

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), along with total dues for each.
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
 - 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
 - Name and number of District and/or County where the unit is located, if applicable.
- 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 2014, national dues are \$9.00 per Senior, \$1.25 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.