eligibility information

Applicant Information

Must be legible - if you can't read it, we can't either

We like black or blue ink – red, pink, silver, purple etc clashes with our hair – hard to read

Application must be completely filled out

Birthdays are required, telephone numbers, email address

Eligibility information

Must have a veteran's name – not husband, son-in-law, leave it blank because they thought it was not important

Must be only 1 name

Must mark living or deceased

If living must belong to a Legion Post somewhere –

If deceased, this is not needed

Veteran Served

Must pick an war era – multiple eras do not work

Applicant's Relationship to Veteran

Must pick one – only one

Cannot add a relationship – not there, not eligible

Member Data Form

Do not recreate the form, use only forms from Department

**The only time this from is required to be signed the member is
when she is transferring.**

Use this to change name, address, telephone, email,

**IF you have any of the 3 part Member Data Forms – rip
them apart and use for 3 members**

Transmittal Forms

New and improved forms will be send out from the office

Please use all of the old style first

Half sheet transmittal forms

**Keep the pink copy, send white and yellow with
transmittal**



American Legion Auxiliary MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name	(First)	(M.I.)	(Last)
Address			
City		State	ZIP
Home Phone		Cell Phone	Email Address
Date of Birth (Required)		<input type="checkbox"/> Birth - 17 <input type="checkbox"/> 18 and over	Unit #
Have you been a member previously?		<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, fill in below.)
Previous Unit City/State		ALA ID # (if known)	
Signature of Applicant (or legal guardian if under 18)		Date	

ELIGIBILITY INFORMATION

Eligible Through—Name of Veteran (Female Veterans: List Your Own Name)

If Living: American Legion Member ID # Post # City State

☐ Deceased—If veteran is deceased, contact ALA unit about the necessary military records.
For Veteran's DD214 Discharge Papers: www.archives.gov/veterans/military-service-records

Veteran Served:

☐ WWI (4/6/1917-11/11/1918)

☐ Anytime After 12/7/1941 (check all that apply):

<input type="checkbox"/> Global War on Terror	<input type="checkbox"/> Panama	<input type="checkbox"/> Vietnam	<input type="checkbox"/> WWII
<input type="checkbox"/> Gulf War	<input type="checkbox"/> Lebanon/Grenada	<input type="checkbox"/> Korea	<input type="checkbox"/> Other Conflicts

Applicant's Relationship to the Veteran:

<input type="checkbox"/> Male Spouse	<input type="checkbox"/> Female Spouse	<input type="checkbox"/> Mother	<input type="checkbox"/> Grandmother	<input type="checkbox"/> Sister	<input type="checkbox"/> Self
<input type="checkbox"/> Daughter	<input type="checkbox"/> Granddaughter				

To Be Completed By The American Legion Post Adjutant/Officer

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 Adjutant/Officer Membership Verification Date

HELP US GET YOU CONNECTED!

I am interested in learning more about:

☐ Volunteering for Veterans, Military, and Their Families

☐ Youth Activities, Including ALA Girls State, Junior Member Programs, and Scholarships

☐ Member Discounts and Services

☐ Other

Please contact the following individual about volunteering or joining the American Legion Auxiliary:

Name	Phone	Email
Name	Phone	Email
Name	Phone	Email
Recruiter's Name	Unit/Post #	City State

Submit this application to the ALA unit you wish to join. If unit is unknown, contact National Headquarters at (317) 569-4500 for assistance. Annual dues must accompany completed application. Ask local contact for amount due. **Membership pending approval of application.**



AMERICAN LEGION AUXILIARY - MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Full Name _____
 Address _____
 City _____ State _____ ZIP _____
 Home Phone _____ Cell Phone _____
 Email Address _____
 Date of Birth (Required) _____
 Have you been a member previously? ☐ Yes ☐ No (If yes, fill in below, if known.)
 Previous Unit City/State: _____ ALA D# _____

Signature of Applicant (or legal guardian if under 18) _____ Date _____
 Submit this application to the ALA unit you wish to join. If unit is unknown, contact National Headquarters at (877) 594-4500 for assistance.
 Annual dues must accompany completed application. Ask local contact for amount due.
 Membership pending approval of application.



