



MEMBERSHIP

MANUAL

2023-2024

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

"AZ" – Ditarod – Sledding to our goals!

BE THE ONE

Membership 2024

Sledding To Our Goal

Membership is everyone's job. This past year the Department of Arizona had 49 Units reach 100% or more and 5 Districts are at 100% or more. What a great job!

For this year, please send me pictures, notes, emails, etc. of what your Unit is doing to encourage renewals, retention, new members and special membership events. I will make a report to our West Division Membership Chair each month by the 28th and the Chair would love to see what the Department of Arizona is doing to build our membership and Be the One.

Sledding 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 and inquire. They are there to help.

This membership chairperson has a couple of challenges going on with other Departments in the West Division and all your help is needed!

1. Arizona challenges Alaska (Lori Fruhwirth, AK VP) – Highest percentage by 12-7-2023
 - a. If Arizona wins, \$25.00 will go to Madam Presidents' Special Project
 - b. If Alaska wins, \$25.00 will go to Alaska's Girl's State Program
2. New Mexico challenges Arizona (Brenda Ahlheim NM VP) – Highest percentage by 3-15-2024
 - a. If Arizona wins, \$25.00 will go to Madam Presidents' Special Project
 - b. If New Mexico wins, \$25.00 to their Presidents' Special Project

I am challenging ALL members of the Department of Arizona Auxiliary to reach 100% by March 15, 2024. The National goal is to be at 85% by March 15, 2024, but I know that ARIZONA IS THE BEST and we can get to 100% by March 15, 2024! As always, you can reach out to me or the Department office to help you reach your goals.

Let us SLED to the finish line of the AZ-Ditarod! I know we can do it together as a TEAM!

Stacey Mayberry

702-403-4903

Mayberry.stacey@gmail.com

DEPARTMENT OF ARIZONA
MEMBERSHIP SLED TEAM

DEPARTMENT PRESIDENT – ROSE FICKLIN

DEPARTMENT MEMBERSHIP CHAIR STACEY MAYBERRY

DISTRICT PRESIDENTS

DISTRICT VICE PRESIDENTS

UNIT MEMBERSHIP CHAIR

ALL MEMBERS OF DEPARTMENT OF AZ

(TOTAL CLICHÉ... BUT...

TOGETHER

EVERYONE

ACHIEVES

MORE

WE ARE A TEAM! WE CAN'T REACH THE GOAL WITHOUT ALL THE TEAM
MEMBERS WORKING TOGETHER!



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.

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

Stacey Mayberry

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.ALforVeterans.org

American Legion Auxiliary
2023-2024 Membership Year
Important Dates

July 2023	Email notice sent from National Headquarters that 2024 dues are available for renewal
September 2023	1 st Renewal Notice Mailed
November 2023	2024 Email Renewal Notice Sent
November 11, 2023	Veterans Day
December 7, 2023	Pearl Harbor Day and 75% Goal Day
January 2024	Email Renewal Notice Sent
February 2024	2 nd renewal notice mailed to members who have not paid
March 15, 2024	The American Legion Birthday and 85% membership goal
May 24, 2024	National Poppy Day and 95% membership goal
July 4, 2024	100% membership goal



**American Legion Auxiliary
Department of Arizona**

ALAMIS Access

Mail this form and check to the below address

Each Unit and District is eligible to have up to two ALAMIS (ALA Membership Information System) users. The cost of ALAMIS is set by National. Only members that are paid up for the current year will be given access to ALAMIS.

Type of Access	Benefits	Cost per User
Unit Full Access	Pay Dues Online, Rejoin Former Members, Edit member data, Add new Members for your Unit	\$20
Unit Write Access	Edit Member Data and Add New Members for your Unit	\$15
Unit View Access	View your Unit, No Change Capabilities	\$10
District View Access	View All Units, No Change – limited to Dist Presidents Only	\$10

User #1 Name _____ Member ID# _____

Unit # _____ District # _____ Email _____

Type of Access _____ Replacing User? _____

User #2 Name _____ Member ID# _____

Unit # _____ District # _____ Email _____

Type of Access _____ Replacing User? _____

Cost of User 1 _____ + Cost of User 2 _____ = _____
(amount to be sent to Department)

