



VVA Chapter Transmittal Cover Sheet

Submit to: VVA, PO Box 64299, Baltimore, MD 21264-4299

Chapter Number _____ Date _____

	Number Submitted	Option A	Option B	Option C	
		Pay full dues to national; state & chapter dues rebated.	Pay national & state dues to national; state dues rebated.	National	State
<u>New Members</u>					
1-Year Individual	IND _____	x \$20 = _____	x \$11 = _____	x \$9 = _____	x \$2 = _____
3-Year Individual	IND _____	x \$50 = _____	x \$28 = _____	x \$22 = _____	x \$6 = _____
Incarcerated	VI _____	Note 3 _____			
Perm. Hospitalized	PHV _____				
<u>Renewals</u>					
1-Year Individual	IND _____	x \$20 = _____	x \$11 = _____	x \$9 = _____	x \$2 = _____
3-Year Individual	IND _____	x \$50 = _____	x \$28 = _____	x \$22 = _____	x \$6 = _____
Incarcerated	VI _____	Note 3 _____	Note 3 _____	Note 3 _____	
<u>Life Members</u>					
Paid-Up	LMP _____	Note 1 _____	Note 1 _____	Note 1 _____	
Payment Plan	LMT _____	x \$50 = _____	x \$50 = _____	x \$50 = _____	
Monthly Payment	LMT _____	x \$25 = _____	x \$25 = _____	x \$25 = _____	
Total	_____	_____	_____	_____	_____

Checks + Money Orders + Credit Cards = Total

Amount paid to National: _____ + _____ + _____ = _____

Amount paid to State Council: _____ + _____ + _____ = _____

Checks Submitted

Make national checks payable to "VVA" *Do not send cash*

<u>To National</u>		<u>To State</u>	
Number	Amount	Number	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prepared by:

Name: _____

Address: _____

Email: _____

Daytime Phone No. _____

See Instructions on Reverse

VVA Chapter Transmittal Instructions

Purpose. The chapter transmittal is used to send new memberships, membership renewals, and dues payments to the VVA national office, and, at the chapter's option, to send state dues to the state council. The transmittal also creates a record of each membership transaction. Please be sure to keep a copy of each transmittal, and refer to that copy when contacting the national office with questions about a membership transaction. This transmittal is for VVA memberships only. Please use the Associates of Vietnam Veterans of America (AVVA) chapter transmittal for all AVVA membership transactions.

Membership Eligibility. VVA membership is open to veterans of the U.S. armed forces who served on active duty (for other than training purposes) in the Republic of Vietnam ("in-country") between February 28, 1961 and May 7, 1975, or in any duty location between August 5, 1964 and May 7, 1975. Veterans of National Guard or Reserve components must have been called to Federal active duty, other than active duty for training. Please call or email the national office if in doubt about an applicant's eligibility.

Proof of Service. All applicants for VVA membership must provide documentation showing branch and dates of service. A copy of the applicant's DD-214 is the preferred documentation. Other documentation (such as a discharge certificate, orders, awards) may be accepted if a DD-214 is not available. The DD-214 is kept in the chapter files for individual members (IND). For life members (LMT or LMP), incarcerated members (IVI), and permanently hospitalized (PHV) members, a copy of the DD-214 must be submitted to the national office.

Membership Types, Terms, and Dues.

Type	Abbreviation	Term	Total Dues	National Dues	State Dues	Chapter Dues
Individual	IND	1 year	\$20	\$ 9	\$2	\$ 9
Individual	IND	3 years	\$50	\$22	\$6	\$22
Life, Paid-Up	LMP	Life	Note 1			
Life, Time Payment Plan	LMT	1 Year	Note 2			
Incarcerated	IVI	DOC or 1 year	Note 3			
Permanently Hospitalized Veteran	PHV	PERM	No cost			

Note 1: Life membership dues: \$250 (age 49 and under); \$225 (age 50 – 55); \$200 (age 56 – 60); \$175 (age 61 – 65); \$150 (age 66 and up). The total cost is paid to the national office; please do not retain chapter or state portions. These will be rebated once each year, in May.

Note 2: The life membership time payment plan starts with a \$50 down payment, followed by \$25 monthly payments. The total life membership cost is shown in Note 1 above. Please do not retain chapter or state portions. These will be rebated once each year, in May.

Note 3: Dues for incarcerated veterans (type IVI) in Florida, Illinois, Missouri, New York, Ohio, Virginia, and Wisconsin are \$1 per year. These members must renew their membership each year. Dues for incarcerated veterans in all other states are waived (i.e., free). The term of membership in these state will be "Duration of Confinement" or DOC.

Dues Payment Options. There are three options for making dues payments. It is up to the chapter to decide which option best fits it needs.

Option A: Send the total dues amount to the national office. The national office will send the state and chapter their portion of the total dues as monthly rebates (for amounts \$100 or greater) or quarterly rebates (for amounts under \$100).

Option B: Retain the chapter portion of the dues and send the combined national and state portions to the national office. The national office will send the state its portion of the dues as a rebate.

Option C: Retain the chapter portion of the dues, send the national portion to the national office, and send the state portion to the state council.

