

# MEMBERSHIP NOTES

## **If you have received a preprinted card for a member who is deceased:**

- Write the word “Deceased” on the card.
- Return the COMPLETE card to Department Headquarters with a Deceased Notification Form attached.

## **If you have received a preprinted card for a member who has transferred:**

- Write the word “Transferred” on the card, specify which Squadron the member transferred to and return COMPLETE CARD to Department Headquarters.

## **If you have received a preprinted card for a member who has switched to a life membership:**

- Write the words “Life Member” on the card and return COMPLETE CARD to Department Headquarters.

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## **DUES RECAP FORM**

It is necessary for this form to be completed every time membership is submitted. This helps the Squadron and Department keep accurate records.

Please note that “Preprint” does not necessarily mean “Renewal” when completing your Dues Recap Form. Count your cards and fill in an accurate amount of each.

## **DUPLICATE OR REPLACEMENT CARDS**

- Life Cards: Send your request to **Sons of AMVETS National Headquarters** with a payment of \$5.00.
- Annual Cards: Complete replacement form and forward to **Department Headquarters** with a payment of \$5.00.

## **ADDRESS CHANGES**

Address Changes can be submitted two ways:

- ***Address Change Form***—complete the form anytime during the membership to correct a member’s address.
- ***Preprint Cards***—when submitting a members renewal, you can write their address correction on the National portion of the preprinted card

SQUADRON # \_\_\_\_\_

DATE \_\_\_\_\_

**SONS OF AMVETS DEPARTMENT OF OHIO**  
1395 E. Dublin Granville Road, Suite #107  
Columbus, Ohio 43229  
Telephone: 614 - 985 - 3380 FAX 614 - 985 - 3381

**ENCLOSED ARE YOUR SQUADRONS 2007 MEMBERSHIP CARDS:**

\_\_\_\_\_ Preprinted Cards

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**VALUED AMOUNTS FOR THE ABOVE LISTED CARDS:**

\_\_\_\_\_ TOTAL NUMBER OF MEMBERSHIP CARDS  
\$ 21.00 ANNUAL DUES (National dues = \$11.00/State dues =\$10.00)  
\$ \_\_\_\_\_ **TOTAL VALUE OF CARDS:**

**Understand: Each card is worth \$21.00; payable by the Squadron  
if not processed or returned NO LATER THAN JUNE 1, 2007.**

**IF THE DEPARTMENT DOES NOT HEAR FROM YOU REGARDING ANY DISCREPANCIES ON HOW MANY PREPRINTED CARDS YOU RECEIVED, YOU WILL THEN BE HELD ACCOUNTABLE FOR THE TOTAL AMOUNT ABOVE.**

\*\*You may not have preprint cards for some of your members. If the member did not join or renew before June 30, it is likely that a card was not printed for them.

Sincerely,

Dan Briggs  
1<sup>st</sup> Vice Membership

**DUES RECAP FORM**  
**SONS OF AMVETS DEPARTMENT OF OHIO**

**THIS FORM MUST BE COMPLETED AND RETURNED WITH D & R**

**SQUADRON #** \_\_\_\_\_

**DATE** \_\_\_\_\_

\_\_\_\_\_ **BEGINNING NUMBER OF CARDS** (balance of previous recap form)

\_\_\_\_\_ **RENEWALS** ( National and Department portion of **PREPRINTS ATTACHED @ \$21.00 each**

\_\_\_\_\_ **LIFE PREPRINTS ATTACHED** Complete card (members who went life **NO CHARGE**)

\_\_\_\_\_ **TRANSFER PREPRINTS ATTACHED** Complete card(members who transferred **NO CHARGE**)

\_\_\_\_\_ **DECEASED PREPRINTS ATTACHED** Complete Card (deceased members  
**NO CHARGE** attach deceased notification form)

\_\_\_\_\_ **RENEWALS (NO PREPRINTS ATTACHED @ \$21.00 each**

\_\_\_\_\_ **NEW (NO PREPRINTS ATTACHED @ \$21.00 each**

\_\_\_\_\_ **TOTAL NUMBER OF CARDS ATTACHED**

\_\_\_\_\_ **# of cards remaining IN YOUR POSSESSION**  
(you should always count your cards for verification

\_\_\_\_\_ **# of cards returned not later than June 1 each year**

**YOU MUST SUBMIT MEMBERSHIP NOT LESS THAN ONCE A MONTH**  
**DO NOT HOLD MEMBERSHIP**

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**Signature**

**SONS OF AMVETS DEPARTMENT OF OHIO**  
1395 E. Dublin Granville Road, Suite 107  
Columbus, Ohio 43229  
Telephone 614-985-3380 Fax: 614-985-3381  
E-Mail: [ohiosonsofamvets@aol.com](mailto:ohiosonsofamvets@aol.com)

Make as many copies of this form as you need to process your membership.

Most frequent mistakes:

No preprints attached

Unreadable – Many D&R's are hand written and sometimes impossible to read.

No D.O.B - You must submit this

Checks do not balance with the D&R

No addresses

Wrong info in the card number block