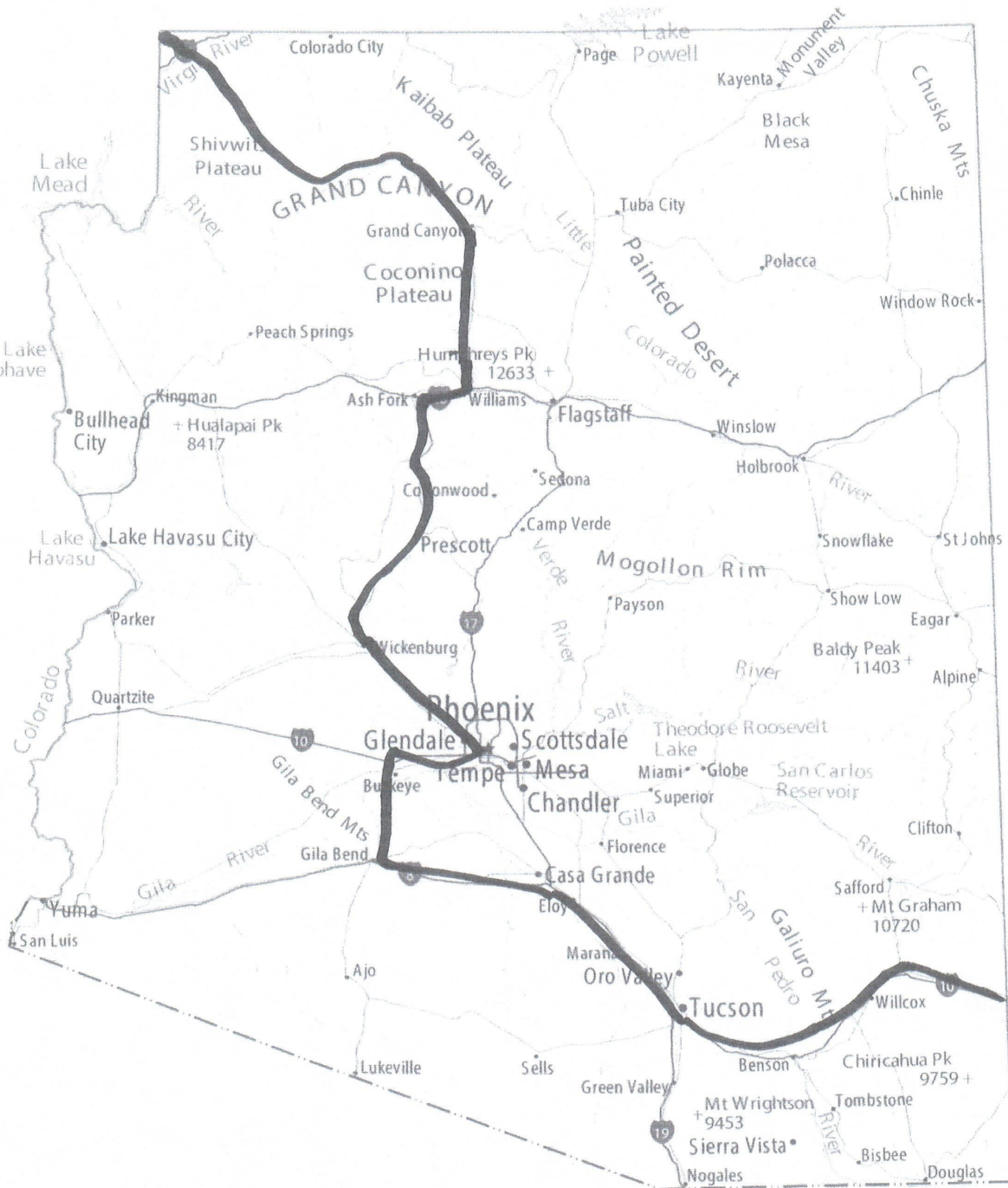
Check # _____ Date of Check _____

The above members have been selected to have access to ALAMIS for the current year for our Unit or District.

