

HOW TO TRANSFER A MEMBER - INSTRUCTIONS

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

Double-check your governing documents; some units 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 they are already members of the Auxiliary (their member ID# will not change).

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

The Member Change form and Dues Payment form is on the Department website
www.amlegionauxwi.org / Programs / Membership

- If the member is not a current paid member, they must pay their dues to the new unit to become current at the time of their transfer.
 - **A Dues Payment form needs to be submitted with funds** at the same time the Member Change form is submitted.
- If they are already current in their dues only a Member Change form is needed, and may be sent via fax 608-745-1947 or email to alawi@amlegionauxwi.org

HOW TO FILL OUT THE CHANGE FORM

- Fill in the Member ID#.
- Put the new unit# in the upper right
- Complete the Name, Address, and City lines
- Check the Sr. or Jr. box.
- Do nothing with the Deceased, Drop/Cancel, Rejoin or HLM boxes.
- In the center portion under NEW INFORMATION Fill out all applicable information including updated name, address phone and Email Address.

THE UNIT TRANSFER SECTION MUST BE COMPLETED WITH BOTH REQUIRED SIGNATURES

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

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

- Membership cards may be handwritten or there is a template on the on the Department website www.amlegionauxwi.org / Programs / Membership Note: Only the cardstock provided will work with the template.
- Blank Membership Cards are provided in this packet. Extra sheets of cardstock may be ordered using the Unit Supplies Order form.

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

MEMBERS WISHING TO REJOIN INTO A DIFFERENT UNIT THAN PREVIOUSLY BELONGED - PLEASE CONTACT Andrea Stoltz at Department Headquarters (608) 745-0124.