

## UNIT ALAMIS REQUEST FORM

ALAMIS is the American Legion Auxiliary Membership Information System. This program helps you track membership, run reports, and depending on Access (read/write and full access) you can make changes to membership information.

There can be up to ( 2 ) Unit and District members on ALAMIS each year. After your unit elections, please send this form to the ALA Department of Kansas, along with the payment of the level you are requesting. Access is only available for one year and will need to be renewed each year.

1. Read-only access \$10.00 per person (cannot make changes)
2. Read and Write \$15.00 per person (units only) (can make limited changes to information)
3. Full Access \$20.00 per person (units only) (pay your unit memberships without sending into the department, make updates to member's profiles, send a letter to the department requesting access, complete a training, and have a unit credit card)
4. District Access \$10.00

Unit Name and Unit Number \_\_\_\_\_

Name of member requesting access: \_\_\_\_\_

Access level Requested: 1 2 3 4

Membership Number of member requesting access: \_\_\_\_\_

Name and Membership # of member new request is replacing: \_\_\_\_\_

Unit Name and Unit Number \_\_\_\_\_

Access level Requested: 1 2 3 4

Name of member requesting access: \_\_\_\_\_

Membership Number of member requesting access: \_\_\_\_\_

Name and Membership # of member new request is replacing: \_\_\_\_\_

ALAMIS access is available on the American Legion Auxiliary National Website. You will get a verification notice from National once your access is completed. You will need your membership number to log on.

This is a vitally important tool for your unit. Please keep a copy of this for your unit records.

For Questions please call your membership chair.