

New Unit Process/Checklist

Unit

___ Obtain Charter Application online at <https://www.alaforveterans.org>

___ Print off 3 copies of the charter application

___ Fully complete all 3 copies of the charter application

___ Have all 3 copies signed by the Post Commander and attested by the Post Adjutant.

___ Collect all new member applications (both Juniors and Seniors), or transfer forms signed by the members transferring from another unit. (Along with the dues for those members who still owe for the current year)

Note: a minimum of 10 senior members is required to form a new unit

___ Send the following to your Department Headquarters:

- 3 signed copies of the fully completed charter application
- All completed member applications or transfer forms
- Department and National portion of dues for each member
- Completed form or letter indicating the Unit's total annual dues amount for each Junior and each Senior
- Charter application fees

Note: Charter fee is \$10 and roll is \$10 for up to 20 names with an additional \$0.50 for each name over 20.

Department

When Charter application packet is received, make sure it includes:

___ The application, fully completed and signed

___ All new unit member applications

___ Dues payment for each member that includes Department and National portion

___ Payment for charter fees

___ A letter or form that indicates the Unit's total annual dues amount for seniors and juniors

Then:

___ Have the Department President sign the charter application

___ Prepare check for national portion of dues; make check payable to "National Treasurer"
(As of membership year 2019, national dues are \$12.00 per Senior, \$2.50 per Junior)

___ Send charter application, member applications, charter fees, dues payment and unit dues information to the Membership Division at National Headquarters

National Headquarters will:

___ Verify that Department has submitted 3 copies of fully completed and signed charter application, member applications, unit dues information, payment for national portion of dues, and charter fees payment.

___ Compare the names of each membership application to the names listed on the charter application

___ Calculate the total national dues required to make sure dues payment is correct.

___ Verify that payment for charter application and roll fees is correct.

___ Check that the charter packet includes information on the Unit's dues amount for both Junior and Senior members

___ Create the new unit in the database (ALAMIS) and enter all charter members into the new unit

___ Have the National Secretary sign the new charter

___ Affix seals to the charter and send to the Department Headquarters

Note: new member applications will be returned to the Department along with the Charter and roll.

***Departments are responsible for making new membership cards for new unit members.**