



HOW TO CREATE A NEW MEMBER PACKET

Committee:

Membership

Contact Information for Questions:

membership@ALAforVeterans.org

Step-by-Step Instructions:

- Download the New Member Kit available on the national website:
<https://www.ALAforVeterans.org/Members/Membership/>
- Personalize the New Member Kit with additions that are unique to your unit.
Additions could include:
 - Welcome letter from your unit president
 - Membership card and pin (*Pin is optional*)
 - Unit Constitution and Bylaws
 - Unit budget – A budget communicates a unit’s values and priorities. A unit may use the budget to determine whether resources are being appropriately and beneficially used to achieve its stated mission and objectives. Essentially, the budget is a numerical representation of the Programs Action Plan for a specific time period. Make sure the budget is flexible to allow the unit to take advantage of unexpected opportunities. Identify the sources of the funds and their planned uses.
 - Unit roster – A list of all of the current members, as well as a list of past officers, district, department and national information, and even local contact information for the press and city officials.
 - Latest newsletter (if applicable)
 - Calendar of events including monthly meetings
- Other suggested items (available on the national website) include:
 - TAL Family Brochure
 - AEF Brochure
 - Scholarships Brochure
 - American Legion Auxiliary Girls State Brochure
 - Member Benefits Flyer
- Include an interest form (available in the Leadership Committee Programs Action Plan) for the new member to complete and return to the unit.