

# Department of Iowa Membership Processing Manual

American Legion Auxiliary, 720 Lyon Street, Des Moines, IA 50309

Phone: 515-282-7987 & Fax: 515-282-7583

This manual is designed to assist the Unit in the proper processing of membership. Further information is available in the *"Plan of Action."*

## 2017 Membership Year

### 2017 MEMBERSHIP COMMITTEE

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American Legion Auxiliary Headquarters Office, 720 Lyon Street, Des Moines, IA 50309-5457 (515) 282-7987 - The Office has **VOICEMAIL**, leave your message at any time day or night, even if no one is in the office or if both lines are being used. Be sure to leave your name, number, Unit name and number, and a brief message.

Jeannie McKeever, Membership Clerk

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**Iowa Auxiliary Website**

[www.iowaala.org](http://www.iowaala.org)

## I - Membership Packets

Membership packets are sent to the Membership Contact Person (whose name was provided by the Unit on the Unit Data Form) the last week of June. The Contact Person is responsible to make sure the packet information is disbursed to the correct person. **Membership packets contain the following:**

- Unit Goal
- Preprinted membership cards and Blank membership cards
- Computer print-out of Unit members – Unit Roster
- Application blanks
- Member data forms
- Transmittal forms
- Membership processing procedures – this handbook

**The above information and the information below will be found on our web page - [www.iowaala.org](http://www.iowaala.org).**

- Membership brochures
- Membership Target Dates and some Award forms
- Membership processing procedures - this handbook
- PUFL applications

## II - Membership Eligibility and Benefits

### Eligibility:

1. Mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a member of The American Legion.
2. A female veteran who served during any conflicts listed.
3. Mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a deceased veteran who served during any of the Legion Eligibility dates.

### AMERICAN LEGION ELIGIBILITY DATES

Persian Gulf – August 2, 1990 - to date of cessation of hostilities

Panama – December 20, 1989 - January 31, 1990

Grenada/Lebanon – August 24, 1982 - July 31, 1984

Vietnam War – February 28, 1961 - May 7, 1975

Korean War – June 25, 1950 - January 31, 1955

World War II – December 7, 1941 - December 31, 1946

World War I – April 6, 1917 - November 11, 1918

Since dates are still open from the Persian Gulf time, Service Personnel involved in Bosnia, Kosovo, Afghanistan, or Iraq are eligible.

## 2017 MEMBER BENEFITS

Junior and Senior members of the American Legion Auxiliary whose dues are current are eligible for all the benefits listed. Benefits are subject to be changed and/or discontinued at any time. Please note that certain benefits may **NOT** be available in all areas and at all times. Benefit information can be found on the National American Legion Auxiliary new website at: [www.ALAforVeterans.org](http://www.ALAforVeterans.org). **Benefits are administered through the individual company – not Department or National. Call the company of the benefit you need information for. Look on the National or Department websites for benefits information. Also information is available in the Unit Membership Packets distributed in June.**

NOTE: Once a Junior member turns eighteen (18) (**becomes a Senior member**) she will receive the *National News* and marketing mailings from National Headquarters.

The American Legion Auxiliary has an Auxiliary Emergency Fund available for members with three (3) continuous years paid, including the current year. To apply: The Unit President must request an application from the Department Headquarters Staff or go online. The form must be filled out completely before returning it to the Department Office for verification and then it will be sent to the National Office for consideration.

## III - Membership Renewal Notices

The **FIRST RENEWAL** notices are sent by the **National Organization** to Senior members by **SEPTEMBER, 15 2016**. A second notice will be sent by **January 15, 2017**. The information that appears on the renewal form is requested from the Units in **April** of each year. **It is the Unit's responsibility to fill out the form and return it by the deadline date to the Department office.** Planning ahead for who will be the membership person in the new Auxiliary year needs to be done so that the dues go to the correct person. **All** Units participate in this program.

## IV - New Application

Please review the new applications in your packet. Key information needs to be included:

**Junior member - date of birth**

**Unit town name and number**

Signed by the correct person--Legion Post officer

(Unit Secretary can only sign if member is joining on her own eligibility.)

