



American Legion Auxiliary
Department of California

Member Data Form

Member ID# _____

Date: _____

Name: _____

Contact: _____

	SR		JR		PUFL		HLM
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Phone: _____

Email: _____

Unit # _____ District # _____

Deceased

Date of Death: _____

Corrections

Old Information

New Information

Name _____

Name _____

Former Address _____

New Address _____

Former City _____

New City _____

Former State _____ Zip _____

New State _____ New Zip _____

Former Telephone # _____

New Telephone # _____

Email Address _____

New Email Address _____

Unit Transfers

Old Information

New Information

Unit # _____ District # _____

Unit # _____ District # _____

State _____

Signature- Member (Required)

Signature- New Unit Officer (Required)

Additional Information

Continuous Years of Membership _____ for _____ (Paid Years)

Comments or Notes: _____

INSTRUCTIONS

1. The Member Data Form should be used to report name changes, address changes, continuous year changes, Unit transfers and deceased member(s).
2. The Member ID Number, Name, and Unit Number are required for a Member Data Form to be processed by Department.

The following information pertains to transfers only:

- Transfer from one Unit to another is a privilege granted to any paid-up Auxiliary member ONLY with the approval of the Unit to which the member desires to transfer.
- TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOW:
 - No transfer shall be made unless the member requesting transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31st of that year are suspended, and not in good standing, and are not eligible for transfer.
 - No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member's former Unit.
 - Any Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She may do this orally or by letter. The Secretary of the new Unit will then complete and route the parts of the form as instructed below. She will also contact the old Unit to inform them of the transfer.
 - The Department Processing Center will carry through necessary procedures to transfer member's record to the new Unit, provided member's current record is on file and provided information on transfer certificate is complete.
 - All Member Data Forms for members transferring to another Department should be sent to the Department Processing Center for processing.

MAIL THE MEMBER DATA FORM TO: Department Processing Center
(Department will forward to National when applicable)