Signature of President

Earmark Check: ALAMIS
Make checks payable to ALA, Dept of AZ
Include Unit and/or District number on all checks

ALA, Dept of AZ, 4701 N 19th Ave, Phoenix, AZ 85015



AZ-DITAROD



2024 MEMBERSHIP AWARDS

Member Award: Recruit 10

- **Award:** Special gift selected by the National Membership Chairman
- **Presented to:** Members who recruit 10 NEW Senior and/or Junior members
- **Deadline:** Members must be entered and paid in ALAMIS member database by June 1, 2024.
 - **FORMS** must be received at National HQ by June 5, 2024.
- **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

- **Award:** 100% Unit Flag Ribbon
- **Presented to:** Units that reach 100% of their 2024 membership goal by January 31, 2024.
- **Deadline:** January 31, 2024
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by January 31, 2024 as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2023, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ. 100% Unit Flag Ribbons for winning units will be mailed to each department for distribution.

Unit Award: New Unit Award

- **Award:** \$25.00 Gift Certificate to Emblem Sales
- **Presented to:** New units chartered between September 1, 2023 and July 31, 2024.
- **Deadline:** July 31, 2024.
- **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 2023 department goal PLUS one new member for every active unit as of the 2023 Mid-Winter NEC Meeting.

Department Award: 75% Award

- **Award:** \$75 to be used to advance the ALA mission
- **Presented to:** Departments reaching 75% of their 2024 department membership goal.
- **Deadline:** Pearl Harbor Day, December 7, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by December 7, 2023.

Department Award: 85% Award

- **Award:** \$85 to be used to advance the ALA mission
- **Presented to:** Departments reaching 85% of their 2024 department membership goal.
- **Deadline:** TAL Birthday, March 15, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2024.

Department Award: 95% Award

- **Award:** \$95 to be used to advance the ALA mission
- **Presented to:** Departments reaching 95% of their 2024 department membership goal.
- **Deadline:** National Poppy Day®, May 24, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by May 24, 2024.

Department Award: 100% Award

- **Award:** \$500 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 100% of their department goal.
- **Deadline:** Independence Day, July 4, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2024.

Department Award: 102% Award

- **Award:** \$500 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 102% of their department goal.
- **Deadline:** 30 Days Prior to National Convention, July 24, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 24, 2024.

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2024 membership goal, from highest percentage to lowest.



2024: RECRUIT 10

Members who recruit 10 new junior or senior Auxiliary members for the 2024 membership year.

One entry per recruiter.

Certified forms must be received at ALA National Headquarters by June 5, 2024.

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

New members must be paid in ALAMIS by June 1, 2024.

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 <u>New</u> Members	Member <u>ID#</u>	Names of <u>New</u> Members	Member <u>ID#</u>
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

Certified by Department Secretary:

DATE: _____

Department Secretary

Printed Name: _____ Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 10 members are new and joined into the 2024 year.**

***I've provided or verified member ID numbers and 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 either scan and email to:
membership@ALAforVeterans.org
(Subject line: Recruit 10)

Or

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

***Must be received at NHQ no later than midnight June 5, 2024.**

Each recruiter will receive a special gift selected by the 2024 National Membership Committee Chairman.

One award per recruiter.



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: In a female same-gender marriage, if the female spouse wartime veteran is a member or eligible to be a member of The American Legion, is the female wife eligible for membership in the Auxiliary?

A: On June 26, 2015, the United States Supreme Court issued a landmark decision in the case of Obergefell v. Hodges. The Court's ruling requires a State to license a marriage between two (2) people of the same sex and to recognize a marriage between two (2) people of the same sex when their marriage was lawfully licensed and performed out-of-State. This decision requires all states to recognize same-gender marriages. The Legion and the ALA will continue to accept into membership those individuals who meet membership eligibility criteria regardless of the gender of their spouses.

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.

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.

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.

Q: How does a unit request ALA MIS access?

A: All requests for ALA MIS access must be submitted to their department for approval and submission of request.

MEMBERSHIP...

FOLLOW INSTRUCTIONS

WATCH DEADLINES

QUESTIONS ABOUT THE PROGRAM?

CONTACT

STACEY MAYBERRY

702-403-4903

QUESTIONS ABOUT MEMBERSHIP PROCESSING?

CONTACT DEPARTMENT

602-241-1080

MEMBERSHIP RIGHTS, OBLIGATIONS AND PROTOCOL

Each Members has the following fundamental rights, subject only to such limitations as may be set forth in the Constitution and Bylaws and/or Standing Rules.

