



**PROCESSING
GUIDELINES and PROCEDURES**

FOR THE

**American Legion Auxiliary
2011/2012 MEMBERSHIP PROGRAM**

PROCESSING
GUIDELINES and PROCEDURES
For the
American Legion Auxiliary
MEMBERSHIP PROGRAM

I. MEMBERSHIP ELIGIBILITY

You may join the American Legion Auxiliary if you are:

- The mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a member of The American Legion.
- A female veteran who served during any of the conflicts listed below.
- A female member of The American Legion. (Yes, women veterans can join both!)
- The mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a deceased veteran who served during any of the conflicts listed below. Eligibility also applies to step-relatives.

ELIGIBILITY DATES

- World War I: April 6, 1917 to November 11, 1918
- *Merchant Marines: December 7, 1941 to August 15, 1945 (only eligibility)*
- World War II: December 7, 1941 to December 31, 1946
- Korean War: June 25, 1950 to January 31, 1955
- Vietnam War: February 28, 1961 to May 7, 1975
- Grenada/Lebanon: August 24, 1982 to July 31, 1984
- Panama: December 20, 1989 to January 31, 1990
- Persian Gulf War: August 2, 1990 to date of cessation

II. MEMBERSHIP APPLICATION (traditional)

See the Unit Handbook for proper completion of the membership application.

Units may obtain membership applications from their Department Headquarters.

Send completed Membership Applications with dues payment to your Department Headquarters.

NOTE: The following is taken directly from a bulletin issued by the National Secretary on 4-28-2000.

The National Executive Committee, meeting in Washington, DC on March 25, 2000, adopted the following Standing Rule of the National Organization American Legion Auxiliary:

IX. Units:

5. A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining after the National Convention may be given by her Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year.

The rule was effective immediately.

III. PUFL (Paid Up-for-Life)

A. PUFL

1. Is the Auxiliary's National paid-up-for-life membership program.
2. Is purchased with a lump sum payment by the member. If the PUFL membership a gift, the cost is paid by the gift giver.
3. Was established by resolution adopted at the 2/18/81 National Executive Committee Meeting in Washington, D.C.

B. PUFL Eligibility

1. Traditional members in good standing (having a valid membership card for the current year) may become PUFL members.
2. Members whose dues are not paid for the current year are considered delinquent and must pay current dues to Unit before becoming eligible.
3. Current year dues payments must be reflected on the National Membership System before PUFL applications can be processed.

C. Cost of PUFL membership

1. Is based upon two factors.
 - a) The age of the member at the time the application is submitted.
 - b) The total Unit dues amount at the time the membership is purchased.
 - Unit dues consist of Department dues per capita, National dues per capita, and the dues amount retained by the Unit.
 - The dues amount used to compute the cost of a PUFL membership may not be less than the sum of Department dues per capita and the National dues per capita.
 - Units have the option of waiving their portion of dues. (See #, C-1c and #E2.)
 - c) Use the rate chart on the back of the PUFL application to determine exact cost of a PUFL membership.
2. Dues paid in advance may be deducted from the total PUFL fee only until December 31st of the year in which they were paid in advance.
 - a) For the deduction to be recognized when processing the application at National Headquarters, the following is required:
 - The completed and certified PUFL application must reach Department Headquarters no later than December 15th of the following year.
 - Dues of the member applying for PUFL membership must be submitted to Department Headquarters as having been received and posted no later than December 15st of the year in which they were paid in advance.
3. PUFL members will never be obligated to pay any additional amount if there is a dues increase.
4. PUFL fees are non-refundable.

D. PUFL Trust

1. Is maintained by National Headquarters.
2. Money from the trust fund can only be used to support the PUFL program and to pay annual dues per capita each year to the Unit, Department and National organization.
3. The interest income from the trust fund is used to cover the cost of dues increases to the Department and National levels.

E. Annual Payments to Units and Departments

1. Annual payments will be made from National Headquarters during August for all PUFLs on record for the current membership year.
2. The PUFL member's Unit will always receive the amount of annual Unit dues per capita in effect at the time the member joined the PUFL program.

