



MEMBERSHIP TRANSMITTAL SHEET

Membership Dues

American Legion Auxiliary
 Department of Colorado
 7465 East 1st Avenue, Suite D
 Denver, CO 80230
 303.367.5388

Dues Year:

Hint: Use the tab to move from field to field to type information in this section.

UNIT TRANSMITTAL SHEET#:			DATE:	
DISTRICT #:		UNIT #:	PRESIDENT'S NAME:	
MEMBERSHIP CHAIRMAN:			PHONE:	
ADDRESS:				
CITY:			ZIP:	
MEMBERSHIP CHAIR E-MAIL ADDRESS:				

INSTRUCTIONS

- FILL OUT A SEPARATE TRANSMITTAL SHEET FOR EACH YEAR AND SEND WITH DUES.
- Senior and Junior dues may be sent on the same transmittal.
- Please put seniors together in ALPHABETICAL ORDER and then the same for juniors. List below.
- Send to Department with check: retain a copy for your records. **DO NOT STAPLE CHECK TO FORM**
- Please use the **Member Change Form** to change a Name or Address, to inform us of a deceased member or members transferring from another unit or statel.
- Department will submit Permanent Members on Transmittals #1 for your unit. Please start your transmittals with #2 each year.

Hint: Enter after typing each member's name to move to the next line.

1		16		31	
2		17		32	
3		18		33	
4		19		34	
5		20		35	
6		21		36	
7		22		37	
8		23		38	
9		24		39	
10		25		40	
11		26		41	
12		27		42	
13		28		43	
14		29		44	
15		30		45	

NUMBER OF SENIORS	<input type="text"/>	@ \$30/member =	<input type="text"/>
NUMBER OF JUNIORS	<input type="text"/>	@ \$ 7/member =	<input type="text"/>

MINUS* CREDIT MEMO	<input type="text"/>
CHECK #	<input type="text"/>
PAYMENT ENCLOSED	<input type="text"/>

UNIT'S YEAR-TO-DATE MEMBERSHIP TOTAL

Please do not include other money or donations on this check, MEMBERSHIP ONLY!