1. To receive notice of meetings and to attend meetings.
2. To speak, to vote, to present motions, resolution or other business.
3. To nominate or to be a candidate for office.
4. To resign from office; to withdraw membership.
5. To inspect official records of the organization.
6. To insist on enforcement of the Constitution and Bylaws and Standing Rules, and the correct usage of the rules of Parliamentary Law.
7. To pay dues promptly.
8. To accept majority rule on decisions.
9. To accept elected officers whether or not the member's choice, and to be loyal.
10. To bring in new members and generally aid in the promotion of the aims and purposes of the organization.
11. To be attentive during meetings, avoiding chit-chat with your neighbors; to second motions; to avoid aimless rambling on discussions and reports; to contribute in every way to making the meeting interesting; and to expedite all matters of business.
12. Protocol demands that members arrive to meetings on time and that they do not leave until adjournment unless for a special reason and if they obtain permission.
13. Always address the Chair before speaking.
14. Address the presiding Vice President or any person presiding temporarily as "Madam Chairman". She is not your President.
15. Come to instant order upon hearing the rap of the gavel.
16. Do not stand waiting for recognition while another has the floor.

Basic Rules for Processing Membership

1. Find a place where you will have the least number of distractions. Concentrate on what you are doing.
2. Get out your last transmittal to see if there were any corrections made.
3. List your members making sure have the correct ID number with the correct name. Indicate if Senior or Junior by an S or a J. Remember that when paying dues for years other than 2023 you must use a separate list sheet/transmittal and heck for each different year. (Form included in this packet).
4. Dues have increased. Senior dues are \$25.00 and Junior dues remain the same at \$4.00.
5. Use your credits on your next transmittal so they do not grow, and pay your debits as soon as possible so they do not become large amounts.

Very Very Very Important!!!

Applications

Make sure they are filled out completely, correctly and most importantly LEGIBLY! The applications need to be able to be read so the correct information is entered in the system. Blue/Black ink is preferred.

- If the veteran is LIVING, he or she MUST BELONG TO THE AMERICAN LEGION. Not the VFW or DAV; THE AMERICAN LEGION! No other eligibility is acceptable. If the veteran is living you will need their name, Post name/number, city and state. It is all there on the application.

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 form 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

Goal _____

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA**

% _____

TRANSMITTAL FORM

DUES TRANSMITTAL # 1 DATE 9-1-21 UNIT # 100
ENCLOSED FOR MEMBERSHIP YEAR 2022 # OF SR. 1 # OF JR. 1 AMOUNT ENCLOSED \$ _____
TOTAL MEMBERSHIP PAID ON THIS TRANSMITTAL 2 CREDIT USED _____
TOTAL PAID ONLINE/PUFL LISTED ON THIS TRANSMITTAL _____ TOTAL \$ _____
TOTAL MEMBERSHIP PREVIOUSLY PAID _____
TOTAL MEMBER 2

X _____
SIGNATURE

X _____
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

Memo:

Goal _____

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA**

% _____

TRANSMITTAL FORM

DUES TRANSMITTAL # 29 DATE 9/1/21 UNIT # 106
ENCLOSED FOR MEMBERSHIP YEAR 2021 # OF SR. 1 # OF JR. 1 AMOUNT ENCLOSED \$ _____
TOTAL MEMBERSHIP PAID ON THIS TRANSMITTAL 2 CREDIT USED _____
TOTAL PAID ONLINE/PUFL LISTED ON THIS TRANSMITTAL 3 TOTAL \$ _____
TOTAL MEMBERSHIP PREVIOUSLY PAID 120
TOTAL MEMBER 125

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

Memo:



American Legion Auxiliary MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name	(First)	(M.I.)	(Last)
Address			
City	State	ZIP	
Home Phone	Cell Phone	Email Address	
/ /	<input type="checkbox"/> Birth - 17 <input type="checkbox"/> 18 and over	Unit #	Location
Date of Birth (Required)			
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) ____/____/____ Birth - 17 ☐ 18 and over ☐

Have you been a member previously? ☐ Yes ☐ No (If yes, fill in below, if known.)

Previous Unit City/State: _____ ALA ID#: _____

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 (317) 589-4500 for assistance.

Annual dues must accompany computer application. Ask local contact for amount due.

Membership pending approval or application.

