



American Legion Auxiliary
 Department of California
 401 Van Ness Avenue, Ste 319
 San Francisco, CA 94102-4570

**Membership Transmittal
 2024-2025**

415-861-5092 Phone
 calegionaux@calegionaux.org

Transmittal # _____ Unit # _____ Date: _____

Contact Name: _____

Phone: _____

Email: _____

- Do not transmit PUFL members, members that paid online, or members that paid through National.
- New Member Applications **must** be included with the transmittal. The member # should be left blank.
- All members should be listed alphabetically by last name

	Member # <i>Leave blank if new</i>	First Name	Last Name <i>List Alphabetically</i>	Member Type <i>Jr or Sr.</i>	Dues Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total # of Seniors 2012-Prior		x \$12.00=	\$	Total # of Juniors 2017 and prior		X \$2.00=	\$
Total # of Seniors 2013-2017		x \$17.00=	\$	Total # of Juniors 2018		X \$3.25=	\$
Total # of Seniors 2018 and 2019		x \$20.00=	\$	Total # of Juniors 2019-2025		X \$4.00=	\$
Total # of Seniors 2020-2023		x \$22.00=	\$	Total Amount for Members \$			
Total # of Seniors 2024-2025		x \$28.00=	\$	Total Amount of Check \$			

Make checks payable to the ALA, DOC and earmark membership. All checks should be sent with transmittals to the above address.

Membership Guide

The following people are eligible to join the American Legion Auxiliary: Grandmothers, Mothers, Sisters, Spouses (Male and Female), Daughters, Adopted Daughters, Grand Daughters, great grand daughters (great, great, great), Female Veterans

Note: Per IRS regulations, step-relatives are not eligible. The IRS also states that only 25% of our family membership must be a veteran. If a Unit's **and** Squadron's membership is less than 25% of a posts membership they may opt to allow further degrees of blood line.

Directions for the Transmittal:

- Transmittal #: This should start at one (1) each year and be sequential so that when the anyone calls the Unit regarding a membership issue a transmittal number can be referenced.
- Enter your Unit # and District #
- Contact: Provide current contact information for your membership chairman (or who is completing the transmittal) so we know who to reach out to.

All members should be listed alphabetically, no matter of type (Jr, Senior, New, etc.) by last name.

- Member #: Enter the member # if known, new members will not have a member number until entered into ALAMIS
- First Name: First name of member
- Last Name: Last name of member. Transmittal should be sorted by Last Name
- Member Type: Enter in whether the member is a Junior or Senior member
- Dues Year: Enter the Year we are expected to pay. If a members needs multiple years payed, please enter them on multiple lines.
- Enter the Total Number of Each type of member. If typing into the transmittal, it will calculate your total for you.
- If you are sending in multiple transmittals, you can send in one check. Just total up all transmittals and write one check

Common mistakes on Transmittals

- Do not transmit PUFL members, members that paid online, or through National.
- All membership should include a transmittal. Handwritten notes are not an acceptable form of transmitting members.
- Member's checks should not be sent in with transmittals. The Unit should deposit the member's checks and write a check for the total amount of the transmittal.
- Only the most current Transmittal form should be used. The newest transmittal can be found on the Department Website.
- Do not send in any documentation regarding Veterans i.e. DD214, ids, etc.
- **All new members must be sent in with an application, even if the Unit enters their data into ALAMIS.**

If you are entering new members in ALAMIS the following fields are required: First Name, Last Name, Address (Street, city, state, zip), Date of Birth, Name of Veteran eligible through, Veteran Living or Deceased, Veteran if Living- Post Number and Location (City and State), Relationship to Veteran