

## **EXPLANATION OF EXAMPLE SHEETS: VERY IMPORTANT INFORMATION!**

### **Membership Roster for Transmittals, List Year, Unit and District**

**1<sup>st</sup> line** – Amy Deer is a Senior Member (over age 18), she is a new member who has filled out a new application that is enclosed in the transmittal. The box for SR would need to be checked and the box for NEW would need to be checked.

**2<sup>nd</sup> line** – Angie Deer is a Junior member (under age 18), she is a renewal. The box for JR would need to be checked and the box for RENEWAL would need to be checked.

**3<sup>rd</sup> line** – Jane Doe is a Senior Member (over age 18), she is a member who has not paid her dues in at least 2 years but not more than 5 five years. Example: It is the 2017 Membership year and she did not pay her 2016 or her 2015 membership, the last year she paid was the 2014 membership year. She would still be in our system but would not be listed on your roster. She can pay only her 2017 dues for 1 year and would not have to pay her back years of 2015 & 2016 to continue with her membership, she would however lose her continuous years of service. The box for SR would need to be checked and the box for REINSTATE.

**4<sup>th</sup> line** – Jill Doe is a Junior Member (under age 18), she is a New Member who has filled out a new application that is enclosed in the transmittal. A Date Of Birth must be listed on a Junior Application or they will not be considered a Junior Member. The box for JR would need to be checked as well as the NEW box.

**5<sup>th</sup> line** – Mary Doe is a SR Member (over age 18) and she is a transfer member. Meaning a Member Data Form has been filled out as a Transfer and is enclosed in the transmittal. Mary is paying her 2017 dues to this Unit and would be listed on both sheets. Therefore the SR box and the TRANSFER Box would need to be checked. If a person is transferring to your Unit and they have already paid their current years dues to the Unit they are transferring from, they would not be listed on any sheet. You would fill out a Member Data Form for Transfers only and return that to us so that we can transfer them into your Unit. But they would not be listed on your transmittal on any other form.

**6<sup>th</sup> line** – Nancy Doe is a New Female Veteran signing up under her own service. Please list their name check the Sr Box & the New Box. Also beside the Name please write Female Veteran. So we will notice and process them so they will not be charged their 1<sup>st</sup> year.

**Membership Transmittal** – Please use a different form for each year you are submitting. Only list 2017 Membership on 2017, 2016 on 2016, 2015 on 2015 etc... write in the year that you are submitting. List your Unit number, district number and location. List the number of Senior dues you are paying and then list the number of Junior Members you are paying. List the total amount due. If you have any pending credits, deduct the amount of the credit and enclose a copy of the credit that I returned to you or the letter explaining the credit. Then list the total amount that is enclosed and the check number that is written for that amount. List the total number of members that you are paying for. Please then list who is submitting the transmittal, address, phone and email if available. Please Read the note at the bottom of the sheet as there are some very important instructions listed there.

A New line was added for Female Veteran. **ONLY LIST A FEMALE VETERAN WHO IS JUST SUBMITTING AN APPLICATION.** Only NEW Female Veterans should be counted here all other Female Veterans are considered renewals and do not receive a discount from National or Department. **NO MONEY IS SENT FOR A NEW FEMALE VETERAN** at this time. If this should change and National &/or Department choose to once again charge for a New Application for a Female Veteran we will inform you ASAP. At this time \$0 would be listed on the line.