



# ***NEW ALA MEMBERSHIP INFORMATION SYSTEM (MIS) MEMBERSHIP DATABASE***

Instructions on how to transmit membership

## **\* Members with Preprinted Card \***

All Units should have pre-printed cards for current members whose dues were paid for 2017 prior to March 31<sup>st</sup>.

Sign and give card to the member once she has paid her current dues.

If any corrections need to be made to the preprinted card, please fill out a Member Data Form and send to the Department office.

## **\* Members with NO Preprinted Card \***

Blank cards have been provided to the Units for those who are delinquent in dues.

Please use blank cards for new or transferred members.

Type or print the member's name and years of continuous membership on the Official Membership Card and sign the card.

Give or mail the card to the new or transferred member.

## **\* The New Member \***

All new members must be transmitted with a completed membership application. The new system has required fields that must be filled out before a new member can be processed in the system. Mark on the transmittal "NEW" under the column for membership number. Please see the following instructions.

**Any application that is not complete will be returned to the Unit.**  
**Send ORIGINAL APPLICATION only to the Department Office**  
**DO NOT SEND DD-214 TO DEPARTMENT OFFICE**

**If eligibility is through a living veteran, the Post # to which he/she belongs must be provided.**

**Junior cards must have the date of birth on the card.** (Juniors/Seniors  
are to be transmitted on the same Transmittal Form)

*You must have the following information on an application for the  
Department Office to add a new member.*

*If any of the following are missing a new member cannot  
be added to the new membership database.*

**\*\*\* All applications must be signed by a POST OFFICER \*\*\***

**\*\*\*the UNIT SECRETARY may only sign for female veterans\*\*\***  
*Please adhere to these instructions so that applications do not have  
to be returned to the Units.*

Name

Home (Permanent) Address

Veteran related thru

War Era

Branch of Service

Legion Post, Legion State (if living)

Birth date Mandatory for Junior Applicants

**These are mandatory areas that must be filled in on the membership application to input into  
the new system for processing new member/s**

**PLEASE NOTE THAT NAME OF VETERAN MUST BE FILLED IN ON THE  
APPLICATION WHETHER HE IS LIVING OR DECEASED. IF LIVING, VETERAN  
MUST BE MEMBER OF THE AMERICAN LEGION**

Live Units are to input new member/s information into ALAMIS, print "Batch Receipt" and mail the  
Batch Receipt to Department with the membership transmittal (See following instructions)

## MEMBERS TAB

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### Add a New Member

#### Step 1: Navigation

[Members] → Add New Member → Add New Member

#### Step 2: Action Steps

##### 1. Overview

See the Unit Handbook for guidelines for new members as well as eligibility requirements. After you add a new member, she will be entered into the system as a Pending Member/ Jr Member. After Unit entry of new members in the system, bundle copies of the receipt, application and payment. New member bundles are to be sent to the Department for review, approval and payment processing. After payment is processed at the Department level, the member will become an Active Member/Jr Member and added to the roster.

##### 2. Selection

Fill in the information for each New Member (Required fields have an \*) then **select “Add Person” at the bottom of the screen.**

Overview Selection Additional Info Validation Receipt

Back Step: Selection Continue

**(Overview)** **(Additional Info)**

Step 1 – List New Members  
 Fill in the Name and Contact Info fields below for a new member and hit the Add Person button. This will add the new member to the list below. If you have multiple new members to enter, add all new members to the list below. Select Continue after you have entered all new members.  
 Enter the names and e-mail addresses with appropriate capital letters; do not use all caps or all lowercase letters to enter new member information. If the member does not have or did not provide a middle name, leave the field blank.

**Name**

First:

Middle:

Last:

**Permanent Address**

Line 1:

Line 2:

Line 3:

City:

State:

Zip/Postal Code:

Country:

**Contact Information**

Home:

Work:

Cell:

Email:

Birthday:

**Eligibility Information**

Eligible Through:

Veteran Currently:  Living  Deceased

Post Name:

Post Number:

Post City:

Post State:  ▼

Legion Member:

Served In:  ▼

Relationship:  ▼

Service Branch:  ▼

←

If you make a mistake after you have clicked Add Person, you can click here to Edit that members info or Delete that member altogether.

First Name	Middle Name	Last Name	Email	
Test		Person		<a href="#">Edit</a> <a href="#">Delete</a>

**Step: Selection**

**(Overview)** **(Additional Info)**

To verify that you have successfully added the member, their name and email will appear at the bottom of the screen. (See example above, Test Person) Repeat for each member you wish to add and click Continue.

*Note: If you click Continue without clicking "Add Person" the member will not be added and you will have to reenter the member's information.*

Beneath the members you add during this Membership Action, is a list of Pending Members/Junior Members recently added to this unit. Pending members cannot be updated or changed here. They are listed as a reference to help prevent the entry of duplicate members. Once the dues are paid for the Pending Members, their will become active members and will no longer appear in this list.

