

**Auxiliary Treasurer's: Important Information**

The following forms are all new for this year. Please start using them for your dues.

The Treasurer's who use computers were supposed to receive these forms on the CD in your Kit. The application that was on that CD is not the right one to use please use the one include in this packet.

New Members Application: The top portion is for a person that is joining on a member of your Post. The bottom portion is used for a person who is joining on a member from another post or someone who is not a member of the VFW. **PLEASE DO NOT CUT THIS FORM. WHATEVER SECTION YOU DO NOT USE IS JUST LEFT BLANK.**

Ladies Auxiliary VFW Change Request Form: This form is used for Name changes, Address Changes or an Annual member who is now changing to Life Member, Life Member Transfers, Replacement of Life Members Card or Death reports. Remember only send this form to me, you no longer send changes to National.

2012 Transfer/Reinstate Form: This form is used for a Continuous Transfer, Non-paying Transfer, Reinstate or a Continuous member who belonged to the Auxiliary in 2011 but did not receive a preprinted Dues Card. When using this form, there is no longer a need for a separate Membership Application. The form must be completely filled out (including member's signature) before I can submit it to the National Office. This is per the instructions at the top of the form; the Auxiliary retains the original form with a copy for the Department and National Offices. This form is a 2 part form. The second portion of this form is 2012 Membership card that will be printed and given to the member when she pays her dues. Attached you will find the copies of the membership cards. You will find instructions on printing the Membership card portion of the new form. These can be printed on either Business Card paper stock or regular cardstock. I can e-mail this printout to you.

Graph: I have included a graph that National sent to the Department Treasurers to help us to make sure we included everything they need. I thought this might be of help to you all also.

I can e-mail all of these forms to you if you need them. If you don't have e-mail please just call me and I will mail all forms to you.

As you know you will no longer be receiving the journal at the end of the month with any changes that took place that month in your Auxiliary. You can go to the National Web Site and print this information out. If you do not have access to a computer on line please let me know and I will print this and mail to you each month that you have activity.