**Instructions for Transmittals:**

It will be to the benefit of membership chairman that they have ALAMIS access to look up applicable topics prior to sending the transmittal.

**Alphabetically list members by last name**

Adams

Avarka

Fredrick

Zimmer

**Include membership numbers after names**

Renewal Last Name First Name member number

**Use headings (New, Renewal, Online, PUFL or Honorary)**

New Adams Mary 123456789

Renewal Avarka Joan 456789123

 Fredrick Kimmy 789456123

PUFL Zimmer Amy 159456123

**Specify class if Jr -it will be assumed that the member is Sr**

 Adams Mary (Jr) 123456789

Avarka Joan 456789123

**If member is changing names, please list both names (from/to)**

New Adams Mary (jr) 123456789

Renewal Avarka (Jones) Joan 456789123

 Fredrick Kimmy 789456123

PUFL Zimmer Amy 159456123

**State if the member is a rejoin next to the name**

New Adams Mary (jr) 123456789

Renewal Avarka (Jones) Joan 456789123

 Fredrick Kimmy (rejoin) 789456123

PUFL Zimmer Amy 159456123

**Include a copy of all new member applications with this transmittal- signatures are required.**



**Please fill out a separate transmittal for each membership year.**

2024 payments are on a transmittal for 2024 only

2025 payments are on a transmittal for 2025 only