



AMERICAN LEGION AUXILIARY DEPARTMENT OF MICHIGAN MEMBERSHIP GUIDE 2025-2026

MEMBERSHIP TEAM

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Operation - 250 Candles



Mission Objective -each and every Unit in the Department of Michigan to achieve goal membership by July 4,2026

ALA MI MEMBERSHIP

MISSION POSSIBLE

OPERATION -250 CANDLES

Welcome to the 2025-26 membership year! Your Department membership team invites you to join the fun, celebrating and growing our organization. Our

NOT very” secret” agents (area membership chairs) will be working closely with District membership chairs and Presidents energize our members.

National President Pam Ray theme is “Family Focus -Mission Driven and the National Membership Committee theme is “Happy Birthday America”. The Central Division Team is nicknamed “The Bald Eagles”, therefore on my NOT secret mission, I have chosen the code name of General Mc Suawker. With all of exemplary growth we are going to achieve our Department’s membership, I am going to have plenty to talk (squawk) about. I have challenged the Department of Ohio as to which Department will obtain goal membership first. The losing Department will contribute the opposing Department President Special Project. Please let’s not let President Gramza and adaptive sports for our veterans down.

In addition to National's rejoin/recruit award this year, there is a new member award, the Family 3 Award. Each member who recruits three new Legion members, three new Auxiliary members, and three new Son’s members will receive a gift selected by the National President. Please review this program guide for a complete list of Department and National Membership awards. New Membership Incentive Drawings, where your Unit can win cash for membership promotion. See the rules on next page and don’t miss out.

Keep an eagle eye on the mission and get ready to celebrate! Operation 250 Candles is a mission possible. Remember that membership is everyone's responsibility.

General Mc Squawker

MEMBERSHIP INCENTIVES DRAWINGS

This year we will offer 4 membership incentives with first drawing at Fall Conference

No Goose Eggs— Two Units who have at least 1 paid membership, per the ALAMIS report (09/15/2025). Award: \$50.00 for membership promotion. Drawing will occur at Fall Conference

We Love Our Veterans – Two Units that have paid membership at 75% or greater of the goal, per the ALAMIS report (11/11/2025). Award: \$50.00 for membership promotion. Drawing will be mid-November via Facebook live.

We Love Ribbons from National- Two Units who have paid membership at 100% or greater of the goal per the ALAMIS report (01/31/2026). Award: \$50.00 for membership promotion. Drawing will occur at Winter Conference

No Secrets Here-First Area to reach 100 % of goal. The Area Chair will have \$100 donated on their behalf to the Legion Family program/project of their choosing.

UNIT LEADERSHIP ROLES

It is very important that your leadership roles/contact information are up to date and accurate. Incorrect information leads to lost mail, missed information and unreturned phone calls. If you have access to ALAMIS, using Unit tab- Edit Unit Information, verify that the mailing address is correct and that the contact information is current. Also verify that the Leadership Roster is up to date. If you do not have access to ALAMIS send the information via email: info@michalaux.org.

GENERAL MEMBERSHIP QUESTIONS

Questions regarding eligibility, transfers, and forms should be directed to your District Membership Chairperson/President. If they are unable to assist you, they should contact your Area Chair. General Membership questions should NOT be directed to the Department office staff. This guide also includes several tip sheets on acceptable documents for establishing eligibility and common membership questions for your reference.

TRAINING

Below is a link to the video presentation of Paperwork 101 Training that the Department of Michigan created as a membership resource for our Department, Districts, and Units earlier this year. It explains how to properly fill out the Transmittal Form, Transmittal List, Membership Application, Member Data Form, and the ALAMIS Access Form.

<https://www.youtube.com/watch?v=pnBtaGDjLY>

ALAMIS How to Videos are available on the as well as the training manual.

ALAMIS issues/questions should be emailed to: alamishelp@ALAforVeterans.org

FACEBOOK

Please join our Department of Michigan Membership Facebook page [ALA MI Membership](#) to receive frequent updates and reminders.

National Membership Facebook page ([American Legion Auxiliary National Membership Group](#))

When posting your exciting membership news on your Units/District Facebook page, also post it to ALA MI Membership, and use #ALAMembership, to share with the National organization.

RESOURCES

Forms and Membership material are available on the membership pages @ [ALA National website](#) and under the forms tab@ [The American Legion Auxiliary Department of Michigan](#)



American Legion Auxiliary Membership 101 & FAQ

Membership Eligibility 101:

Membership in The American Legion Auxiliary shall be limited to the:

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- (4) to those women who of their own right are eligible for membership in The American Legion.

Other factors to consider when determining membership eligibility:

- When a request for ALA membership is based on the military service of a family member who is still living, that family member must be a current member of The American Legion before the female relative or spouse may join.
- When a request for ALA membership is based on a deceased veteran the prospective member will be asked to provide verifying documentation that proves his/her eligibility (see acceptable documentation below).
- When a female veteran applies to join the ALA without being a member of The American Legion, she is eligible to join if her service dates fall within one (1) of the eligible service

periods as described in the National Constitution. However, should her family members (including spouse) wish to join the ALA or the Sons of The American Legion through her service, she must first become a member of The American Legion.

