



WHERE DO I GET ALL THE DIFFERENT FORMS? All the forms mentioned are available on the Department website www.amlegionauxwi.org or can be ordered from Department by submitting a Membership Supplies Order form.

DISCARD ALL OLD FORMS, NEW UPDATED FORMS ARE INCLUDED IN THIS PACKET. ATTACHED TO EACH SET OF FORMS ARE DETAILED INSTRUCTIONS FOR THEIR USE.

WHEN CAN I START SENDING IN MEMBERS? **RENEWING 2022** members may now be submitted to Department.

NEW 2022 members cannot be sent in until AFTER September 1, 2021. Any NEW Member Applications received before September 1, 2021 will be entered in as NEW 2021 members and they will still need to pay 2022 dues.



The current membership year runs through December 31, 2021. Members who have not paid their 2021 dues must do so before they can pay 2022 dues.

WHEN WILL NATIONAL SEND OUT RENEWAL NOTICES?

The first 2022 renewal notices will be mailed out the week of September 15, 2021 to all 2022 unpaid seniors as of July 31, 2021. Juniors and Honorary Life Members (HLM's) do not get renewal notices.

The second renewal notices will be mailed by **NATIONAL** the week of January 15, 2022.

Members not paid by January 31st become expired and in effect are no longer members until their dues are processed by headquarters. Dues sitting at the unit DO NOT count as paid.

Please feel free to contact members on your own reminding them to pay their dues. Personal contact is always the most effective way to retain members. Blank postcards are available from Department on the Membership Supplies Order form.

NATIONAL PULLED THE DATA FOR THE ENCLOSED CARDS AND ROSTERS AS OF APRIL 1, 2021. ANYTHING submitted after that time will NOT be reflected.

I SUBMITTED MEMBER CHANGES BUT THEY ARE NOT CORRECT ON MY

ROSTER. The changes submitted were not in the database at the time National pulled the data for the enclosed cards and rosters. They were processed. Please do not resubmit changes.

I AM MISSING MEMBERSHIP CARDS FOR NEW AND TRANSFERRED MEMBERS.

New members and transfers submitted after April 1, 2021 will not be listed on the roster nor will they receive a pre-printed card from national until the following year. There is one sheet of blank cards enclosed. Use these for new and transferring members. Handwrite or use the membership card template on the Department web site www.amlegionauxwi.org to make them a 2022 card. The template will only work with the enclosed cardstock. More membership card cardstock can be ordered using the enclosed Membership Supplies Order form.

NATIONAL prints ONE ROSTER and ONE SET of membership cards per unit per year.

Department does not create or issue membership cards.



HOW DO I GET UPDATED ROSTERS? Two officers within a unit with separate valid email addresses can subscribe for access to ALAMIS The American Legion Auxiliary Membership Information System. This allows access to all real time information for your unit of which rosters and other information can be downloaded whenever you wish for a multitude of activities.

For those without computer access contact Department Headquarters @ 608-745-0124.

WHAT IS ALAMIS ACCESS AND HOW DO I GET IT? This is **THE** membership database for the ALA. Two unit officers/chairmen with valid email addresses can subscribe to have **view only** access of their unit in the database. You can look up new member ID #'s, see which members are paid/unpaid, view a list of those who paid online/over the phone and more. You can view and print current, paid, and unpaid rosters whenever you wish. Data can be exported into various computer programs to print address labels or create mass email lists for newsletters or bulletins. **A registration form to subscribe to ALAMIS is included in this packet.** The subscription runs per CALENDAR year Jan. 1st – Dec. 31st with a fee of \$10.00 per year per user.

WHEN WILL MY PUFL'S (Paid Up For Life) SHOW UP AS PAID? National performs 2 PUFL runs per 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 SUBMIT A LIST OF YOUR PUFL'S TO DEPARTMENT.