Preparation. Complete a Chapter Transmittal Cover Sheet for **all** membership transactions. In the "Number Submitted" column, write the number of transactions submitted for each type of membership. Choose dues payment option A, B, or C, and multiply the number of transactions submitted by the dollar amount. Only one dues payment option (A, B, or C) may be used on each transmittal. Enter the total amount for the option selected, and also enter totals for checks, money orders, and credit cards submitted to the national office (and the state, if using Option C). List the check number and amount for each check. Complete the "Prepared by" section so we can contact you if there are any questions about your transmittal.

For new memberships, attach the membership application form(s), or fill in the application information on the New Member Transmittal Sheet and attach it to the cover sheet. For new incarcerated members, include the inmate number after the name. For renewals, complete and attach the Renewal Member Transmittal Sheet.

Submission. Send the completed transmittal, including dues payments, to: VVA, PO Box 64299, Baltimore, MD 21264-4299. Please do not send cash. Be sure to keep a copy of the transmittal in the chapter's records.

Need help? If you have any questions about how to complete the transmittal, or about membership in general, please call the national membership department at 800-882-1316, or 301-585-4000, extensions 142, 133, 120, or 115; fax 301-585-0519; or send an email to membership@vva.org.

VVA New Member Transmittal Sheet

Chapter Number: _____ Date: _____

Member Type (circle one)	IND 1-year	IND 3-year	LMP Life, Paid-Up	LMT Life, Pymt Plan	IVI Incarcerated	PHV Perm. Hosp.
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Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone (h) _____ (w) _____

Date of Birth _____ Male Female

Payment method (circle one) Check Money Order (Note: if paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a separate VVA membership application form with the credit card information and the applicant's signature.)

Member Type (circle one)	IND 1-year	IND 3-year	LMP Life, Paid-Up	LMT Life, Pymt Plan	IVI Incarcerated	PHV Perm. Hosp.
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Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone (h) _____ (w) _____

Date of Birth _____ Male Female

Payment method (circle one) Check Money Order (Note: if paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a separate VVA membership application form with the credit card information and the applicant's signature.)

Member Type (circle one)	IND 1-year	IND 3-year	LMP Life, Paid-Up	LMT Life, Pymt Plan	IVI Incarcerated	PHV Perm. Hosp.
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Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone (h) _____ (w) _____

Date of Birth _____ Male Female

Payment method (circle one) Check Money Order (Note: if paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a separate VVA membership application form with the credit card information and the applicant's signature.)

VVA New Member Transmittal Sheet Instructions

Applications for new VVA members can be submitted in two ways:

1. Submit separate application forms for each new member, and summarize the transactions on the VVA Chapter Transmittal Cover Sheet. Send the application forms, cover sheet, and dues payments to VVA.
2. For applicants paying by check or money order, enter the application information on the VVA New Member Transmittal Sheet. Summarize the transactions on the VVA Chapter Transmittal Cover Sheet. Send the new member transmittal sheet, cover sheet, and dues payments to VVA.

If the applicant is paying by credit card, attach a membership application form with the credit card information and the applicant's signature.

Please do not send cash. Use an Associates of Vietnam Veterans of America (AVVA) Chapter Transmittal for AVVA membership transactions.

Chapters are responsible for verifying membership eligibility. For life members (LMT or LMP), incarcerated members (IVI), and permanently hospitalized members (PHV), a copy of the applicant's DD-214 or other proof of service must be submitted with this transmittal. Please note that even if a life membership applicant is already a VVA individual (IND) member, a copy of the DD-214 is still required.

Follow these steps to complete the VVA New Member Transmittal Sheet:

1. Be sure to enter the Chapter Number and date.
2. Circle the Membership Type for each new member.
3. Enter all application information (name, address, email, phone, date of birth, gender).
4. For incarcerated members, write the inmate number after the last name. *We cannot process an incarcerated membership application without the inmate number.*
5. Circle the payment method (Check or Money Order). For applicants paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a VVA membership application form with the credit card information and the applicant's signature.
6. Summarize the transactions on the VVA Chapter Transmittal Cover Sheet.
7. Make a copy of the complete transmittal and keep it in the chapter records. If you call the national membership department with a question about a membership transaction, have your copy of the transmittal available.
8. Submit the cover sheet, new member transmittal sheet, copies of DD-214s, any separate credit card membership applications, renewal member transmittal sheets (as needed), and dues payments to: VVA, PO Box 64299, Baltimore, MD 21264-4299. *Do not send cash!*

If you have any questions about how to complete the transmittal, or about membership in general, please call the national membership department at 800-882-1316, or 301-585-4000, extensions 142, 133, 120, or 115; fax 301-585-0519; or send an email to membership@vva.org.

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Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone (h) _____ (w) _____

Date of Birth _____ ___ Male ___ Female

Payment method (circle one) Check Money Order (Note: if paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a separate VVA membership application form with the credit card information and the applicant's signature.)

Member Type (circle one)	IND 1-year	IND 3-year	LMP Life, Paid-Up	LMT Life, Pymt Plan	IVI Incarcerated	PHV Perm. Hosp.
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Name _____

Address _____

City _____ State _____ Zip _____

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Phone (h) _____ (w) _____

Date of Birth _____ ___ Male ___ Female

Payment method (circle one) Check Money Order (Note: if paying by credit card, do not fill out the New Member Transmittal Sheet. Instead, submit a separate VVA membership application form with the credit card information and the applicant's signature.)

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Name _____

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Date of Birth _____ ___ Male ___ Female

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