NOTE: If the Unit chooses to waive its portion of dues, the Unit will not receive annual payments for that member.

3. The Department will receive the amount of annual Department dues in effect each year when the dues distribution is made from the PUFL fund.
4. The minimum amount for which a check will be generated is \$5.00. Therefore, if the dues amount a Unit should receive is less than \$5.00, no check will be issued. However, the roster indicates the accumulated amount due to the Unit. When this accumulated amount reaches or exceeds \$5.00, a check will be sent.

F. Completing the PUFL application

1. Applicant: *(must have a current paid-up membership card)*
 - a) Complete in full, Section 1 of the application form (See form included in Exhibit Section)
 - b) Using rate chart on back of the application, determines her PUFL fee.
 - c) Attaches appropriate payment: (check or money order made payable to: National Treasurer, American Legion Auxiliary) or provides all charge card (VISA or MasterCard) information requested on the application.
 - d) Submits application to her Unit Secretary for certification
2. Unit Secretary:
 - a) Verifies that the applicant has accurately and fully completed Section 1 of the application.
 - b) Verifies that the member is in good standing (is current with dues and has a valid membership card for the current year)
 - c) Completes, accurately and in full, Section 2 of the application
 - Records the applicant's member ID #
 - Lists the amount of current annual Unit dues
 - Verifies that the applicant has listed the correct PUFL fee based on her current age and the current amount of Unit dues. (If applicant has listed the fee incorrectly, work with her to correct before sending to National Headquarters)
 - Indicates if Unit is waiving its portion of dues, thus reducing the amount on which the fee is based
 - If applicant has paid dues in advance (by December 31st of the previous membership year) and is reducing her fee by that amount, ensure that the Department has transmitted her dues in time to be reflected on the National membership system by January 15th. (See #C2 above—advance dues payments cannot be deducted after January 1st of the current membership year)
 - Provides her address and phone number
 - Certifies, with her signature, that the application is complete and that all information on the application is accurate

NOTE: Applications lacking sufficient information, payment or certification will be returned to the Unit Secretary.

- Makes a copy of the application for Unit and/or Department records
- Forwards original certified application, along with payment to: National Headquarters; Attn: PUFL Specialist
- May obtain current PUFL application forms from Department Headquarters

G. Identifying PUFL members

1. After the PUFL application and payment are processed at National Headquarters, the PUFL member will be issued a permanent PUFL card. (Allow 30 days to receive PUFL card)
2. The PUFL member will continue to receive the regular annual membership card, which will also identify her as a PUFL member.

H. PUFL members transferring to another Unit

1. Relatively simple to initiate, particularly between Units within the same Department. (Some Departments offer their own paid-up-for-life membership program, so check first if the transfer will be to a Unit in another Department).
2. A Unit accepting the transfer must agree to accept the Unit dues per capita amount established by the former Unit at the time the PUFL application was processed.

I. PUFL Member Versus Honorary Life Members . (They are NOT the same)

1. PUFL membership is purchased and requires completing an application issued by National Headquarters.
2. Only a Unit can bestow Honorary Life membership.
 - The Unit pays dues for their Honorary Life member at the beginning of each membership year
 - National Headquarters does not provide applications for, nor can it process Honorary Life membership
 - All Honorary Life membership records are maintained at the Unit and/or Department level. National Headquarters should be notified of a member's Honorary Life status. The member's record will be coded accordingly to discontinue renewal notices.
 - Honorary life memberships are only valid within the Unit bestowing the membership
 - If an Honorary Life member transfers to another Unit, or the Unit disbands, the honorary life membership becomes void
 - Honorary Life membership cards and pins can only be purchased through the Emblem Sales Division of The American Legion; purchase of a pin requires the approval of the Department Secretary

PUFL Questions? If your questions about the PUFL membership program have not been answered here, please contact your Department Secretary.

