

MEMBER CHANGE FORMS - INSTRUCTIONS

Fillable forms are on the Department website www.amlegionauxwi.org / Programs / Membership They may be copied or ordered using the Membership Supplies Form.

ANY CHANGES NEEDED TO BE MADE WITH A MEMBER MUST BE SUBMITTED ON A MEMBER CHANGE FORM.

- This includes name, address, deceased, dropped, rejoin, transfers, HLM, etc.
- Indicate if member holds a Unit/County/District officer or chairman position.
- Member Change Form must accompany the Members' Dues Payment Form if dues are being paid.
- Member Change Forms that do not include money may be faxed or sent via email.

ADDRESS/NAME CHANGE:

- Fill in all new information – including updated phone and or email on the New information portion.

DECEASED MEMBERS:

- All deceased members must be reported to Department as soon as you are aware of their passing.
- Enter the member's name, ID #, and check the DECEASED box.
- Date of death and obituaries are NOT needed.
- Do not return member's ID card to HQ. Destroy it if available.

DROPPED MEMBERS:

- Enter the member's name, ID #, and check the DROP/CANCEL box if a member cancels their membership.
- Do not return member's ID card to HQ. Destroy it if available.

REJOINED MEMBERS:

If a previously Dropped Member chooses to REJOIN:

- Enter the member's name, previous ID# (call HQ to obtain number, if needed), and check the REJOIN box.
- DO NOT submit REJOINING members as NEW members.
- If member has a lapse in years and is not paying back dues ELIGIBILITY NEEDS TO BE VERIFIED BY THE UNIT.
- Members are **NOT ELIGIBLE TO REJOIN** if they originally joined:
 - 1) through a veteran spouse who they have since divorced, or
 - 2) through a veteran who is alive but no longer a current member of The American Legion.

TRANSFERRING MEMBERS:

- The new unit is responsible for processing the transfer of a member.
- Do not fill out a new member application for transferring members. They may be new to your unit, but they are already a member of the Auxiliary and will maintain their original member ID #.
- If the member has not paid the current year's membership dues, they must pay their dues to the new unit at the time of transfer. Submit the Member Change Form with payment and a Dues Payment form.
- If the member has already paid the current year's dues, only a Member Change Form is needed.
- Enter the new unit's information at the top of the form, all applicable member information, and complete the Unit Transfer section at the bottom of the form including both required signatures.

HONORARY LIFE MEMBERS:

- **Dues for Honorary Life Members (HLM) are paid by the UNIT.**
- Members need to be flagged as an HLM in the membership database so they no longer receive renewal notices.
- Enter the member's name, ID#, and check the HLM box.

QUESTIONS? Contact Andrea Stoltz at Department Headquarters
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