HOW TO RECRUIT AND PROCESS A NEW MEMBER SIMPLIFIED:

Everyone knows that the first step in recruiting a member is to "JUST ASK", but after you have the prospect's interest... What happens next?

The prospect wants to join...

YOUR POST:

Collect dues at the rate your Post charges and complete a membership application. A portion of the application is a receipt that you will complete and give to the recruit. The other portion of the application and the dues will be turned in to your Post Adjutant for processing.

Your Adjutant will complete a 3-part card based on the membership application that you provided and send it forward to Department along with the per capita portion of new recruit's dues.

ANOTHER TRADITIONAL NC POST:

You must have permission from any traditional Post to recruit a member for their Post before going any further! Collect dues at the rate the gaining Post charges and complete a membership application. A portion of the application is a receipt that you will complete and give to the recruit. The other portion of the application and the dues will be given/sent to the gaining Post's Adjutant for processing.

The gaining Post Adjutant will complete a 3-part card based on the membership application that you provided and send it forward to Department along with per capita portion of the new recruit's dues.

POST 1981:

You do not need prior permission to recruit a member for Post 1981. Collect dues at the \$40 rate that Post 1981 charges and complete a membership application. A portion of the application is a receipt that you will complete and give to the recruit. The other portion of the application and the dues will be turned in to your Post Adjutant for processing.

Your Adjutant will complete a 3-part card based on the membership application that you provided entering "1981" in the Post box on the 3-part card and send it forward to Department along with the full \$40 of the new recruit's dues.

ADDITIONAL NOTES:

- Department will transmit the new recruits to National for processing. During processing,
 National will assign a permanent membership ID number.
- You will be able to claim a recruit for individual awards recruited by any of the above means.
- The recruit will count for the Post that the dues were collected.
- We would prefer that you process Post 1981 members, as shown above, because if you have them join online, they will be considered encumbered, they will not be accessible by NC Posts reviewing the DMS listing for a period of two years and they will not count for the Department during those two years.
- Members recruited and processed by the above means will count toward the Department's goal immediately!!
- We appreciate any and all members that you recruit!! Thank you!!