DUES RECEIPT (Please Print)

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

Eligible Through - Name of Veteran (Female Veterans: List Your Own Name) _____
 If Living: American Legion Member ID # _____ Post # _____ City _____ State _____
 Veteran Served:
☐ Decedent (If veteran is deceased, contact ALA unit about the necessary military records.)
☐ WWII (4/8/1917-11/11/1918)
☐ Anytime After 12/7/1941 (check all that apply):
☐ Global War on Terror ☐ Lebanon/Grenada ☐ WWII
☐ Gulf War ☐ Vietnam ☐ Other Conflicts
☐ Panama ☐ Korea
 Applicant's Relationship to the Veteran:
☐ Male Spouse ☐ Female Spouse ☐ Mother
☐ Grandmother ☐ Sister ☐ Self
☐ Daughter ☐ Granddaughter
 To Be Completed By The American Legion Post Adjutant/Officer
 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 Adjutant/Officer Membership Verification _____ Date _____
 ALA 10/2019



AMERICAN LEGION AUXILIARY MISSION:

*In the spirit of Service
 Not Self, the mission
 of the American Legion
 Auxiliary is to support
 The American Legion and
 honor the sacrifice
 of those who serve by
 enhancing the lives
 of our veterans, military,
 and their families,
 both at home and abroad.*

*For God and country,
 we advocate for veterans,
 educate our citizens,
 mentor youth,
 and promote patriotism,
 good citizenship, peace,
 and security.*

Visit us online at
www.ALAforVeterans.org

There are many opportunities for involvement in the American Legion Auxiliary. Help us get you connected!

- I am interested in learning more about:
- ☐ Volunteering for Veterans, Military, and Their Families
 - ☐ Youth Activities, including ALA Girls State, Junior Member Programs, and Scholarships
 - ☐ Member Discounts and Services
 - ☐ Other _____

Please contact the following individual about volunteering or joining the American Legion Auxiliary:

Name _____	Phone _____	Email _____
Name _____	Phone _____	Email _____
Name _____	Phone _____	Email _____
Recruiter's Name _____	Unit/Post # _____	City _____ State _____

ALA DEPT OF AZ MEMBERSHIP TRANSMITTAL

UNIT #		Transmittal #			Check #					
	ID#	Last Name	First Name	MI	Ren New Rej	S/Jr	New Female Vet	2023	2022	2021
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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21										
22										
23										
24										
25										

CAN BE REPRODUCED---MAKE COPIES

Goal _____

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA**

% _____

TRANSMITTAL FORM

TRANSMITTAL # 39 DATE 9-1-22 UNIT # 100
ENCLOSED FOR MEMBERSHIP YEAR 2022 # OF SR. 2 # OF JR. _____ AMOUNT ENCLOSED \$ 38-
TOTAL MEMBERSHIP ON THIS TRANSMITTAL 2 CREDIT USED _____
TOTAL MEMBERSHIP PREVIOUSLY PAID 103 TOTAL \$ _____
TOTAL MEMBER 105

SIGNATURE _____

DAYTIME PHONE NUMBER _____

DEPARTMENT USE ONLY

Card Count _____ Sr. _____ Jr. _____
Over _____ CK# _____ \$ _____
Short _____ CK# _____ \$ _____
PAID ONLINE _____
NEW WOMEN VETERANS _____