The following documents are acceptable to verify membership eligibility in the ALA:

1. DD214 discharge papers (not issued until after the Korean War)
2. Official military orders
3. Official military service citations/awards
4. Letters related to the veteran's military service. Must be on official government letterhead.
5. Certificate from the VA records center in St. Louis
6. Data from the back of older discharges

Authorized Forms of Membership

The only authorized form of membership is active membership, of which there are two (2) classes: Senior and Junior. Granting special or honorary membership for any purpose or reason whatsoever is prohibited.

Senior members are those who are age eighteen (18) or older and those under the age of eighteen (18) years and married.

Junior members are those under the age of eighteen (18) years; their activities are supervised by Senior members. Upon reaching eighteen (18) years of age, Junior members are automatically admitted into Senior membership with full privileges. Junior members conduct their own meetings and perform their own special activities, planning their own community service projects and supporting unit projects. Junior members may hold honorary national officer positions. These young volunteers follow in the footsteps of Senior ALA members by donating thousands of hours in service to our veterans.

Once accepted as ALA members, they may continue their membership from year to year, whether their veteran relatives continue membership in The American Legion. The fact that a member's service relative is no longer a member of The American Legion does not compel the ALA member to lose their ALA membership, as long as they do not have a lapse in dues payments.

The phrase "died in the line of duty," applies to all persons who were killed in action, died of wounds or disease, were killed by accident or otherwise came to their death other than because of their own misconduct. In case of doubt, the Adjutant General of the Army, or the Navy Department, Washington, D.C., can advise if the person was considered to have died in the line of duty.

Any person who legally marries a member of The American Legion at any time is eligible for

membership in the ALA. An adult who is the legal spouse of a male or female Legionnaire is eligible for membership in the ALA.

Widows from legal marriages are also considered spouses for membership.

Applications for membership must be completed for every applicant, and they must provide proof of their eligibility.

Paid Up for Life membership (PUFL): Any member in good standing whose membership dues are paid for the current year may become a PUFL member.

Honorary Life Memberships: This distinction was created for units that confer Honorary Life Membership on outstanding members.

Member Recruitment & Retention

Recruiting and retaining a diverse, active membership is critical to our mission. Well into the future, veterans will need our support and advocacy to assist them at home and abroad, during war and peacetime, to receive the attention and support they deserve.

To ensure the American Legion Auxiliary continues to exist for a future of serving our veterans, military, and their families, our goal is to enhance membership strength. Following is a sampling of the resources available on the MyAuxiliary portal of the national website at www.ALAforVeterans.org to assist in achieving this goal:

1. *The American Legion Family Membership Brochure*
2. *Paid Up for Life Application*
3. *Unit Guide*
4. *Door Hanger Templates*
5. *Volunteer Interest Form*
6. *ALAMIS Training Manuals*
7. *Membership Award Forms*

It is important for department officers, board members and other leaders to become familiar with the tools available as units work to increase ALA's positive visibility to attract and retain members. Letting members know that their contributions are valued, along with welcoming, respectful treatment goes a long way toward creating a positive experience and an appealing environment for both current and potential members.



ALAMIS – CALENDAR OF EVENTS 2025-2026 (American Legion Auxiliary Management Information Systems)	
Early July, 2025	2026 Membership dues available for renewal. Exact Date TBD
August 4, 2025	Units to be cancelled at Convention must be submitted via the charter cancellation form available in ALA MIS.
August 8, 2025	All new Dept officers need entered into ALAMIS;
August 8, 2025	Last day to enter remit to persons and addresses in ALA MIS so that they are reflected on the 2026. First mailed Renewal Notices.
August 8, 2025	Senior members not renewed for 2026 in ALA MIS by midnight, will get renewal notice
September 1, 2025	New members for the 2026 membership year can be added to ALAMIS
September 15, 2025	1st Renewal Notice mailed out from printer
Late October, 2025	1st PUFL Distribution for 2026 Membership Year. Exact Date TBD
January 2, 2026	Senior members not renewed for 2026 in ALA MIS by midnight, will get second renewal notice
Late January, 2026	2nd PUFL Distribution made to Depts. This is only for new PUFL's processed between September and December whose 2026 dues were not paid.
February 1, 2026	2nd Renewal Notices mailed out from printer
February 1, 2026	Membership Rollover, Depts must pay 2026 dues before they can pay 2025 or prior
February 4, 2026	Units to be cancelled at NEC meeting must be submitted via the charter cancellation form. available in ALA MIS.
April 1, 2026	Last day to make changes to member info for the 2027 printed rosters & membership cards
May 1- August 1, 2026	Depts update Remit to Individuals and Addresses in ALAMIS
May 4-May 8, 2026	Depts report on any DEPT rate changes for 2027 to ALAMIS Helpdesk
May 11-May 22, 2026	Depts report on any UNIT rate changes for 2027 to ALAMIS Helpdesk
May 25- June 1, 2026	Nat'l will ask Depts to review the 2027 dues rate report on ALAMIS and confirm they were entered correctly.
June 8, 2026	2027 Dues Rates locked for membership year