**3. Additional Info**

Here you can change the Join Date if applicable for each member. Enter a join date before September 1 of the current membership year and the member added will be billed for current year dues. Enter a join date on or after September 1 of the current membership year and the member will be billed for next year dues.

Example: On 10/16/2010, Jane Smith is added with a Join date of 8/15/2010. Jane is billed for 2010 Dues but if Jane Smith was added on the same day with a Join date of 9/26/2010, Jane will be billed for 2011 Dues.

The screenshot shows a web interface with a progress bar at the top containing five steps: Overview, Selection, Additional Info (highlighted in blue), Validation, and Receipt. Below the progress bar are 'Back' and 'Continue' buttons. The main content area is titled 'Step 2 - Additional Information' and includes the instruction: 'Please verify the new member's name and e-mail address to ensure the information is correct.' Below this is a table with the following data:

First Name	Middle Name	Last Name	Email	Additional Information
Ima		Testperson	testemail@legion-aux.org	Date: 7/6/2010

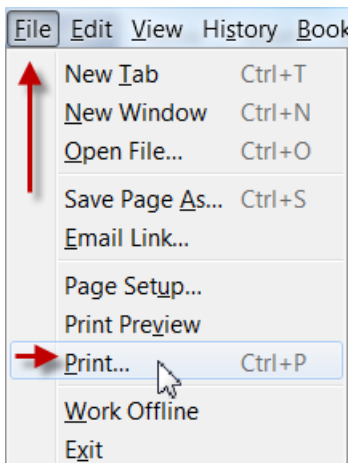
At the bottom of the form, there are 'Back' and 'Continue' buttons, and the text '(Selection)' on the left and '(Validation)' on the right.

#### 4. Validation

Please review the information to ensure accuracy and enter your electronic signature exactly as it appears on the screen. Then click "Continue" to submit your transaction.

#### 5. Receipt

You have successfully added a Pending Member. Print and keep a copy of the displayed receipt for your records. To print a receipt: Go to upper left hand corner of page and click on "File > Print"





# American Legion Auxiliary

World's largest women's patriotic service organization

## Membership Application

**Applicant information**

Name (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (Last) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth (Required for Junior Members)  Birth - 17  18 and over \_\_\_\_\_ Unit # \_\_\_\_\_ Location \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of Applicant (or legal guardian if under 18) \_\_\_\_\_ Date \_\_\_\_\_

**eligibility information**

Eligible Through-Name of Veteran (if living, must be Legion member) \_\_\_\_\_ American Legion Member ID Number \_\_\_\_\_  Living  Deceased

Veteran's American Legion Post Name \_\_\_\_\_ Post # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Veteran served: (check all that apply)** **Branch of Service:** \_\_\_\_\_

WWI (4/6/17-11/11/18)  WWII (12/7/41-12/31/46)  Merchant Marines (12/7/41-12/31/46)

Korea (6/25/50-1/31/55)  Vietnam (2/28/61-5/7/75)  Lebanon/Grenada (8/24/82-7/31/84)

Panama (12/20/89-1/31/90)  Gulf War/War on Terrorism (8/2/90 until cessation of hostilities)

**Applicant's Relationship to the Veteran:**

Mother  Wife  Daughter  Sister

Grandmother  Granddaughter  Great-Granddaughter  Self

Have you been a member previously?  Yes  No

I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.

Post Adjutant/Officer Membership Verification (or Unit Secretary's Verification for Female Veterans Only) \_\_\_\_\_ Date \_\_\_\_\_

For Veteran's DD214 Discharge Papers: <http://www.archives.gov/veterans/military-service-records>

**help us get you connected!**

**i am interested in learning more about:**

Paid Up For Life Membership  Scholarships  Fundraising

Volunteering for Veterans  Community Service  Member Discounts and Services

Education Activities  Auxiliary Emergency Fund  Activities to Support Active-Duty Military and Families

Youth Activities  Local Unit Activities  Other \_\_\_\_\_

Recruiter's Name \_\_\_\_\_ Unit/Post # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Please contact the following individual(s) about volunteering or joining the American Legion Auxiliary:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mail completed application to American Legion Auxiliary Department/State Headquarters, 205 13 13th Street, Ste, 3300, San Francisco, CA 94103-2461.

Annual dues must accompany completed application. Ask local contact for amount due. Dues include a yearly non-refundable allocation of for American Legion Auxiliary magazine. **Membership pending approval of application.**

## **\* The Transferred Member \***

If a member from another unit is transferring into your unit, you must fill out a Member Data Form and send to the Department Office. The Unit should retain a copy for their records. The center area of the form is for the transferring information and the transferring member **MUST** sign the form. The top of the form should be filled in with Department **CA** and the unit number to which she is transferring. Always ask to see a current year's membership card before accepting a transfer. The member must be in good standing.