WHITE DEPARTMENT COPY - YELLOW (WILL BE RETURNED TO UNIT) - PINK UNIT COPY

Goal _____

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA**

% _____

TRANSMITTAL FORM

TRANSMITTAL # 1 DATE 9-1-22 UNIT # 100
ENCLOSED FOR MEMBERSHIP YEAR 1 # OF SR. 10 # OF JR. _____ AMOUNT ENCLOSED \$ 190-
TOTAL MEMBERSHIP ON THIS TRANSMITTAL _____ CREDIT USED _____
TOTAL MEMBERSHIP PREVIOUSLY PAID _____ TOTAL \$ _____
TOTAL MEMBER 10

SIGNATURE _____

DAYTIME PHONE NUMBER _____

DEPARTMENT USE ONLY

Card Count _____ Sr. _____ Jr. _____
Over _____ CK# _____ \$ _____
Short _____ CK# _____ \$ _____
PAID ONLINE _____
NEW WOMEN VETERANS _____

WHITE DEPARTMENT COPY - YELLOW (WILL BE RETURNED TO UNIT) - PINK UNIT COPY



American Legion Auxiliary
PAID UP FOR LIFE
MEMBERSHIP

(Please type or print - see instructions on reverse)

SECTION 1 - To be completed by APPLICANT

FULL NAME: _____ DATE OF BIRTH: (required) ____/____/____
(First) (Middle) (Last)

(Address)

(City) (State) (Zip) PUFL MEMBERSHIP FEE: \$ _____
(see rate chart on reverse side)
DAYTIME TEL # ____-____-____

SIGNATURE OF APPLICANT:*

*can only be omitted if membership is a gift; if a gift, please refer to section below

Date Application
Submitted to
Unit Secretary

____/____/____

***FOR GIFT**
Mail Card
to:

Name: _____ Tel #: ____-____-____
Address: _____
City: _____ State: _____ Zip: _____

Indicate Payment Method:

☐ Check or Money Order - - Make payable to: **American Legion Auxiliary**

☐ MasterCard Card # ____-____-____-____

Expiration date: ____/____/____

☐ Visa Card # ____-____-____-____

Expiration date: ____/____/____

Daytime Tel # ____-____-____ Signature: _____

Date: ____/____/____

SECTION 2 - To be completed by UNIT SECRETARY

With my signature below, I **certify** that applicant is a member in good standing, has a valid membership card (has paid dues) for the current year, that application is completed in full, that the PUFL fee listed above is accurate, and that the application is ready for processing at National Headquarters. **Note:** After January 1, a member whose dues for the current year are not paid is considered delinquent and such member must pay the current dues to the Unit before member is eligible to purchase a PUFL membership. (see information on back)

Membership ID #: _____ Last year this member paid dues to Unit: _____

Unit #: _____ Department: _____ Annual Unit Dues (Unit + Dept + Nat'l): \$ _____

***Is Unit waiving its portion of dues for this applicant?** Yes ____ No ____

Signature of Unit Secretary: _____ Date application certified: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____ Daytime Tel #: ____-____-____

***for explanation, see "COST" section on reverse side**

Note: Send this form,
along with payment to:

American Legion Auxiliary, National Headquarters
ATTN: Membership Division - PUFL
3450 Founders Road
Indianapolis, IN 46268

Note: PUFL Fees are non-refundable

SECTION 3 - To be completed by NATIONAL HEADQUARTERS

NATIONAL per capita: \$ _____ DEPARTMENT per capita: \$ _____ Balance for UNIT: \$ _____

Date card sent ____/____/____

ELIGIBILITY: Any member of the American Legion Auxiliary in good standing (having a valid membership card for the current year) may pay dues in advance for the remainder of member's life. After January 1, a member whose dues are not paid for the current year is delinquent and such member must pay member's current dues to the Unit before becoming eligible to purchase a PUFL membership. If a member pays their dues in advance and later decides they want to purchase a PUFL membership, that dues amount may be deducted from the total PUFL membership cost until January 1 of the current membership year.