Blank membership cards are included with the preprinted cards, use one of these cards and fill-out. Send the roster, application and payment in as usual. Membership numbers are assigned by the National office, leave that line blank.

## V - Renewals

Units are to send the member her card when she has paid. Unit Membership Chairmen will need to make copies of your roster and attach one to each transmittal listing the membership that you are processing. You may send just the page of the roster that you use to indicate paid members or other changes. Highlight all changes.

If there is no preprinted card for a renewal and this will occasionally happen, use a blank card and use the information from the print-out as to membership number. If for some reason the name is not on the roster, refer to last year's report for the information. Sometimes a 2<sup>nd</sup> year member will not get a preprinted card due to the time the information was sent in. Make out a blank card and mark as a renewal, don't worry about a membership number.

National prints the membership cards in March each year. The renewal notices are printed in late summer. For this reason, some people may receive a renewal notice even if their name is not on the print out.

## VI - Deceased Members

Mark deceased members on the roster when sending membership and sent to the Department office. Members that die during the year may be taken off the rolls by using a **Member Data Form or on your roster**. Please do this as soon as possible.

## VII - Drop Members

Members who choose not to renew their membership will possibly remain on the membership roster for at least 18 months. This is the National Organization's policy.

## VIII - PUFL Members

Paid Up For Life – PUFL (formally known as VIM) - can help maintain your memberships. All members are eligible to purchase this membership (Junior and Senior) see PUFL form for details.

Application blanks are available from the Department office or Department and District Membership Team members. This form was updated in 2012, be sure to use the updated form. The completed form and check should be sent directly to National.

Credit not available. National will issue PUFL checks to the Department Office and in turn the Department Office will issue PUFL checks to the Unit. Please deposit check in Unit bank account immediately.

## IX - Member Data Forms

Changes to the member's information that is on the membership card needs to be made on Member Data Forms. These changes can be made anytime throughout the year. Be sure to always include the membership number and Unit number on all member data forms. Addresses can be changed on the member data forms or Unit Roster.

## X - Transfers

A member transferring her membership to your Unit--

Complete the section of the member data form for transfer.

Make out a new membership card.

Send the roster with payment in like any other membership and also send member data form.

Unit Secretary from new Unit must sign form.

As a **courtesy**, please notify the previous Unit of the transfer.

A member transferring from your Unit--

Your Unit **does not** have to do anything.

## XI - Transmittal Forms

These forms were revised in 2012. Please use current form. Check the forms in your packet. Junior and senior membership should go on the same form with one check. **DO NOT** combine membership checks with any other payment to the Department Office.

## XII – Payment of Back Dues

The payment of back dues **within 2 years may be possible**. Contact the Department Office first. The member **WILL NOT** receive continuous years even if she pays her back dues. **All this will do is maintain eligibility. All continuous years membership lapse if dues are not paid by January 31 of the membership year.** A separate transmittal and check need to be completed for each year of the back dues paid. **Back dues are paid at the CURRENT year's dues rate.**

## XIII - Uses of Welfare Funds for Dues

In the spirit of how welfare funds are to be used - to assist a veteran or family - this fund may temporarily be used for payment of dues in circumstance when a member is **unable** to pay her dues.

Member's dues a Unit votes to pay because of age or service **should not** be paid from the Welfare Fund.

## XIV - Member Recognition

Awards certificates and pins are available to use to recognize your members. Check the National Emblem Sales Catalog for these items. (National Emblem Sales phone number - 1-888-453-4466 or on line at [www.emblem.legion.org](http://www.emblem.legion.org). Fax 1-317-639-1381. The Department office no longer has these membership awards available.

## XV - Membership Supplies Available

These items are at no cost. They are available at the Department Office. They should be available at District Conferences from the District President, the District Membership Team, the Department President and the Department Membership Team.

Application Blanks

Blank Membership Cards

Transmittal Forms

Member Data Forms

PUFL Applications

*"Your American Legion Family" contains applications for TAM, ALA and SAL*