IV. DIRECT MEMBERSHIP RENEWAL PROGRAM

- A.** National Headquarters prints and mails membership renewal notices directly to all Senior members (except those in foreign Units, Departments or Territories).
- B. Junior members do not receive a Direct Membership Renewal Notice. (see Section VII on Dues Statements)** You may wish to use the renewal notice in this packet to request Junior dues.
- C.** The personalized notice includes the name and address of the individual within the Unit to whom the dues are to be mailed and the amount of the annual Unit dues.
- D.** The National Organization underwrites the entire cost of the Direct Membership Renewal program.
- E. All Units must participate in the Direct Membership Renewal program.**
- F. Payment**
 1. Although the notices are mailed by National Headquarters, the Unit member pays her dues directly to the person receiving dues at the Unit – either in person or by mail.
 2. If payment is made by mail, the member must enclose her check, along with the renewal notice, in the window envelope provided in the renewals notice mailing.
 3. If a Senior member wants to pay dues for a daughter, granddaughter or another person, she must provide that person's name, complete address and member ID number on a separate piece of paper. This sheet, along with appropriate dues payment, may be mailed along with the Senior member's dues in the window envelope. This procedure must be followed to ensure proper credit.

RENEWAL NOTICE MAILING SCHEDULE

<u>Notice</u>	<u>When Mailed</u>	<u>Mailed to</u>
1 st	August 15	All Senior members
2 nd	January 15	All Senior members for whom dues were not received

V. MEMBERSHIP DEADLINES

A. Unit Data Form – Direct Billing

To ensure that the information printed on renewal notices is accurate, each Unit must complete, and forward to her Department Secretary, a Unit Data Form. (See example Form in Exhibit/Example Section and instructions for completing in Section VIII.)

1. The deadline for receiving Unit Data Forms is set annually by each Department Headquarters in order to meet the National Headquarters deadline. Please follow your Department instructions. Contact your Department Headquarters if you have any questions.
2. The contact person listed on the Unit Data Form must be a current paid member.
3. If Unit has not identified a contact for receiving dues for the upcoming Membership year, it is acceptable to list the Unit address on the Unit Data form.

For example: American Legion Auxiliary Unit XXXX
Unit Street Address or PO Box number
City, State, Zip

4. It is imperative that National Headquarters has complete and correct information to ensure that the first renewal notice is accurate.

B. Prompt Processing of dues

Special Note for Units and Departments: Prompt processing of dues at the Unit and Department level is extremely important; National Headquarters must receive dues before the dates listed in the **Renewal Notice Mailing Schedule** to prevent mailing of the second or maybe third notices. However, because delays do occur, it is of equal importance for Unit leaders to convey to their members that some may receive a renewal notice although their dues have been paid. In such cases, please inform the member to disregard the notice.

NOTE: *If Unit is paying dues for/on behalf of a member, (Honorary Life Members) make sure those dues are submitted on the first transmittal of the membership year so that the member does not receive a renewal notice.*

C. Deadline to Run Expires

Special Note for Units and Departments: National Headquarters will request that The American Legion, IT/Operations run all expires of the previous year's American Legion Auxiliary members on January 31st of the following year. Example: expired 2007 membership would be run on January 31, 2008.

NOTE: Members who have not paid will be shown as "expire" status.

D. Deadline to Purge Non-renewed Members

Special Note for Units and Departments: Prior to each membership year-end rollover, occurring in late July, the National Secretary has approved purging of all “deceased,” “cancelled” and “A” coded member records occurring 3.5 years prior to the rollover date.

Example: Non-renewed, deceased and cancelled members as of July 2004 would be purged for the 2008 membership year.

VI. DUES STATEMENTS

- A. Units may use Dues Statements/post cards etc. for any Senior member requesting a reminder, in addition to the Renewal Notice sent by National Headquarters, to pay dues. *See Department example in book and packet.*
- B. Should be used to renew Junior members. Junior members **DO NOT** receive direct Membership Renewal Notices from National Headquarters. *See Department example in book and packet.*
- C. Are available at Department Headquarters or Units can create their own design or find examples in this membership guide.