COMPLETING APPLICATION: The APPLICANT completes and signs the top portion of the application form and submits to the Unit Secretary for certification that member is in good standing and has paid dues for current year. Payment or charge card information must be provided before the application can be processed. Make check or money order payable to: American Legion Auxiliary. See the rate chart below for payment due. The UNIT SECRETARY must: 1) Verify that applicant has paid current year dues; 2) complete and sign the second section of the application.

PROCESSING APPLICATION: After the application and payment are accepted and processed by National Headquarters, a permanent PUFL Membership card is sent to the member. The card is proof of the member's paid-up-for-life membership status. Each year thereafter, National Headquarters will send the Unit, through its Department Headquarters, the Unit's share of the member's annual dues. The Unit and Department will receive the same amount each year as long as the member lives and remains a member of that Unit.

COST: The cost of a PUFL membership is based upon two factors -- the member's age at the time of application/purchase and the total dues of the Unit at the time the application is processed.* The total dues of the Unit consist of the Department per capita, the National per capita and the amount of annual dues retained by the Unit. The dues amount used to compute the cost of a PUFL membership may not be less than the sum of the Department per capita plus National per capita. (Units may waive their portion of dues. By doing so, the Unit forfeits or "gives up" the annual payment of that member's dues from the Paid Up For Life Trust.) NOTE: see "ELIGIBILITY" section (above) about deducting dues paid in advance from the total PUFL fee.

*** The PUFL fee for applications processed after June 30 must be based on the total Unit dues for the following membership year.**

The rate chart must be used to determine the exact cost of a Paid Up For Life membership. At the top of the chart, select your age group -- the age at your last birthday. In the left-hand column, find the amount of your annual Unit dues (round to the nearest dollar amount) and trace across to your age column. This amount is the cost of your PUFL Membership.

Example: if you are 62 years old and your Unit dues are \$14.50, the cost of your PUFL membership is \$327.00.

If your dues amount is higher than \$50.00, you can find a continuation of the PUFL rate chart in the Member Resources section of the national website at www.ALforVeterans.org

PUFL FEE RATE CHART

Effective September 1, 2014

Rate of Sr. Annual Dues	Age When Single Payment Made									
	Birth to 11	12 to 17	18 to 24	25 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70 to 79	80 & Over
\$12.00	555	520	499	471	449	398	337	267	196	127
\$13.00	596	558	536	506	482	428	362	287	210	137
\$14.00	637	597	573	541	516	457	387	307	225	146
\$15.00	678	635	610	576	549	487	412	327	239	156
\$16.00	719	674	647	611	582	516	437	347	254	165
\$17.00	760	712	684	646	615	546	462	366	268	175
\$18.00	801	751	721	681	649	575	487	386	283	184
\$19.00	842	790	758	716	682	605	512	406	297	194
\$20.00	883	828	795	751	715	634	537	426	312	203
\$21.00	924	867	832	785	748	663	562	446	326	212
\$22.00	966	905	869	820	782	693	587	465	341	222
\$23.00	1,007	944	906	855	815	722	612	485	355	231
\$24.00	1,048	982	943	890	848	752	637	505	370	241
\$25.00	1,089	1,021	979	925	881	781	662	525	384	250
\$26.00	1,130	1,059	1,016	960	915	811	687	545	399	260
\$27.00	1,171	1,098	1,053	995	948	840	712	565	413	269
\$28.00	1,212	1,136	1,090	1,030	981	870	737	584	428	279
\$29.00	1,253	1,175	1,127	1,065	1,014	899	762	604	442	288
\$30.00	1,294	1,213	1,164	1,100	1,048	929	787	624	457	297
\$31.00	1,335	1,252	1,201	1,135	1,081	958	812	644	471	307
\$32.00	1,376	1,290	1,238	1,169	1,114	988	837	664	486	316
\$33.00	1,418	1,329	1,275	1,204	1,148	1,017	862	683	500	326
\$34.00	1,459	1,367	1,312	1,239	1,181	1,047	887	703	515	335
\$35.00	1,500	1,406	1,349	1,274	1,214	1,076	912	723	529	345
\$36.00	1,541	1,444	1,386	1,309	1,247	1,106	937	743	544	354
\$37.00	1,582	1,483	1,423	1,344	1,281	1,135	962	763	558	364
\$38.00	1,623	1,521	1,460	1,379	1,314	1,165	987	782	573	373
\$39.00	1,664	1,560	1,497	1,414	1,347	1,194	1,012	802	587	382
\$40.00	1,705	1,598	1,534	1,449	1,380	1,224	1,037	822	602	392
\$41.00	1,746	1,637	1,571	1,484	1,414	1,253	1,062	842	616	401
\$42.00	1,787	1,675	1,608	1,518	1,447	1,283	1,087	862	630	411
\$43.00	1,828	1,714	1,645	1,553	1,480	1,312	1,112	881	645	420
\$44.00	1,869	1,752	1,682	1,588	1,513	1,342	1,137	901	659	430
\$45.00	1,911	1,791	1,719	1,623	1,547	1,371	1,162	921	674	439
\$46.00	1,952	1,829	1,756	1,658	1,580	1,401	1,187	941	688	449
\$47.00	1,993	1,868	1,793	1,693	1,613	1,430	1,212	961	703	458
\$48.00	2,034	1,906	1,830	1,728	1,646	1,460	1,237	980	717	467
\$49.00	2,075	1,945	1,867	1,763	1,680	1,489	1,262	1,000	732	477
\$50.00	2,116	1,983	1,904	1,798	1,713	1,519	1,287	1,020	746	486

