



INSTRUCTIONS FOR COMPLETING INDIVIDUAL MEMBERSHIP APPLICATION

1. Print or type full given name, e.g., Mary Ann Jones rather than Mrs. John Jones.
2. Mark with "X" the appropriate box for Junior (birth — 17 years old) or senior (18 — over) member. If Junior, date of birth is required.
3. Complete home address of applicant as well as telephone number.
4. State the Unit number and location where applicant is applying for membership.
5. State the name of the person through whom the applicant is eligible for membership.
6. If the person through whom the applicant is eligible for membership is living, he/she must be a current member of The American Legion. Complete the entire line by marking the "living" box, and by stating the person's Post name, Post number, city and state.
7. If the person through whom the applicant is eligible for membership is deceased, designate by "X" at "deceased."
8. Whether living or deceased, mark with "X" the correct period of military service for the person through whom the applicant is eligible.
9. Mark with "X" the appropriate box designating the applicant's relationship to the veteran. If eligibility is through her own service, mark the "Self" box.
10. Applicant certifies by her signature that the person through whom she is eligible for membership did indeed serve during the period so designated in #8, along with the date on which the application is being certified. *If the application is for a junior member, a parent or guardian must sign it.*
11. The signature of the Post Officer should be on every application of those applying for membership by reason of relationship to an American Legion member or a deceased veteran. If the Post Officer's signature cannot be obtained after a reasonable effort, a letter from the Department Adjutant of the Department in which the service relative has his/her American Legion membership will be accepted in lieu of the Post Officer's statement. A copy of this letter attesting to the relative's American Legion membership must be attached to the application. *If the applicant is eligible in her own right, then the Unit Secretary signs and dates the application.*
12. Applicant specifies program(s) in which she is particularly interested.
13. Applicant checks member benefit(s) on which she would like to receive more information.
14. If a member of The American Legion or American Legion Auxiliary has recruited the applicant, complete this line with the recruiter's name, Unit/Post, city and state.
15. List the names and mailing addresses of other eligible individuals who might be interested in membership information from the American Legion Auxiliary.



AMERICAN LEGION AUXILIARY SUPPORT TOOLS

A collection of resources from National Headquarters to assist and guide members and volunteers in serving veterans, servicemembers and their families.

PROCEDURE/PROCESSES/PROTOCOLS

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Note: *The original membership application must be forwarded to the Department with the applicant's dues.* Each Unit should retain, as part of the Unit's permanent records, the list they receive each year with their membership cards. They should also record on the listing the date a member has paid her dues, and add the name, address and the date a new member has joined the Unit as well.