Once Department receives the unit's portion of dues from National for all Wisconsin's PUFL's the unit's portion of dues will be direct deposited into the account on file. Not every PUFL came in at the same time, many are years apart so the unit's portion of dues for each PUFL may vary depending on what the unit collected at the time the member signed up.

WHEN IS THE DEADLINE FOR A MEMBER TO PAY HER DUES? Per the American Legion Auxiliary Constitution and By Laws "**A member failing to pay annual dues by January 31st shall be classed as delinquent and suspended from all membership privileges** which include voting on Unit business, holding office, participation in Unit activities, receipt of member benefits and all other privileges of membership."

That being said; a member may pay her dues at any time to reinstate active membership.

There is NO point in time that National or Department will not accept any years' dues.

WHEN IS A MEMBER CONSIDERED PAID? A member is considered paid once they have been processed by National, either via online/phone payment or processed through Department Headquarters.

WHEN IS THE MEMBERSHIP YEAR? The membership card year runs from January 1st – December 31st. We begin collecting dues in July/August for the next year so that hopefully all of our members are paid and current as of January 1st for the start of the new membership year.

SHOULD I WAIT UNTIL ALL MEMBERS OF OUR UNIT ARE PAID BEFORE SENDING DUES IN TO DEPARTMENT? **NO! DO NOT HOLD MEMBERSHIP!** Unpaid members run the risk of not being eligible for Auxiliary benefits including access to emergency funds, funeral rights, etc. Member's dues are not considered "paid" until they have been processed by headquarters.



HOW DO I PAY DUES ONLINE/VIA PHONE? *Individual members* with a valid email address can pay online at the national website (www.ALAforVeterans.org) If you need assistance please contact the National's helpline at alahq@alaforveterans.org / 317-569-4500.

Payments can be made over the phone by calling National directly @ (317) 569-4570 (Mon. – Fri. 7:00 am – 3:30 pm). **You will speak to a real person.** A person may pay for several members at a time; perfect for those that pay for several relatives.

MY NUMBERS ARE NOT MATCHING THE ONES PUBLISHED BY DEPARTMENT.

Contact Department Headquarters ASAP. Unpaid members run the risk of not being eligible for Auxiliary benefits including access to emergency funds, funeral rights, etc.

MY UNIT CHECK HAS NOT BEEN CASHED/SUBMITTED MEMBERS NOT SHOWING UP AS PAID WHAT SHOULD I DO? Contact Department Headquarters ASAP.

Receipts are done on a weekly basis. Checks outstanding for longer than a month most likely were not received. Department DOES NOT hold funds.

HOW DO I KNOW WHICH MEMBERS HAVE PAID ONLINE OR OVER THE PHONE?

Department processes online/phone payments on a weekly basis. Units are sent a Department Transmittal listing any members that have paid by those methods AND included is the unit's portions of dues to be returned via direct deposit. **KEEP THIS TRANSMITTAL.** The Treasurer will need this information when the direct deposit into the unit account occurs. **DO NOT send these members back in on a Transmittal form. They are already paid.**

MY TREASURER SAID WE RECEIVED A DIRECT DEPOSIT. WHAT IS THIS FOR?

Some units, *not all*, will have the unit's portion of dues owed to them. Each unit sets their own amount collected per senior and junior. Some units choose to charge MORE than the minimum of \$28.00/senior and \$5.25/junior department requires. That overage is the unit's portion of dues. A unit collecting \$30.00/senior will receive \$2.00 back for any senior that pays national online/over the phone.

MY MEMBERSHIP WAS RETURNED. NOW WHAT?

Anytime membership is returned there is an explanation enclosed. **Please read the explanation carefully as to how to correct the problem.** If you are still unsure of what to do contact Department ASAP @ 608-742-0124.

HOW DOES A UNIT SUBMIT DUES? ALL member's dues MUST be submitted on a Membership Transmittal form. This includes payments for NEW, TRANSFERRING, and REJOINING members. **ANYTIME you are submitting payment for dues the member MUST be listed on a Membership Transmittal form.**

DO NOT LIST ANY CHANGES on the Membership Transmittal form. This is for dues payments only. Member Data forms are to be used for ALL changes.