NOTE: For members under age 18, PUFL rates are based on your Unit's annual senior dues amount.



AMERICAN LEGION AUXILIARY
MEMBER DATA FORM

Member ID # _____
(Required for all changes)

Date _____

Department **AZ** Unit # _____

Name _____

☐ 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 # _____ Department _____

NEW Unit # _____ Department _____

Date _____

Signature - Member (Required)

Date _____

Signature- New Unit Officer (Required)

ADDITIONAL INFORMATION

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

E-mail address _____

HONORARY LIFE MEMBERSHIP:

Recommendations as set up by the Life

Membership Committee in 1974-75.

1. Minimum of fifteen years, not necessarily in the Unit that is considering her for life membership.
2. A participating and loyal member for the majority of her membership years.
3. Member will have held three elective offices in the organization, not necessarily as Unit President.
4. Member will have held a minimum of three Chairmanships in the American Legion Auxiliary serving with dedication, making a definite contribution to the organization.
5. Being a Charter member would not automatically be a qualification for consideration of a Life Membership.
6. **Unit desiring to give a Life Membership should submit qualifications to the Department Secretary as stated above.** If extenuating circumstances exist, reasons must be so stated and recorded.

PUFL: A Paid Up For Life membership is purchased with a lump sum payment making a paid up for life member of the American Legion Auxiliary. VIM membership assures the member all benefits of membership for life with no additional payment.

PUFL applications are available from Department Headquarters.

The information written above is from the Department Policies and Procedures. These are the requirements to meet in order to give a member an Honorary Life Membership.

Number 6 is most important. The Unit should document the member's qualification at Department. Department in turn will notify National that the member has been given a Honorary Life Membership. National will then flag this member on the roster as either a SH (Senior Honorary) or JH (Junior Honorary). The member will no longer receive any renewal notices in the mail. The Unit is responsible for sending in their dues and will know which ones are Honorary by the flag on the roster.

If your Unit has Honorary Life Members and have not sent the documentation, you need to send it to Department as soon as possible.

Thank you for Investing in our Members,
Barbara Matteson – Department Secretary/Treasurer

8/2013

MEMBERSHIP...

Follow Instructions

Watch Deadlines

Questions about the
Membership Program contact

Rose Ficklin

602-628-4088

Questions about
Membership Processing

Contact Department

602-241-1080