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 _____



DUES RECEIPT (Please Print)

Date _____

Received From _____

\$ _____ for 20 _____ Dues _____

Recruiter's Name _____

Recruiter's Signature _____

Recruiter's Phone # _____

ALA 100019



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: _____
(First) (Middle) (Last)

DATE OF
BIRTH: (required) ____/____/____

PUFL
MEMBERSHIP FEE: \$ _____
(see rate chart on reverse side)

(Address)

(City) (State) (Zip)

DAYTIME TEL # ____-____-____

SIGNATURE OF APPLICANT: * _____ EMAIL _____
**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's current year's dues must be paid before they can apply for 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: _____ Email: _____

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's dues must be paid for the current year 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.ALAforVeterans.org

PUFL FEE RATE CHART

Effective September 1, 2014

Age When Single Payment Made

Rate of Sr. Annual Dues	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# _____

Date _____

(Required for all changes)

Name _____

ARIZONA Unit # _____ District # _____

☐ SR ☐ JR ☐ DECEASED, date of death ____/____/____

☐ PUFL ☐ Honorary Life Member

CORRECTIONS

Old Information

Name _____

Former Address _____

Former City _____

Former State _____ Zip _____

Former Telephone # (____) _____

Email Address _____

New Information

Name _____

New Address _____

New City _____

New State _____ Zip _____

New Telephone # (____) _____

Email Address _____

UNIT TRANSFERS

PREVIOUS Unit # _____ Department _____

NEW Unit # _____ Department _____

Signature - Member **(Required)**

Signature - New Unit Officer **(Required)**

ADDITIONAL INFORMATION

Continuous Years of Membership _____ for _____ *(Paid Years)*

Comments or Notes:

**AMERICAN LEGION AUXILIARY
MEMBER DATA FORM
INSTRUCTIONS**

1. The Member Data Form should be used to report name changes, address changes, continuous year changes, Unit transfers and deceased member(s).
2. The Member ID Number and address, Unit Number and name of Department are required for a Member Data Form to be processed by Department.

The following information pertains to transfers only:

Transfer from one Unit to another is a privilege granted to any paid-up Auxiliary member ONLY with the approval of the Unit to which the member desires to transfer.

TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOW:

1. No transfer shall be made unless the member requesting transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31st of that year are suspended, and not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member's former Unit.
3. Any Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She may do this orally or by letter. The Secretary of the new Unit will then complete and route the parts of the form as instructed below. She will also contact the old Unit to inform them of the transfer.
4. The Department office will carry through necessary procedures to transfer member's record to the new Unit, provided member's current record is on file and provided information on transfer certificate is complete.
5. All Member Data Forms for members transferring to another Department should be sent to the Department office for processing.

MAIL THE MEMBER DATA FORM TO: Department Headquarters
(Department will forward to National when applicable)

**AMERICAN LEGION AUXILIARY
Department of Arizona
4701 N 19 Avenue
Phoenix, AZ 85015**

ALA DEPT OF AZ MEMBERSHIP TRANSMITTAL

UNIT #		Transmittal #				Check #				
	ID#	Last Name	First Name	MI	Ren New Rej	S/Jr	New Female Vet	2024	2023	2022
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

CAN BE REPRODUCED---MAKE COPIES

BASIC RULES FOR PROCESSING MEMBERSHIP

1. Find a place where you will have the least number of distractions. Concentrate on what you are doing.
2. Get out your last transmittal to see if there were any corrections made.
3. List your members making sure you have the correct ID number with the correct name. Indicate if application is a Senior or Junior with a "S" or a "J". Remember that when paying dues for years other than 2023 you must use a separate list sheet, transmittal and check for each different year.
4. Dues are now \$25.00 for Seniors and \$4.00 for Juniors.
5. Use your credits on your next transmittal so they do not grow and pay your debits as soon as possible so they do not also become large amounts.

VERY VERY VERY IMPORTANT

Make sure all documents are filled out completely, correctly and most importantly, legibly. Information can't be entered into the system if it is wrong or can't be read.

If the Veteran is LIVING, he or she MUST BELONG TO THE AMERICAN LEGION; Not the VFW or DAV but THE AMERICAN LEGION. No other organization will be acceptable. Criteria for eligibility is there for you on the application. All you must do is fill in the Post name, number, city and state and fill in all the boxes.