When a member has paid dues for current membership to her old unit she can transfer into the new unit and does not pay dues again. Paperwork is processed and no money is paid to the new unit.

If transferring prior to December 31<sup>st</sup>, the member will pay dues to the new unit for the current year. If transferring after December 31<sup>st</sup>, the member **MUST** pay dues for the year to the old unit. (non-payment of dues to the previous unit voids her member in good standing status) All incoming members' acceptance must be voted on by the unit (both for new and transfers) per our Department Constitution and Bylaws.

EX: Jane Doe is transferring prior to December 31<sup>st</sup>, paid 2014 dues to old unit – will pay 2015 dues to new unit.

Jane Doe is transferring after December 31<sup>st</sup>, she **MUST** pay 2014 dues to old unit and 2015 dues to new unit.

## **\* The VIM (now PUFL) Member \***

Effective July 1, 2010 the **(VIM) Very Important Member is now a PUFL (Paid up for Life)**. The rates also increased so please be sure to use the newest application when applying for PUFL membership. The unit does not send per capita to the Department for this member.

The **2015** cards for (VIM) PUFL members are included with the new membership cards that were sent to each unit.

Your Unit may list the PUFL member on the new membership transmittal form but no money is transmitted to Department as her dues are already paid. Please list your PUFL members on a separate transmittal.

*Always Make a Copy of Your Transmittal  
for your Unit Records*

***DO NOT HOLD ANY MEMBERSHIP!***

**RESOLVE PROBLEMS IMMEDIATELY!**

**\* The Deceased Member \***

Please fill out a Member Data Form for a Deceased Member indicating the date of death. A Death Notice must be made out and sent to your District Chaplain so that she may send to the Department Chaplain.

**\* The Dropped Member \***

Only National can drop a member after 3 years of delinquency in dues. If a member requests to leave a Unit, she must sign the Member Data Form indicating that this is her request. A member can rejoin after being dropped but will lose her continuous years. A member can pay her back dues along with the current year's dues, all back dues can be transmitted on the new membership transmittal form indicating the years being paid.





American Legion Auxiliary  
 Dept of California  
 205 13th St., Ste 3300  
 San Francisco CA 94103-2461

Ph 415-861-5092  
 Fx 415-861-8365  
 calegionaux@calegionaux.org  
 www.calegionaux.org

<b>Membership Transmittal #</b>	<b>Unit #</b>	<b>Date</b>
<b>Contact</b>	<b>Per Capita to Department:</b>	
<b>Address</b>	\$12.00 per Senior Member Prior to 2013	
	\$17.00 per Senior Member for 2013	
<b>Phone</b>	\$ 2.00 per Junior Member for all years	

**PAST YEAR'S DUES**

ID	First Name	Last Name "List Alphabetically"	Member Type	Dues 2011	Dues 2012	Dues 2013	Dues 2014
Ex: 123456789	Jane	Doe	SR, JR, Puffl				
<b>Per Capita prior to 2013</b>	<b>Total # of Seniors</b>		<b>X \$12.00=</b>	\$			
<b>Per Capita 2013</b>	<b>Total # of Seniors</b>		<b>X \$17.00=</b>	\$			
<b>Same for all years</b>	<b>Total # of Juniors</b>		<b>X \$2.00=</b>	\$			
<b>Enter Total amount of Check (add total amount for Jrs + total amount for Srs)</b>				\$			

\*\*\*Indicate Member #, Last & First Name, Member Type SR; JR; PUFL (was VIM), what year you are paying only.  
 \*\*\*If Continuous Years is incorrect on the Roster, indicate corrected years on Member Data Form  
 \*\*\*All Transfers, Deaths & Name & Address changes must be on Member Data Form  
 \*\*\*All new applicants must have all areas filled out like sample (enclosed) or cannot be processed in new system - no exceptions!!!

<b>Office Use Only:</b>		
Ck#	Amount Paid	Date



American Legion Auxiliary  
 Dept of California  
 205 13th St., Ste 3300  
 San Francisco CA 94103-2461

415-861-5092 Ph  
 415-861-8365 Fx  
 Email [calegionaux@calegionaux.org](mailto:calegionaux@calegionaux.org)  
 Web [www.calegionaux.org](http://www.calegionaux.org)

Membership Transmittal # \_\_\_\_\_

Unit # \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Per Capita to Dept: \$17.00 per SR Member \$ 2.00 per JR Member
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**RENEWALS ONLY - PLEASE LIST ALPHABETICALLY BY LAST NAME**

ID	First Name	Last Name	Member Type	2015 Dues
<b>SAMPLE</b>	<b>Members</b>			
EX:123456789	JANE	DOE	SR or JR	X
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Total Juniors ____ x \$2.00 = _____ Total Seniors ____ x \$17.00 = _____
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Office Use Only: Do Not Use this Area		
Ck#	Amount Paid	Date