DEPARTMENT AWARDS

Gladys Taylor Citation

Unit with the highest percentage of goal – Deadline: January 31, 2025

Doyle Cup

Unit having the highest percentage goal – Deadline: April 1, 2025

Patricia Donald Citation

Unit with 200+ memberships having the greatest numerical increase – Deadline: 30 days prior to Department Convention

Chloe O'Neil Cup

Unit having the greatest numerical increase in members – Deadline: 30 days prior to Department Convention

Ester V. McCoy Cup

Unit having the highest percentage increase over the previous year's membership – Deadline: 30 days prior to Department Convention

Orlene Penning Citation

Junior Group having the newest members for the year – Deadline: 30 days prior to Department Convention

Ethel Stitt Cup

District having the greatest numerical increase in members – Deadline: 30 days prior to Department Convention

Elizabeth Lyons Citation

District Chairperson with the highest percentage increase – Deadline: 30 days prior to Department Convention

All Units that reach their goal by 30 days prior to Department Convention will be awarded ribbons.



2026 MEMBERSHIP AWARDS

Member Award: Recruit/Rejoin 10

- **Award:** Special gift selected by the National Membership Chairperson
- **Presented to:** Members who recruit and/or rejoin 10 Senior and/or Junior members. Rejoined members must not have renewed since 2022 or earlier.
- **Deadline: M e m b e r s** must be entered and paid in ALAMIS member database by June 1, 2026.
 - Forms must be received at National HQ by June 6, 2026.
- **Materials and guidelines:**
 - Forms can be printed from the ALA national Membership Committee page of the national website (www.ALAforVeterans.org). You must be logged in to the *My Auxiliary* area to access the page.
 - One entry per recruiter.
 - member.legion-aux.org/cmsdesk/ALA/media/PDF/Awards/Recruit_10_Award_Form_Fillable.pdf
 -

Member Award: Family 3

- **Award:** Special gift selected by the National President
- **Presented to:** Members who recruit 3 *New* Legion members, 3 *New* Auxiliary members & 3 *New* SAL members.
- **Deadline: M e m b e r s** must be entered and paid for in the database by June 1, 2026.
 - Forms must be received at ALA National HQ by June 6, 2026.
- **Materials and guidelines:**
 - Form can be printed from the ALA national Membership Committee page of the national website (www.ALAforVeterans.org). You must be logged in to the *My Auxiliary* area to access the page.
 - One entry per recruiter.
 - [ALA Family 3 Award Form](#)

Unit Award: 100% Unit Award

- **Award:** ALA Key Chain with phone stand and cleaner, 2 per unit for the unit president and unit membership chairperson.
- **Presented to:** Units that reach 100% of their 2026 membership goal by January 31, 2026.
- **Deadline:** January 31, 2026
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by January 31, 2026, as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2025, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ. Key chains for winning units will be mailed to each department for distribution.

Unit Award: New Unit Award

- **Award:** Unit Guidebook & ALA National Constitution & Bylaws from Emblem Sales.
- **Presented to:** New units chartered between September 1, 2025, and July 31, 2026.
- **Deadline:** July 31, 2026.
- **Materials and guidelines:**
 - This award is automatically presented upon receipt and processing of new unit charter applications at National Headquarters

Department Membership Goals: Department membership goals are based on each department's 2024 membership as of 12.31.2024 plus a percentage increase chosen by each department during the 2025 Department Leadership National Conference.

Department Award: 25% Award

- **Award:** \$25 to be used to advance the ALA mission
- **Presented to:** Departments reaching 25% of their 2026 department membership goal.
- **Deadline:** SAL Birthday, September 15, 2025
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by September 15, 2025.

Department Award: 60% Award

- **Award:** \$60 to be used to advance the ALA mission
- **Presented to:** Departments reaching 60% of their 2026 department membership goal.
- **Deadline:** ALA Birthday, November 10, 2025.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by November 10, 2025.

Department Award: 85% Award

- **Award:** \$85 to be used to advance the ALA mission
- **Presented to:** Departments reaching 85% of their 2025 department membership goal.
- **Deadline:** TAL Birthday March 15, 2026.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2026.

Department Award: 95% Award

- **Award:** \$95 to be used to advance the ALA mission
- **Presented to:** Departments reaching 95% of their 2026 department membership goal.
- **Deadline:** Female Veterans Day June 12, 2026.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by June 12, 2026.

Department Award: 100% Award

- **Award:** \$250 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 100% of their department goal.
- **Deadline:** Independence Day, July 4, 2026.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2026.

Department Award: 102% Award

- **Award:** \$500 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 102% of their department goal.
- **Deadline:** 30 Days Prior to National Convention, August 1, 2026.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by August 1, 2026.

Department Award: 95% Retention Award

- **Award:** Citation Plaque
- **Presented to:** Any department that reaches 95% retention rate (includes renewals and rejoins)
- **Deadline:** 30 Days prior to National Convention, August 1, 2026
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALA MIS member database by August 1, 2026

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2026 membership goal, from highest percentage to lowest.