



## MEMBERSHIP GETTING STARTED

*Membership and the collection of dues is the life blood of our organization and one of the most basic responsibilities at the grassroots level. The Sons of AMVETS new membership process has been developed to allow for easy submission of data, increased efficiency, better tracking, along with real time, up to the minute accurate roster data on a Squadron, Department, and National level. Our website is now your focal point for membership.*

*To ensure a good transition there will be information that needs to be entered, edited, or deleted online by the Squadron and/or Department. The majority will be onetime entries. Your attention to detail now will save time later.*

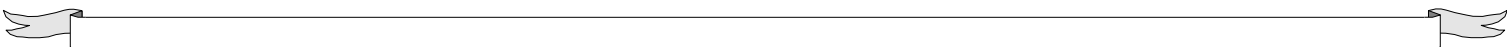
#1. All States with Departments must process their own membership. Headquarters will only handle membership for Squadrons in States with no Departments. NO exceptions so please do not ask.

#2. All Squadrons in **States with Departments** must send Dues and Remittance forms along with payment to their respective Department 1<sup>st</sup> Vice Commander. Squadrons in States with No Department are to send Dues and Remittance forms along with payment to National Headquarters.

#3. Each Squadron must appoint/select a Contact Person. This member **MUST** register at [www.sonsofamvets.org](http://www.sonsofamvets.org) with a valid email address. This member will have the sole access to change the Squadron Profile information. Starting in late 2021 it will include membership. NO exceptions so please do not ask! It is recommended that as many members as possible register at the website. This will help when new officers begin their tenure.

#4. The Squadron Contact Person/1<sup>st</sup> Vice Commander must review the current Squadron roster to ensure all members have been included in the initial addition of the Squadron members. The members will be listed on the main Squadron Profile Page below the Squadron Details under CURRENT MEMEBERSHIP. It is suggested that you also confirm individual member info at a regular monthly meeting.

#5. All Squadron Profile information needs to be checked for accuracy by the respective Squadron. Complete **all** areas under Post Address, Squadron Info **including Squadron dues**, and Current Officers. If you have any issues completing this task, reach out to the next level (Squadron to Department or Department to National) for assistance.



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#6. Report all discrepancies and omissions as soon as possible to the Department 1<sup>st</sup> Vice Commander. The Department 1<sup>st</sup> Vice Commanders should compile data and forward to the National 1<sup>st</sup> Vice Commander.

#7. Squadrons in **Non-Department States** should report all discrepancies and omissions as soon as possible to National Headquarters.

#8. The main links for membership include: OFFLINE MEMBER MANAGEMENT, ADD NEW OFFLINE MEMBER, NATIONAL MEMBERSHIP REPORT SUMMARY – FC. All Department Officers have these links listed on the right side of their Profile Page. If these links are not listed, please contact the National Webmaster. A role change is required.

#9. PDF files for each link are available to guide you through the navigation.

#10. MEMBERSHIP STATISTICS link will allow Department 1<sup>st</sup> Vice Commander to create a report listing ANNUAL, LIFE, and TOTAL ACTIVE MEMBERS by Squadron for their Department.

#11. Bar Codes will no longer be used.

