

IMPORTANT 2017 MEMBERSHIP INFORMATION
PLEASE READ WILL HELP BETTER UNDERSTAND PAPERWORK AND PROCESS.

Welcome to the 2017 Membership year. I am hoping that everyone will read all of the enclosures included in this membership packet as some things have changed for this year. It is very important to read all of the instructions and follow the simple guidelines. This will help answer many questions and make the process much smoother for all involved.

Enclosed you will find you 2017 Membership cards, your Roster, a New Membership Transmittal and Roster sheet, a Member Data Form and copies of example sheets on how to correctly fill out all of these forms. Please make additional copies of the blank forms to use for you transmittals and your member data forms.

It is very important to keep your Membership Roster up to date; this will be your link between your members and Department Headquarters. It is very important to mark who has paid and when they have paid for your records. Also keep track of address changes, etc... so that you are able to keep everything as curt as possible.

Use as many sheets as you may need for each transmittal that you are sending in. But remember everyone that you are sending in according to the total on your transmittal sheet must be listed by name on the Membership transmittal roster, if a name is not included I have no idea who you would like transmitted. You will need to send in different sheets for each year that you are submitting, such as ONLY list 2015 on 2015,m 2016 on 2016 and 2017 2017. On the new sheets you will see that the Year is left blank so that you can fill in the correct year you are listing. Please do not include 2016 members on your 2017 sheets, please keep them separated it makes transmitting much easier. PLEASE TYPE OR PRINT ALL INFORMATION AS NEATLY AS POSSIBLE. PLEASE LIST ALL NAMES IN ALPHABETICAL ORDER BY LAST NAME. You may include all monies that are due on 1 check however each year needs to be listed on a different sheet and not combined onto 1 sheet.

There was a change to the Membership transmittal this year. The line for Female Veterans was added. At this time National and the Department do not require dues be paid for a New Female Veteran who is signing up under her own service as a new member for the 1st year their membership dues is waved. On this line please ONLY list a New Female Veteran whom you are enclosing a New Membership Application for. List the number you are sending in and list \$0 for dues due. This will ensure that only the correct amount of members is being paid for and this will eliminate the need for a credit to be issued for over payment.

When sending in a Transmittal please make sure all paperwork is enclosed in the transmittal. Please make sure and send the Membership Transmittal forms showing the totals you are paying, and the Membership Roster transmittal sheet showing the names of the ones you are paying for. If sending in new members make sure that application are enclosed and correctly filled out. Make sure that all the paperwork is supplied for a member that is transferring. A new member only needs to be on a new membership application. A Transfer only needs to be on a Member Data Form. Do not list transfers on an application and do not list new members on a member data form.

Please list all Members that you are paying for that year on 1 sheet. Do not list seniors on 1 sheet, juniors on 1 sheet, new members on 1 sheet. List all names for that year on 1 sheet only in alphabetical by last name. Do not list all juniors, the seniors then new members. List all members in alphabetical order by last name. Do not break according to level of membership. The only separation should be by the year, 2017 only on 1 sheet, 2016 only on 1 sheet. Etc... .

Membership ID numbers must be listed for everyone on your transmittal sheet. The only exception is New Members do not have an ID number until after they are processed at the Department. Please make sure the correct ID number is listed for the Correct Name. This is Very Important and helps to ensure the correct person is being processed.

DO NOT SEND MONEY FOR PUFLS/VIMS. DO NOT LIST PUFL/VIMS ON YOUR TRANSMITTAL SHEET. You do not need to remind me that your Unit has a PUFL member or to count them in. National automatically processes all PUFL/VIM members and when they do they will send us a sheet listing all PUFL members and that it is time to add them into our count for the Department. When this happens we will update our membership report and list it in the Monthly Newsletter that PUFLS have been added and counted.

DO NOT CHANGE THE FORMS. It is fine to open the form on your computer and type in all information and print to send to the Department. But Please **DO NOT CHANGE THE FORM TO YOUR LIKING.** WE have designed this form to make it the easiest possible for us to transmit your membership for your Unit. The information that is requested is the information we need to process your transmittal. We have it set up the way it is for a reason. We use these forms for a couple of different reports therefore it is very important they stay the way they have been designed. If you wish to use different forms for your own records your more than welcome to, but **PLEASE DO NOT MAKE ANY MODIFICATIONS TO OUR FORMS.** Please Send in Our Forms correctly filled out. If you do not send in the correct forms they will be returned and requested to send in using the correct format.

The following explains the difference between New, Reinstate and Transfer. On the Membership Roster for Transmittals a renewal box is not included. If they are not a New Member, Reinstated or a Transfer then we automatically know they are a renewal member therefore no need for an additional box.

New Member- is a member whom a new membership application is enclosed for. This person is not a current member of a Unit and is wishing to join the Auxiliary. The application must be enclosed and correctly filled out or it will be returned. A Junior Date of Birth must be listed if the new applicant is a Junior Member. An American Legion Post Officer Must Sign all New Membership Applications. Do not send in a new member on a member data form.

Transfer- Means a member that is transferring from 1 unit to another unit. A transfer must be in good standing and must not be delinquent in their dues in order to transfer. A Member can owe their current years dues and wish to pay it to the Unit they are transferring in to, but they cannot be behind otherwise they are considered a member not in good standing. A transfer should only be listed on the membership roster that is paying their dues to the unit they are transferring to. Then you would list them just as you would any other member, check the transfer box and either jr or sr. Do not list their name on this sheet if their dues has already been paid for the current year to their other unit. A Member Data Form must be filled out for a transfer showing the Unit

they are transferring from and the unit they are transferring to. It must include their current address and their Member ID number. No member will be transferred without this information included on the Member Data Form. Do not send in a Transfer on a new membership application. If a transfer has already paid their current years dues to the unit they are transferring from, do not list them on the membership roster, just send in the member data form showing the transfer.

Reinstate- A reinstate is a member who has not paid their dues in a couple of years and is possibly not showing on your current membership roster but has paid their dues within the last 5 years. You would then check the reinstate box. This will show me that they need to be reinstated to your unit and will make the process go quicker once I am in the database trying to transmit members. A reinstate is a member who is no longer showing on the current list but is still listed in the system and I can bring them back forward and include them with your unit.

I believe that I have about covered everything. If I have missed something you think is important please let me know and I will be glad to update and include the information in a monthly newsletter. Please be sure to check your newsletters every month as from time to time I will be listing important information pertaining to membership. If you have any questions, comments or suggestions please do not hesitate to contact me. I can be reached at 678-289-8446 or by email amlegaux@bellsouth.net . Email is the best way to contact for a quicker response. The forms that are enclosed in your packet will also be available on the website. Please make copies of the forms as needed. Our website is www.galegionaux.org . The membership reports are updated weekly on the website. We have been working hard on providing our members with the most current information as possible as quickly as we can.

Items Enclosed:

2017 Membership Cards and Unit Roster
Membership Transmittal Blank Form & Example Form
Membership Transmittal Roster Blank Form & Example Form
Member Data Form Blank & Example Form
Ample Sheet on how to fill out an Application
Explanations of Example Sheets
Important Information sheet about 2017 Membership

Thank You,

Krista Massengale
Membership Clerk Dept of GA