VII. UNIT DATA FORM –DIRECT MAILING

A. The Unit Data Form:

1. Is a vital part of the membership processing system.
2. Is used to ensure that National Headquarters has accurate and up-to-date information on the Unit.
3. Must be completed **each year by each Unit** and forwarded to their Department Headquarters, even if there is no change for that membership year.
4. The Department Secretary will verify the completed form against the Unit Notification Card and then forward the card to National Headquarters, (Please type or print legibly on Unit Data Forms-Direct Billing; illegible forms could cause the first renewal notice to go out with incorrect information) The member listed to receive Unit dues must be a **PAID-UP** member for the current membership year. If she is not paid-up, renewal notices will not be generated for that Unit.
5. For Renewal Notices, the form is used to report:
 - a) The **TOTAL** Senior and Junior dues amounts
 - b) The name, and address of the person who is to receive the dues for the Unit; this information will be printed on the renewal notices for the Unit
6. Department Headquarters must receive ALL of the completed and/or corrected contact information from Units that is to be printed on the renewal notices no later than February 1st each year for the following membership year.

Example: If Department Headquarters receives Unit contact information from Units after the due date, there is no guarantee that the changes will be reflected on the forthcoming dues/renewal notice.

7. For Changes and Updates:

Throughout the year, the Unit Data Form is used to report, to your Department Headquarters, changes in Unit information. Forms should be completed and forwarded as soon as such information becomes available. **Be sure to indicate on the form that it is a “Change.”** Unit Data Forms should be mailed to: Your Department Headquarters Office.

NOTE: Questions about Unit Data Forms should be directed to: Your Department Headquarters Office.

VIII. MEMBER DATA FORM (Can now be sent with Transmittals)

The cutoff date for Departments to receive membership information from Units in order to meet National's deadline for preparation of the next year's Unit membership cards is May 1st of each year.

Example: Deadline for receiving information for 2012 Membership cards would be May 1st, 2012.

A. Uses of Form

1. To report changes in a member's
 - a) Name
 - Be sure to include any prior name when submitting new name change
 - If member has a hyphenated last name, include hyphen between both names, for example "Nixon-Knight."
 - b) Address (Old and new)
 - c) Continuous years (Signature of Unit Officer is required; if not signed, Member Data Form will be returned)
2. To report death of a member.
3. To report a member's transfer from one Unit to another (See Section XII for Membership Transfer procedures – **the signature of the member and the "new" Unit Officer is required** in reporting a transfer. If the either signature is missing, the transfer will not be processed and will be sent back to the Department Headquarters.
4. If member is being changed to an Honorary Life member, the Unit Officer must sign the data form.
5. To indicate member preferences.

For example, should a member not want to receive the magazine, the Unit can write this information directly on the form.

B. Form Preparation

1. Before a Member Data Form can be processed, the following information must be included on the form:
 - a) Member ID number
 - b) Department name
 - c) Unit number
 - d) Member status (Senior or Junior box checked.)
 - e) Name and address of member – include both old and new information if there is a change
2. Providing the information labeled "Additional" is optional. However, providing such is encouraged as it will allow National Headquarters to maintain a more complete and accurate record for that member and a more comprehensive membership database overall.
3. Department Headquarter forwards Member Data Forms to National.

C. Form Processing

1. Units are to mail parts 1 (white) and 2 (yellow) of the Member Data Form to their Department Headquarters and retain part 3 (pink) in Unit files.

IX. MEMBERSHIP ROSTER AND CARDS

A. Roster (a.k.a. "Membership Register")

1. Will be sent to each Unit by their Department, along with membership cards and materials.
2. Is to be used by the Unit to record when a member pays dues, address changes, etc.
3. Is to be retained in the Unit's permanent file for reference.
4. Will be double-spaced and contain the following member information:
 - a) Last paid year
 - b) Membership ID number
 - c) Member's "mail" name (will reflect prefix/suffix if given)

- d) Street address
- e) City/state/zip code (5 digit)
- f) Exchange code
- g) Class code (“SR” or “JR” will be reflected as appropriate)
- h) Type code. (“L” for Department Life, “P” for PUFL, or “H” for Honorary Life)
- i) Remarks column will reflect “U” for undeliverable if National Headquarters has been notified that the address on file is incorrect
- j) A breakdown of members – total Junior members, total Senior members, total Junior PUFL members, total Senior PUFL members and total “Extra” cards. Grand total of all cards
- k) Code descriptions

B. Membership Cards

1. If the card is already printed with the name and address of a member:
 - a) And the member pays their dues, sign the member’s card and give to member.
 - b) If there are any corrections that need to be made, please complete a Member Data Form to Department Headquarters.
 - c) Record the name and member id number on the Department Transmittal Form and submit with dues payment to Department Headquarters.

