

AMERICAN  
**LEGION**  
AUXILIARY  
DEPARTMENT OF NEW YORK

*A Community of Volunteers Serving Veterans, Military, and their Families*

**TO: 2024-2025 Unit Membership Chairman**

**FROM: The Department Office**

**DATE: July-2024**

**SUBJECT: 2024-2025 Membership/Transmittals**

The 2024-2025 transmittal, that is included in with your membership packet, is the **only version** you should be using. It is available to download as a excel, word document and a PDF from our website for your convenience. When you use older versions, you risk submitting the wrong per capita. **The 2025 and 2024 senior per capita is \$28.** ALL other prior year's dues will still be at the \$20 senior rate for the 2024-2025 administration. The **Junior per capita will be \$6.25** for the current and all prior years.

We ask that you write the year you are paying in the prior dues column. When using the word/pdf version and paying multiple prior years dues; write each year in the box. Make sure you are paying the correct amount. If you are using the excel version (available to download from our website) all you have to do is put a "1" in the column you are paying. The total will automatically be added up for you. **DO NOT** pay over the dues amounts written at the top- anything above the per capita is for the Units to keep.

Remember as of right now- the current year (**2024**) and the upcoming year (**2025**) must be paid first before paying any prior years. **After January 1st, the 2025 dues must be paid first** before any back dues can be processed. The payment will be reversed by National and the member will have a lapse in their dues. If the member still owes for 2024 and wishes to only pay their 2025 dues, that is up to them. Just remind them that their join date will reset to the date their 2025 dues are paid into ALAMIS and they will lose their continuous years.

Any new member for the 2025 year will not be added into the system until after September 1, 2024. Once added after that date, they will have all rights for the remaining year and all of next year. This also goes for rejoins. If a new or rejoin is added between now and August 31<sup>st</sup>, they will go in for the 2024 dues and will automatically owe for their 2025 dues.

Any junior member who will be 18 years old by December 31, 2024 will be paid as a Senior member for the 2025 dues year. They should already be showing as a senior member on your roster (MAM). Any junior one who is 17 years old will be a junior for the 2025 administration until their 18<sup>th</sup> birthday.

You do not need to list your paid up for life members (PUFL/VIM) on your transmittals for the office. They are automatically paid by National and already counted towards your goal. If you need to list them for your County, please skip a few lines and make sure you do not send in payment for them. All honorary life members (HLM) should be paid for by November 1<sup>st</sup>.