



American Legion Auxiliary  
 Department of California  
 401 Van Ness Avenue, Ste 319  
 San Francisco, CA 94102-4570

**Membership Transmittal  
 2024-2025**

415-861-5092 Phone  
 calegionaux@calegionaux.org

Transmittal # \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Do not transmit PUFL members, members that paid online, or members that paid through National.
- New Member Applications **must** be included with the transmittal. The member # should be left blank.
- All members should be listed alphabetically by last name

	Member # <i>Leave blank if new</i>	First Name	Last Name <i>List Alphabetically</i>	Member Type <i>Jr or Sr.</i>	Dues Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total # of <b>Seniors</b> 2012-Prior		x \$12.00=	\$	Total # of <b>Juniors</b> 2017 and prior		X \$2.00=	\$
Total # of <b>Seniors</b> 2013-2017		x \$17.00=	\$	Total # of <b>Juniors</b> 2018		X \$3.25=	\$
Total # of <b>Seniors</b> 2018 and 2019		x \$20.00=	\$	Total # of <b>Juniors</b> 2019-2025		X \$4.00=	\$
Total # of <b>Seniors</b> 2020-2023		x \$22.00=	\$	Total Amount for Members \$			
Total # of <b>Seniors</b> 2024-2025		x \$28.00=	\$	Total Amount of Check \$			

**Make checks payable to the ALA, DOC and earmark membership. All checks should be sent with transmittals to the above address.**

## Membership Guide

The following people are eligible to join the American Legion Auxiliary: Grandmothers, Mothers, Sisters, Spouses (Male and Female), Daughters, Adopted Daughters, Grand Daughters, and Female Veterans

Note: Per IRS regulations, step-relatives are not eligible. Per the IRS the American Legion Family must follow two degrees of Consanguinity mean two degrees of relation from who the member is seeking eligibility. The furthest allowable relationship is grandmother or granddaughter. Great or great-great-granddaughters cannot join the Auxiliary. Current members whose eligibility relationship is great-granddaughter, great great-granddaughter or direct descendant can continue being a member, as long as their dues are kept current. If a member whose eligibility relationship is great-granddaughter, great-great-granddaughter or direct descendant becomes delinquent, they may reinstate their membership only by payment of back dues for all years of delinquency or by establishing new eligibility.

### Directions for the Transmittal:

- Transmittal #: This should start at one (1) each year and be sequential so that when the anyone calls the Unit regarding a membership issue a transmittal number can be referenced.
- Enter your Unit # and District #
- Contact: Provide current contact information for your membership chairman (or who is completing the transmittal) so we know who to reach out to.

**All members should be listed alphabetically, no matter of type (Jr, Senior, New, etc.) by last name.**

- Member #: Enter the member # if known, new members will not have a member number until entered into ALAMIS
- First Name: First name of member
- Last Name: Last name of member. Transmittal should be sorted by Last Name
- Member Type: Enter in whether the member is a Junior or Senior member
- Dues Year: Enter the Year we are expected to pay. If a members needs multiple years payed, please enter them on multiple lines.
- Enter the Total Number of Each type of member. If typing into the transmittal, it will calculate your total for you.
- If you are sending in multiple transmittals, you can send in one check. Just total up all transmittals and write one check

### Common mistakes on Transmittals

- Do not transmit PUFL members, members that paid online, or through National.
- All membership should include a transmittal. Handwritten notes are not an acceptable form of transmitting members.
- Member's checks should not be sent in with transmittals. The Unit should deposit the member's checks and write a check for the total amount of the transmittal.
- Only the most current Transmittal form should be used. The newest transmittal can be found on the Department Website.
- Do not send in any documentation regarding Veterans i.e. DD214, ids, etc.
- **All new members that are being transmitted must be sent in with an application, even if the Unit enters their data into ALAMIS.**

**If you are entering new members in ALAMIS the following fields are required: First Name, Last Name, Address (Street, city, state, zip), Date of Birth, Name of Veteran eligible through, Veteran Living or Deceased, Veteran if Living- Post Number and Location (City and State), Relationship to Veteran**