



American Legion Auxiliary

DEPARTMENT OF NEW YORK, Inc.
1580 Columbia Turnpike, Bldg. #1, Suite 3
Castleton-On-Hudson, NY 12033
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Karen St.Hilaire
Department President

Barbara Corker
Department Secretary

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Dear Unit Presidents,

Enclosed is the **2025 Unit Data form for Direct Billing** (Blue Form). Please fill it out and return it to the Department Office no later than **May 1, 2024**. Be advised that the per capita sent into the Department Office will be the **NEW** rate of **\$28 per senior member** and **\$6.25** per junior member for the **2025 membership year**. The total due on the form **CANNOT** be lower than those amounts per Senior or Junior member. Anything above the per capita will be the Unit portion to keep.

YOU MUST SEND IN YOUR FORM EVEN IF THERE ARE NO CHANGES.

If your Unit needs to raise their dues, please take care of it prior to the May 1st deadline. If you know that your Units current dues rates are sufficient for your Unit to function, you can fill out the form and mail it back as soon as possible. Please make sure you are sending in the **2025 form and not an older version of it**. **Do not leave any area blank**. Fill out the form with the members' information that will be responsible for receiving the 2025 renewals and payments from your Unit members. If this information is not updated, renewal notices will go to the last known responsible member listed on last year's renewals.

If you need to change the dues amounts after May 1st, National HQ charges a \$30 fee to update your new rates. If they need to reprint renewal notices, they are \$1 per member. You can change the **name and address** of who receives the renewals up until **July 22, 2024**. After that they will be **locked** in for the September renewals. You can change it for the February renewals before **December 20, 2024**. Please submit any changes in writing, via mail or email. We will not be taking any changes over the phone.

If there are any changes to your Unit roster (name or address changes), now is the time to make changes. Please send them into the Department Office no later than March 25th. National will start printing the 2025 membership rosters and cards after April 1st; anything submitted after that date will not be reflected in the 2025 rosters or cards.

If you have any questions, please don't hesitate to contact the Department Office at 518-463-1162 or email Caitlin at nyalamemberdata@gmail.com. A fillable form will be available on the Department website deptny.org under resources>forms or under the membership tab. We will also have a sample of how to fill out the form on the Department website.

For God and Country,
Department Office

In the Spirit of Service Not Self for Veterans, God and Country

This year we have created a chart so hopefully there is less confusion and mistakes. We have separated the chart into juniors and seniors dues with each having three columns underneath. The first column is the per capita that is owed to Department and National- this does not change for the 2025 dues. It is the minimum owed per each member. The next column is what the Unit charges per member and keeps. The third column is the total each member owes to the Unit.

2025 DUES RATES CHART

Please use the information below to fill in the correct amount on your 2025 Unit Data form.

JUNIOR DUES			SENIORS DUES		
PER CAPITA (DEPT & NATL)	UNIT PORTION TO KEEP	TOTAL PER JUNIOR MEMBER	PER CAPITA (DEPT & NATL)	UNIT PORTION TO KEEP	TOTAL PER SENIOR MEMBER
\$6.25	\$0.25	\$6.50	\$28	\$0	\$28
\$6.25	\$0.50	\$6.75	\$28	\$1	\$29
\$6.25	\$0.75	\$7.00	\$28	\$2	\$30
\$6.25	\$1.00	\$7.25	\$28	\$3	\$31
\$6.25	\$1.25	\$7.50	\$28	\$4	\$32
\$6.25	\$1.50	\$7.75	\$28	\$5	\$33
\$6.25	\$1.75	\$8.00	\$28	\$6	\$34

EXAMPLE:

2025 SENIOR DUES OF THE UNIT ARE: $(\$28.00) + (\$ \underline{\quad}) = * \$ \underline{\quad}$
PER CAPITA + UNIT PORTION = TOTAL PER SENIOR

2025 JUNIOR DUES OF THE UNIT ARE: $(\$ 6.25) + (\$ \underline{\quad}) = * \$ \underline{\quad}$
PER CAPITA + UNIT PORTION = TOTAL PER JUNIOR

If the Units senior dues portion is **\$6** than your total is **\$34** that each Senior member pays to the Unit. Here's how you would fill it out on the Unit Data form:

2025 SENIOR DUES OF THE UNIT ARE: $(\$28.00) + (\$6.00) = \underline{\$34.00}$

PER CAPITA + UNIT PORTION = TOTAL PER SENIOR

Please use the full chart that is printed on the back of the 2025 Unit Data form for your reference. Just note that your Unit portion can be higher than what we have listed on the chart.