

American Legion Auxiliary, Department of New York

These guidelines MUST be followed when sending Membership to the
Department Office. 112 State Street Suite 1310 Albany, NY 12207

1. ALL MEMBERSHIP MUST BE SENT DIRECTLY FROM EACH UNIT TO THE DEPARTMENT OFFICE.

2. Units should send to the Department:

\$11.80 for each Senior Member

\$4.00 for each Junior Member

(Department will send the County per capita of \$0.75 per Senior Member and \$0.50 per Junior Member. The check will be accompanied by a transmittal listing each Unit name and number and the number of Senior and Junior Members received by the Department during that period.)

3. 2010 Membership is to be transmitted using the stubs attached to the Membership cards.

Mark Stubs 1 and 2, using a #2 pencil (Please DO NOT SEPARATE STUBS). DO NOT use white out or similar products, staples or scotch tape. Do not bend cards.

Forward to the Department Treasurer the following:

* Stubs 1 and 2

* Unit transmittal form

* Check made payable to the Department Treasurer, American Legion Auxiliary

* Membership Applications (if any)

ALL Membership MUST be accompanied by a Unit transmittal form showing the Unit name and number.

Be sure that all transmittals are numbered consecutively. The first transmittal for 2010 dues should be #1. Complete the Transmittal Form with all applicable information. Be sure to include the name, address and telephone number of the person completing the report.

Units are encouraged to keep a copy of each Unit Transmittal Form and a log of Membership transmittals for future reference, showing at least the Unit Transmittal Form number and date sent to the Department.

You can list the names of the paid Members on the transmittal form (page 3) using your computer keyboard and also on page 4 and 5.