Please carefully follow the instructions on the form, double check your math, and make sure the enclosed check is filled out correctly. Each year numerous payments are returned due to checks written out incorrectly or missing signatures.



WHAT IS A NEW MEMBER? A NEW member is someone that has NEVER belonged to the American Legion Auxiliary. Members that belong to a different unit even if it's in a different state are NOT new. Anyone that has or had a member ID# is a REJOIN or TRANSFER. Member ID #'s are attached to a member regardless of name changes, moving to different units, or lapse in years. Member's that have been dropped or have long lapses are rejoins and their number is just reactivated. DO NOT submit New Member applications. Member Data forms should be used to transfer or rejoin. If you do not have a member ID # please contact Department HQ @ 608-745-0124 / alawi@amlegionauxwi.org for assistance.

HOW DO I SUBMIT A NEW MEMBER? ALL NEW members require a **CURRENT, LEGIBLE AND COMPLETED** New Member application. The applicant or guardian's signature is required. (if under 18 the **parent/guardian signature IS required on the application**).

If the veteran is DECEASED Leave the Post information blank. A deceased person cannot belong to a Post and **deceased veterans do not ever have had to belong to The American Legion**. War Era, Relationship, and Post Officer signature are required.

If the veteran is LIVING they MUST belong to The American Legion (unless the applicant is a female joining under her own veteran status). **They do not have to belong to the corresponding Post but they must be in good standing with a TAL post somewhere**. If the veteran is also a new member and joining at the same time fill in NEW MEMBER where the veteran ID# goes.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED FOR CORRECTION.

DECEASED OR LIVING, AN AMERICAN LEGION POST COMMANDER OR ADJUTANT MUST SIGN THE APPLICATION. The Post may require a DD214 or other verifying documents. **PLEASE DO NOT SEND THEM TO DEPARTMENT.**

As long as the veteran being joined under is in good standing at that time the application is submitted to the Auxiliary, their subsequent membership with The American Legion has no impact. A mother can gift her active duty son a one-year membership to The American Legion, if he chooses not to keep his membership it **DOES NOT** affect her membership in the Auxiliary.

DEPARTMENT / NATIONAL DOES NOT CONTACT THE UNITS OR THE NEW MEMBER UPON ACCEPTANCE. It is up to the unit to give the new member a New Member Packet and issue them a Membership Card from the blank ones included. It is the unit's responsibility to provide any interest materials the new member requested on the application. Member's ID #'s can be obtained by using your ALAMIS access or contacting Department.

EVERY person wishing to join The American Legion Auxiliary must fill out an Application for Membership as proof of her eligibility.

- 1) The application must be **CURRENT, LEGIBLE, AND COMPLETE**.
- 2) Signed by the **APPLICANT** or applicant's **LEGAL GUARDIAN** (if under 18)
- 3) Signed by an American Legion Post officer. **Auxiliary UNIT Officer signatures are NOT ACCEPTABLE.**
- 4) The new member must be **listed on a Membership Transmittal form** with payment and completed application



WHAT IS THE DIFFERENCE BETWEEN A MEMBER DATA FORM AND A TRANSMITTAL FORM?

A Member Data form should be used anytime you want a change made. *Name change, Address change, deceasing, dropping, rejoining or transferring a member.*

A Transmittal form is payment of a members' dues. **Any member you want paid must be listed on a Transmittal form.**

A Member Data form is often required along with a Transmittal form. The Data form specifies the change and the Transmittal form is for the payment.

WHAT IS A REJOINING MEMBER? A rejoining member is a member that has been dropped/canceled or has a lapse of 2 or more years in their dues.