2. If the card is not pre-printed with the name and address of a member:
 - a) Use it for or transferred member at the time dues are paid.
 - b) Type or print the member’s name and years of continuous membership on the official membership card, and sign the card.
 - c) Give or mail the official card to the member promptly.
 - d) Record the name and member id number on the Department Transmittal Form and submit with dues payment to Department Headquarters.

3. Changes (Name and continuous years changes only)
 - a) If renewing member has a name change:
 - Type or print the member’s name and years of continuous membership on the official membership card, and sign the card.
 - Submit a Member Data Form with the member’s name change.
 - b) New members
 - Complete a membership card for member and sign. Unit Officer must sign member’s card to be valid.
 - Please indicate the member is a NEW member on the Department Transmittal Form and submit with a copy of the completed application and dues.
 - c) Missing card for renewal member
 - Complete one of the extra cards provided.
 - Include member name and number on the Department Transmittal Form.
 - d) Juniors changing to Seniors

Junior members should be identified as Senior members (and are entitled to receive National News, benefits, and fundraising materials) when:

 - The member reaches the age of 18 years
 - The member marries (prior to 18)
 - Complete and send to Department Headquarters the Class Change Form.
 - Please indicate the member is changing from a JR to SR on the Department Transmittal Form and submit with Senior dues payment.

C. Card Reprints

If card reprints are needed, Units should contact their Department Headquarters. All requests must be in writing to your Department Headquarters. Request for reprints, or any other "Service Orders," can only be accepted from Department Secretary. Department Headquarters will forward requests to National Headquarters.

NOTE: Reprints are only done if the Unit loses the cards or the cards are destroyed. Example: name change or transfer. In these instances, the Units can reissue a typed card.

X. TRANSMITTING MEMBERSHIP (Can now include Member Data Forms with Transmittals)

A. Preparing and Sending Transmittals

1. Include every new member and renewal card that is paying for the current membership year.
2. Do not intermix Junior and Senior cards on same transmittal.
3. Submit to your Department Headquarters:
 - Transmittal
 - Membership dues for all Juniors and Seniors
 - Membership cards - keep Junior and Senior cards separate

NOTE: If a Unit is paying dues for/on behalf of a member, make sure these dues are submitted on the first transmittal of the membership year so that the member does not receive a renewal notice. All Honorary Life members should be processed on the Units first transmittal.

XI. TRANSFER OF MEMBERSHIP

Transfer from one Unit to another is a privilege granted to any paid Auxiliary member ONLY with the approval of the new Unit to which the member wishes to transfer.

NOTE: Transfer decisions are the sole responsibility of the Unit, based upon the Unit's regulations. National Headquarters cannot become involved or mediate disputes concerning transferring members.

A. Transfer Regulations

1. 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 delinquent, are not in good standing, and are **NOT** eligible for transfer. A member must pay current dues to the old Unit in order to transfer.
2. No charge shall be made to members for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may/may not require payment of the difference in dues amounts, on a pro-rata basis, when dues of the accepting Unit are higher than those of the Unit from which the member is transferring.
3. An Auxiliary member wanting to transfer her membership must first secure approval from the new Unit to which she wants to transfer. The member may make her request verbally or in writing. The member and the Unit Officer of the new Unit must then complete, sign and route the Member Data form as discussed in "C-2" below.
- 4.

B. Transfers without dues

When a member has already paid dues for the current membership year to her old Unit and wishes to transfer to a new Unit, dues should not be submitted again. National records have already been updated for the current year. Dues will be accepted from the new Unit the following membership year.

