

- h. Let them know you'd love to see them at a Unit meeting or a special event or activity (perhaps celebrating the ALA 100<sup>th</sup> birthday). Have your Post/Unit calendar handy for dates of upcoming events.
6. Make sure you thank all members, current or former, at the beginning and at the end of the call.
7. If you plan to visit members at their homes, please make sure to follow common sense safety rules – if you are traveling to a home or person you've not visited before or are unfamiliar with the area, please go in pairs. Don't go after dark unless they are expecting you. Have a letter, flyer, or business card to leave if no one is home or the member isn't available. Make note to follow up with them another time.
8. If the member wishes to renew or rejoin, be sure to have your payment methods available to share with the member:
  - a. Point them to the ALA National website to pay online if they are not more than one year behind – only current dues can be paid online;
  - b. Call ALA National Headquarters at 317-569-4536, M-F, 8-5 p.m. EST to pay by credit card.
  - c. Bring or send payment to the Post/Unit; or better yet...if they are near enough to you, volunteer to pick up the payment.
9. Be sure you leave contact information with the member or with a family member that may be taking a message for the member.
10. Use the spreadsheet to record your calls or visits. Continue to try to reach all members, even if it is after this special week.
11. Consider having the team make calls at the same time at your Post. Make it an "event" and have fun! Invite local news media to show the community just one of the ways you are celebrating the ALA's 100<sup>th</sup> birthday and staying engaged with your members and letting them know they are valued.
12. **Optional:** We'd love to hear how your event went and celebrate with you for taking this step towards sharing or renewing the spirit of the Legion Family. For your unit to be placed in a drawing for a chance at one of 100 award checks of \$25, complete the "One Week of Caring & Sharing" award certification form & submit to the Dept. See form for details and requirements to qualify for this drawing. Rejoining one former member is required and she must be processed by the Department by April 24<sup>th</sup>, 2020.

*NOTE: If a member specifically asks that she be removed from the roster or is irritated and says she doesn't want to get the magazine/renewal notices/mail/calls from the unit/ALA anymore, please provide her your Dept HQ phone number and direct her to call them to request cancellation of her membership.*