

# HOW DO I TRANSFER A MEMBER?

## **THE NEW UNIT IS RESPONSIBLE FOR HANDLING THE TRANSFER OF A MEMBER.**

**REMINDER** - Double-check your governing documents; units may require a vote to agree to let members transfer into their unit.

**DO NOT FILL OUT A NEW MEMBER APPLICATION for a transferring member. TRANSFERS ARE NOT NEW.** They may be new to your unit, but he/she is already a member of the Auxiliary (their member ID# will not change).

## **ALL TRANSFERS NEED TO BE SUBMITTED ON A COMPLETED MEMBER CHANGE FORM.**

1. If the member is not already a current paid member, they must pay their dues to the new unit to become current at the time of their transfer.
2. **A Dues Payment form needs to be submitted with funds** at the same time as the Change form is submitted.
  - a. The member may pay her dues to the NEW unit at the same time of the transfer request.
3. If they are already current in their dues only a Member Change form is needed. If funds are not required, the form may be sent via email to [alawi@amlegionauxwi.org](mailto:alawi@amlegionauxwi.org)

## **HOW TO FILL OUT THE CHANGE FORM**

1. A form is needed for EVERY member transferring.
2. Fill in your Member ID#.
3. Put your (new unit) in the upper right Unit #.
4. Complete the Name, Address, and City lines.
5. Check the Sr. or Jr. box.
6. Do nothing with the Deceased, Drop/Cancel, Rejoin or HLM boxes.
7. In the center portion under NEW INFORMATION Fill out all applicable information including updated name, address phone and Email Address.

## **UNIT TRANSFER SECTION MUST BE COMPLETED WITH BOTH REQUIRED SIGNATURES.**

- a. The member wishing to transfer or parent/guardian if the member is under 18 years old.
- b. The signature of the New Unit Membership chairman

The Member Change form and Dues Payment form can be found on the Department website  
<https://www.amlegionauxwi.org> / PROGRAMS / MEMBERSHIP

## **THE NEW UNIT IS THEN RESPONSIBLE FOR FILLING OUT A MEMBERSHIP CARD FOR THE MEMBER(S).**

- 1) Blank Membership Cards are provided in the yearly membership packet. Extra sheets of cardstock may be ordered using the Unit Supplies Order form (provided in the membership packet and on the Department website)
- 2) They may be handwritten or there is a Membership Card Template on the Membership page of the Department website in which you put the cardstock in your printer and use the template for a printed card. Note: Only the provided cardstock will work with the template.

Due to member privacy; Department does not notify the units when members transfer out. It is up to the member if THEY wish to tell the unit she/they are leaving.