1. Transferring member's responsibilities:
 - a) Submits her membership card to the new Unit to which she wants to transfer
 - b) Signs Member Data form
2. New Unit's responsibilities: After seeing the member's current membership card, an Officer of the new Unit:

- a) Completes and signs the Member Data Form
- b) Retains the **pink** copy for the Unit files
- c) Forwards the two remaining copies of the Member Data Form marked along with the transferring member's paid up membership card, to the Department Secretary
- d) Types the member a new membership card indicating she is a valid member of that Unit
- a) Marks an "X" in the Transfer box on the Department stub of the transferring member
- b) Forward in a package, the marked pre-printed membership card stub to the appropriate Department Secretary

C. Transfers **with dues**

1. Transferring member's responsibilities:
 - a) Presents her membership card to the new Unit to which she wants to transfer
 - b) Provides payment for dues
 - c) Signs Member Data Form
2. New Unit's responsibilities:
 - a) Collects dues payment
 - b) Completes and signs Member Data Form
 - c) Forwards Member Data Form, membership card and dues payment to appropriate Department Headquarters
 - d) Issues (a typed card is preferred) a new membership card indicating she is a valid member of that Unit
 - e) Verifies that Member Data Form is signed by the member
 - f) New Unit Officer signs Member Data Form

D. Transfers for members of a cancelled Unit/Charter

1. Members of a cancelled Unit will be automatically transferred to the Department Headquarters Unit, unless previously transferred as discussed below.
2. Prior to cancellation of the Unit, Unit leaders need to complete a Member Data Form for all members wanting to transfer to another Unit. *(Must be signed by member and Unit Officer)*
3. Such forms must be completed and forwarded to Department Headquarters prior to providing written authority to the Department Secretary to cancel the Unit. *(Otherwise, they will automatically be transferred to the Department Headquarters Unit)*
4. A member Data Form **does not** have to be completed for the members of the cancelled Unit who do not wish to transfer to another Unit prior to the cancellation, as they will automatically be transferred to the Department Headquarters Unit.

E. Executing Transfers on Member Data Forms

1. Member Data Forms are sent to your Department Secretary.
2. To ensure all essential information is given, both the Unit and the Department Secretary must review all documents carefully, making sure that Member Data Forms are signed by the member and new Unit Officer before submitting to National.
3. **MEMBER DATA FORMS** should be available in every Unit. *(Units may obtain the forms from their Department Headquarters)*
4. A transferred member will be credited to the Unit that secures the membership dues until December 31st of the dues year. After January 1, the member must pay her dues to the original Unit; then a transfer can be processed. The transferring member is entitled to all the rights and benefits of membership in the Unit to which she transferred (and is accepted), including that of voting in the Unit.

Member Data Forms That Are Not Signed By The Member And Unit Officer Will Not Be Processed And Will Be Returned To The Department That Is Submitting The Transfer.

NOTE: Any Member Transferring Into Or Out Of The Department Headquarters Does Not Require The Signature Of The Member.

F. Member Transferring to another Department (State)

1. Transferring member's responsibility:
 - a) Submit her membership card to the new Unit to which she wants to transfer.
 - b) Complete and sign a Member Data Form.
 - c) Return all copies of the completed Member Data Form to the Secretary of the new Unit
 - d) Provide payment of dues.
 - e) Provide contact information of the Secretary of the former Unit to the Secretary of the new Unit (for verification purposes if needed)

NOTE: Honorary Life Memberships are not transferable. Any member that has been awarded an Honorary Life Membership by her old Unit will be considered a traditional member in the new Unit, unless the new Unit also bestows an Honorary Life Membership. Department Life Memberships are transferable as long as the transfer is within the same Department. If she changes Departments, the member is considered a traditional member. A PUFL may transfer anywhere.

*** All questions concerning membership should be directed to your Department Headquarters***

XII. ORGANIZING NEW UNITS/NEW CHARTERS

Organizing a new Unit is exciting and a good way to build membership. Any member may establish a new Unit for a Post without a Unit. Many Legion Posts in each Department are without the benefit of an Auxiliary. Check with your Legion Department Headquarters for a list of those Posts. Familiarize yourself with the information contained in the manual "How to Organize a Unit." (*Manuals are available from your Department Headquarters*) and then contact the Posts to determine their interest in chartering a new Unit.