HOW DO I REJOIN A MEMBER? **DO NOT** submit a new member application for anyone that has previously been a member. On the Member Data Form is a check box to be used for rejoining a member. Please fill out the Member Data Form checking the REJOIN box and including any name/address/phone/email changes on the right CORRECTION side of the form. The member's previous ID # will be reactivated. **If you do not know the member's ID# please contact Department HQ @ 608-745-0124 / alawi@amlecionauxwi.org prior to sending.**

A completed Member Data form will need to be submitted WITH a Membership Transmittal form listing her in alphabetical order with everyone else's dues being paid.

WHAT IS AN HLM? An **H**onorary **L**ife **M**ember is a member the unit has chosen and voted on to have her dues paid for by the unit for as long as she remains a member of that unit. Some units will pay the dues of Past Department Presidents, Past Unit Presidents, anyone over a certain age, anyone residing in a nursing home etc. This is not required but merely a choice of some units.

Once flagged as an HLM in the database that person will no longer receive a renewal notice, it becomes the responsibility of the unit to make sure her dues are current and paid in a timely manner.

HOW DO I SUBMIT AN HLM TO DEPARTMENT? To have a member flagged as an HLM, a Member Data Form will need to be submitted to Department for each member with the top portion completed and the HLM box checked.

HOW DO I SUBMIT PAYMENT FOR AN HLM? A Membership Transmittal form is to be used when making payments for any member. List your HLM's in alphabetical order with the rest of your members. Nothing special needs to be done on the Transmittal Form.



HOW DO I TRANSFER A MEMBER? The unit a member wishes to transfer into is responsible for handling the transfer. Eligibility for membership must be reverified.

Per ALA Unit Guide Book pg. 19 “Transfer is final upon verification of eligibility...and acceptance of the transferee by the new unit.” The unit should vote to determine if they are willing to accept the transferee.

DO NOT submit a New Member application for anyone that is/has previously been a member. **TRANSFERRING members ARE NOT NEW.**

MEMBER IS PAID UP AND WANTS TO TRANSFER - Fill out the top left, bottom transfer section, and if applicable the change section in the middle of the Member Data form. Please put the NEW unit# in the upper right. The transferee’s signature along with the signature of (usually) the Unit Membership Chairman is required. Submit completed Member Data Form (DO NOT submit them on a Transmittal form (no money involved) to Department and use a blank membership card to issue the transferee a card from your unit.

MEMBER STILL OWES DUES AND WANTS TO TRANSFER – Follow the above instructions AND the completed Member Data form will need to be submitted **WITH** a Membership Transmittal form listing her in alphabetical order with anyone else paying dues, the TRANSFER box on the back checked, and included with funds owed. **TRANSFERRING MEMBERS CAN PAY THEIR DUES TO THE NEW UNIT.**

EXPIRED MEMBER WANTS TO REJOIN IN ANOTHER UNIT – The Member Data form needs to be filled out with **REJOINING** box checked and TRANSFER section completed. The Member Data Form will need to be submitted **WITH** a Membership Transmittal form listing her in alphabetical order with everyone else, the TRANSFER box on the back checked, and included with funds owed.

- 1) Eligibility for membership must be reverified
- 2) The unit should vote to determine if they are willing to accept the transferee.
- 3) Past dues do not have to be paid

TRANSFERS CANNOT BE PROCESSED IF

- 1) *The member has not signed the Member Data form*
- 2) *The member is not current in their dues*

OR

- 3) *Department does not have the funds in hand to make them current at the time the transfer is submitted. (They are not required to pay any lapsed dues.)*

DO I HAVE TO HAVE A COMPUTER? WILL ONLINE MEMBERSHIP BE MANDATORY? NO! Membership does not now or anytime in the foreseeable future have to be done on a computer/online. Any computer/online options are just that, **OPTIONS** for those who choose to use them.

STILL HAVE QUESTIONS? PLEASE CONTACT DEPARTMENT HEADQUARTERS
608-745-0124 email: alawi@amlegionauxwi.org