

GETTING STARTED IN MEMBERSHIP

THROW AWAY ALL OLD FORMS. CURRENT UPDATED FORMS ARE INCLUDED and available on the Department website www.amlegionauxwi.org under the Membership or Forms tabs.

The enclosed cards and rosters were printed off the data based on the date on the roster April 5, 2022. Anything submitted afterwards; payments, deceased, transfers, dropped, changes etc. are NOT reflected on the enclosed.

- Use the blank cards enclosed for any members not included. They can be handwritten or there is a template on the Department website under the Membership tab. (to be used with the enclosed cardstock only)
- **NATIONAL ONLY PRINTS ONE ROSTER AND SET OF CARDS PER YEAR.**
 - Use ALAMIS (American Legion Auxiliary Membership Information System) to print current rosters whenever you wish or sign up using the enclosed subscription form.
- **RENEWING** 2023 members' dues may be submitted on the enclosed Members' Dues Payment form. Instructions are enclosed and listed on the form.
- **NEW** 2023 members cannot be sent in until after September 1, 2022
- **RENEWAL NOTICES**
 - NATIONAL will be sending out email dues notices in July.
 - NATIONAL will be mailing to all unpaid 2023 Seniors as of August 8, 2022 (HLM's & Juniors do NOT receive notices)
 - Personal contact is always the best way of collecting dues. Units are encouraged to use the enclosed Poppy Calls.
 - Renewal postcards are available from Department using the Membership Supplies Order form found on the Department website under forms.
- **PAYING MEMBERS' DUES** – refer to the enclosed instructions page and again on the Members' Due Payment form. **DO NOT HOLD DUES.**
 - A member is not considered paid until Department/National has processed their dues.
 - Unpaid members run the risk of not being eligible for Auxiliary benefits including: holding office, voting, access to emergency funds, funeral rights, etc.
- **JUNIORS VERSUS SENIORS**
 - For **2023** all members born in **2004 ARE SENIORS**. Members born in **2005 ARE JUNIORS**.
 - Members 18 years of age as of 01/01/23 will owe senior dues YOB (2004)
 - Members 17 years of age as of 01/01/23 will owe junior dues YOB (2005)
- **MEMBERS** – May pay their dues via the National website www.alaforveterans.org or by calling 317-569-4570 between 7:00 am. – 3:30 pm. Department cannot process credit/debit cards.
 - Units will receive a Department generated Members' Paid Dues form. Any units with a portion of dues coming back to them will be receive them via ACH direct deposit.
 - Share this with your Treasurer so they know who the money is for.
 - **NEW members are those who have NEVER belonged to the ALA.** – refer to the enclosed New Members instructions and applications.
 - Rejoins/Transfers are members who have rejoined, have lapses, cancelled, transfers including from other states. They are to be sent in on the Member Change form and their previous ID# will follow them or be reactivated.
 - **Neither National nor Department will contact the unit or new member.** It is the responsibility of the unit to use their ALAMIS access or contact Department for the member ID#, provide them with a handwritten or printed card (template on Department website under the Membership tab), provide them with a New Member Packet (Department website/forms/Unit Supplies form), welcome letter, list of Unit Officers, copy of Constitution & ByLaws, Standing rules and all other unit events.
- **SUBMITTING A NEW MEMBER** – Refer to the enclosed instructions and forms.
- **ANY MEMBER CORRECTIONS, CHANGES, TRANSFERS** – refer to the enclosed instructions and Member Change forms.
 - Change forms WITHOUT MONEY may be emailed to alawi@amlegionauxwi.org or faxed to 608-745-1947.
 - Depending on the situation a Member Change form may be required with the Members' Pay Dues forms



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- **2023 Membership Goals** – NATIONAL set the 2023 goals based off of the unit's 2022 goal plus 1. See the enclosed goal sheet for your unit. Goals are on the Department website Membership tab and the bi-weekly membership report.
 - **THE MEMBERSHIP YEAR RUNS FROM JANUARY 1ST- DECEMBER 31ST.**
 - Membership Awards are based off of percentage of membership paid. Refer to enclosed awards packet.
 - Members not paid by January are delinquent/expired. Once payment is received they will be reinstated with no adverse effects.
 - **Member Change form versus Members' Dues Payment form**
 - A Member Change form is required for all changes regarding a member: name, address, rejoin, deceased, transferring units, etc. **IT IS AN ACTION FORM.** Refer to enclosed instruction and forms.
 - Members' Dues Payment form is an auditor required receipt of all monies taken in for members' payments. New and unpaid transfers must be listed. Any money sent in for dues needs to have this form included. Refer to the enclosed instructions and forms.
 - Example: *an unpaid transferring member will need to have a Member Change form and a Members' Dues Payment form submitted together.*
 - **REJOINING MEMBER VERSUS NEW MEMBER**
 - A member is only NEW ONCE.
 - Rejoining member is someone who has a lapse of at least two years or was dropped/canceled.
 - A rejoining member must still be eligible under the current guidelines.
 - Their original ID# is reactivated.
 - They have the **option** of paying lapsed dues to maintain continuous years or start over.
- IF A MEMBER HAS A FULL YEAR LAPSE IN DUES, NATIONAL WILL RESET THEIR JOIN DATE AND CONTINUOUS YEARS**
- **DECEASED MEMBERS** - All deceased members should be submitted to Department on the enclosed Member Change form.
 - **PUFL'S (Paid Up For Life)** – NATIONAL performs two PUFL runs a year, applying payments for all PUFL's nationwide at the same time. These runs are usually done by the end of October and January.
 - They will not show up as paid in ALAMIS or the bi-weekly Membership Report until National has completed their "run".
 - Do not send Department a list of your PUFL's.
 - Any monies owed to the unit from PUFL's will be sent to the unit via ACH direct deposit usually around November and February.
 - You will not receive a list of the PUFL's.
 - **What is an HLM** – HLM stands for Honorary Life Member. Many units vote to pay the dues of a member based on any number of criteria such as longevity, age, hardship, gold star etc.
 - It is the **UNIT's** responsibility to make sure these members are paid on time.
 - New HLM's should be submitted on a Member Change form - refer to enclosed.
 - They do not receive renewal notices once flagged as an HLM.

MOST IMPORTANT THINGS YOU CAN DO

- Read the bi-weekly Membership Report sent via email every other Wednesday.
- Email addresses through Charter are not going through. Our IT suggests the member contact Charter to approve the email address alawi@amlegionauxwi.org or set up a gmail or yahoo account.
- View the Membership Report on the Department website page www.amlegionauxwi.org under Membership.
- Read the Notes from Headquarters in "The Wisconsin" newspaper.
- **Read and keep the enclosed information for reference.**
- Refer to the Department website. It has everything we have and distribute.
- Join the American Legion Auxiliary Dept of WI and Wisconsin ALA Membership group on Facebook.
- If you still have questions, call Andrea Stoltz @608-745-0124 or email alawi@amlegionauxwi.org.