

**Pass it on** (to others in your unit, at district meetings & such)!!

## 2018 MEMBERSHIP AWARDS:

We want your unit members to get a token of our appreciation when they recruit ladies to your unit.....they'll get a small token of our appreciation for their efforts when they do! I've attached the entry forms for you to pass on.....these are for upcoming administrative year (Sept. 1, 2017-April 30, 2018). I thought it might be nice to have all of this info in one concise place/email (though the forms are all on the ALA website, but many don't like to log in and search to find them).

**\*2018 recruiting awards will start with members recruited/rejoined after Sept. 1, 2017.**

I find that a lot of units don't even know about these awards. Rule clarifications:

"RECRUIT/REJOIN 5" FORMS:

- *Please fill out ALL of the lines on the form completely & ACCURATELY (**spelling & legibility of names is vital**) and allow time to get them to the Dept Sec'y to sign. NOTE THAT THIS YEAR, THE DEPARTMENT SECRETARIES MUST SIGN ALL OF THE FORMS (rather than a unit officer).*
- ***Due to the volume of forms we get right before the deadline, incomplete forms and those with misspelled/illegible names that cannot be verified in ALA MIS may not be processed and we will not be able to contact anyone (to inform them or get corrected information) due to time restraints!!***
- *The deadline to submit the award forms is **May 1, 2018**. It is super helpful to us at National if you would send the award forms **as you get them** (or in more frequent batches) as we literally get thousands in April near the May 1 deadline. Whew! Obviously, Silver Brigade's take longer & we expect those to come in close to the deadline. ☺*
- Forms can all be mailed in one envelope, saving you postage costs. Or, you can scan/email them to [membership@alaforveterans.org](mailto:membership@alaforveterans.org) (with the subject line "2018 Recruiting award") or fax them to 317-569-4502 (attn: Membership/Awards 2018)
- Please note....once a member (recruiter) has sent in a "Recruit/Rejoin 5" form, but goes on to recruit others during that award period, they should just start keeping track of those additional people on a "Silver Brigade" form. We do not need a "Recruit/Rejoin 5" form for each additional 5 recruits past the first five - we only give one gift per award type so please submit only ONE (of each) FORM PER RECRUITER per award period (Sept thru April).
- You may be able to "double dip" and include some of the people who were on the "Recruit/Rejoin 5" form on for Silver Brigade, also. "Recruit/Rejoin 5's" can consist of both junior & senior members & rejoined as well as new members, but Silver Brigade requires recruiting 25 new senior members. *\*\*Once "Silver Brigade" forms are verified (by us here at National), the member will get a lovely gift chosen by the National President. Those will be mailed directly to the members' home mid-summer. The "Recruit/Rejoin 5" gifts will generally be mailed to the Dept Secretary to distribute to units and will be mailed periodically throughout the year as we get the forms.*
- Getting someone to *renew* their annual dues does NOT qualify as a "rejoin" ...but we do hope everyone encourages their unit members to do so! A "rejoin" is someone who joins again after they've let their membership lapse more than 2 years (see award form for details). To rejoin, technically the former member needs to fill out the application form again & provide eligibility documentation (OR pay all of their back dues to avoid doing so)....but they keep their former member ID #. *\*\*And it does not count for rejoining yourself.*

- Some sort of award will be offered each year....the annually updated forms are housed in the “Member’s Only” area of the ALA website or you can email me for them. Each year is a clean slate so members can earn them every year! **The “Recruit or Rejoin 1” and “Recruit 10” awards from 2017 have been discontinued.**
- *Note that TAL /SAL members can earn these awards for recruiting ALA members, too. Share these with your Legion family.*

**FEMALE VETERAN DISCOUNT:** The “Honor Our Female Veteran” Discount is YEAR ROUND. It can be for either female veterans that are no longer in the service OR active duty females or military academy cadets. They can be dual members of both TAL and ALA or one or the other. 😊

*\*\*We waive the National portion of dues only for new members (not rejoins or renews). They would still owe their unit and department portions of their dues, but many departments/units waive their portion for the first year, too. Check with your department. I’ve attached the information about that program. This was a new program as of 2015 and will continue for the foreseeable future....unrelated to any awards.*

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## You can share these helpful steps to create an account and/or RENEW online (and get access to LOTS of resources for you & the unit):

Once you set up an account, it is SUPER easy to RENEW online (*You can’t be more than one year behind with your dues to be able to renew online*).

**NOTE:** *New members may now join online too BUT....they can only be joined into your Dept Headquarters unit so if you want them to join your unit, you still need to have them join the traditional way-via a paper application to your unit!)*

No waiting for the unit to cash your check & transmit your info to the Dept. **When you RENEW online, you get an instant emailed receipt and paper copy of your membership card** to print and use until your unit mails/provides you the signed card (which can take up to 4 weeks or longer as the department must get & distribute a list to the unit to alert them dues were paid online). **A unit is responsible for providing the “renewed online” member their preprinted signed card. To help expedite this, members should contact their unit directly and let them know they renewed online.**

- Go to the American Legion Auxiliary’s national website, [www.ALForVeterans.org](http://www.ALForVeterans.org)
- Click on “Log In,” which is located in the upper right hand corner of the home page.
- Click on “Sign Up” which is located under the “Log In” button.
- Provide the following information:
  - Member Number
  - First Name\*
  - Last Name\*
  - Department
  - E-mail Address\*\*
- Click “Submit”
- Check your email. Registration instructions will be mailed to you to finish the Log In process.
- Click on the link provided in the email you receive to claim your account.
  - The link will open a page of the American Legion Auxiliary’s website. You will need to create the following:
    - Username
    - Password (Your password must be at least 6 characters long and exclude spaces, tabs, single quotes, double quotes, percent signs and pound signs).
    - Reconfirm your password
  - Click “Submit”
- Once you click submit you will be redirected to the American Legion Auxiliary homepage. You now have full access to the American Legion Auxiliary’s national website!

**\*Please note that names (first and last) need to be spelled exactly as they appear on your membership card/how it appears in the ALAMIS database.**

**\*\*AOL.com emails may sometimes not work in setting up an account. You can/should try. The registration confirmation email may not reach the person as it may bounce when sent to them from an ALA email address. You may need to create or use another email address via another domain (such as google.com, Hotmail.com, etc.).**

*For help setting up an account or logging on (or paying dues by phone with a MC or Visa), a member can call our IT Help Desk at 317-569-4536 week days from 8-4:30 p.m. EST.*

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**RENEWAL NOTICES:** First renewal notices are sent (in September) by National Headquarters (via email for those that have an email on file...mailed to those that don't), but second notices (in January) are always snail-mailed to ALL that still haven't renewed by the first of the year...plus many units still send out their own reminders. **It is possible that if someone has an aol.com email address on file with us, they *may* not get all emails from us (they might bounce)**....including these dues renewal notices for those that keep an email on file. If a person is adamant that they do not want their renewal notices to come via email, they can call us at HQ (or email me) and request us to turn that option off in our system. There is no need to remove their email completely.

Best,

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