



New Unit Chartering Process/Checklist

Unit:

- Obtain Charter Application online at <https://www.alaforveterans.org>
- Fully complete the charter application.
- Have the application signed by the Post Commander and attested by the Post Adjutant.
- Collect all new member applications and/or transfer forms (both Juniors and Seniors), along with total dues for each (if applicable)
 - A minimum of 10 senior members is required to form a new unit
 - Members transferring to the new unit may or may not have paid dues for the current year.
- Send the following to your Department Headquarters:
 - The fully completed charter application.
 - All completed member applications and/or transfer forms.
 - Department and National portion of dues for each member (if applicable).
 - Completed form or letter indicating the Unit's total annual dues amount for each Junior and each Senior member.
 - Charter application fees - national fees are \$10 for the charter and \$10 for a scroll.

Department:

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

- The application - fully completed and signed.
- All new unit member applications/transfer forms
- Dues payment for each member for the National portion
- Payment for charter fees

Then:

- Have the Department President sign the charter application.
- Upload charter application, member applications, via the ALA MIS information tab on ALA MIS and fill out all information required. (National will call with the total due and take a credit card for payment over the phone)
 - If the Department would prefer to mail everything, prepare check for national portion of dues only; make check payable to "National Treasurer" (National Dues are \$18.00 per Senior, \$2.50 per Junior), send check and all documentation required.

National Headquarters will:

- Verify that Department has a 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. (Call for payment if needed)
- 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 President & Secretary sign the new charter.
- Affix seals to the charter and send to the Department Headquarters
 - New member applications will be returned to the Department along with the Charter and roll.

***National HQ will send out new membership cards to each member of the new unit**