Procedures for New Charters

1. Print the full name and address for each new "charter" member, along with the Unit number, on a Department and National membership card stub for each new Unit member.
 - A minimum of ten new Senior members is required to form a Unit
 - Junior members cannot be counted in the original 10 applicants for Unit charter. However, Juniors can be charter members.
 - All new members must file individual membership applications as proof of eligibility
 - Additional members, to include transferred members, may also be designated as charter members
 - Immediately distribute signed cards to all paid-up members
 - Retain a listing of all charter members for Unit records
2. Prepare Unit Notification Cards
3. Prepare "Application for Unit Charter of the American Legion Auxiliary." Obtain charter applications from your Department Headquarters. Forward the following to your Department Headquarters;
 - All three copies of the signed charter application. (All copies must be signed by the Post Commander and attested by the Post Adjutant)
 - Completed Unit Notification Cards
 - Include check for \$10.00 per new charter (*Fee as of 4/9.*)
 - Membership cards with dues payment (Separate Juniors from Seniors)
 - Checks for charter fees and dues payments **must** be separate
 - Membership applications and card stubs for each charter member. (Names and addresses on the charter applications, membership applications and National card stub must correspond.)
 - If an inscribed roll is requested, a typed list of names as they are to appear on the charter roll
 - Set up fee (*as of April 2000*) for each inscribed roll is \$20.00, plus \$1.00 per name.

NOTE: The Department must verify that all required information, forms and payments are correct, then forward all items listed above to National.

Each completed charter will be forwarded from National to the appropriate Department Headquarters Office.

Special Note: Allow 10-14 business days after the Charter is received in Auxiliary National Headquarters for the Charter members to be counted for purposes of membership reports.

XIII. USE OF THE AMERICAN LEGION AUXILIARY EMBLEM



When the American Legion Auxiliary was formed to support the work to The American Legion, one of its first acts was to adopt an emblem similar to yet distinctive from that of the Legion emblem. Under this emblem the Auxiliary has worked with the Legion in constructive service to country since 1921. Auxiliary achievements have given its emblem significance, second only to that of the Legion.

Like The Legion emblem, the Auxiliary emblem consists of several parts and each part has a meaning, as follows:

1. Set against a gold background symbolic of the rays of the sun and standing for the principles of Loyalty, Justice, Freedom and Democracy dispelling the darkness of violence, strife and evil.
2. Blue star of service. The blue star was the emblem of service during war and it has continued to be the emblem of service to country in time of peace.
3. In the Legion emblem, a wreath of remembrance encircles the star for those who paid the supreme sacrifice and surmounted by the letters "U.S." signifying service in the armed forces of the United States.
4. It is the emblem of Americanism
5. As members of the American Legion Auxiliary, we must preach and teach the principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure as those before you have sacrificed and endured, rests the hope of a nation.

INFORMATION GOVERNING USE

The possession of this emblem in this format does not constitute permission to reproduce it. Permission to reproduce the emblems of The American Legion, the American Legion Auxiliary and the Sons of The American Legion is confined to those activities as stated below:

"The American Legion emblem is fully copyrighted and patented in the name of the National Organization. The emblem is also protected by federal legislation that makes it a criminal offense to use, without formal approval of the National Organization, the patented insignia of any veterans' group chartered by Congress, one of which is The American Legion."

THE ABOVE RESTRICTIONS APPLY EQUALLY TO THE EMBLEMS OF THE AMERICAN LEGION, AMERICAN LEGION AUXILIARY AND THE SONS OF THE AMERICAN LEGION.

The use of the emblem by an individual Auxiliary member is limited to the wearing of the official insignia and to the possession of authorized jewelry or merchandise bearing the insignia. Units are confined to using the emblem or reproduction of the emblem on stationery, Unit publications, notices, posters or place cards, or matters of similar character used in the ordinary routine and conduct of legitimate Unit business. Departments are similarly limited. Any other use of the name "American Legion Auxiliary" or the emblem shall be subject to the approval of the National Secretary.