

Common Join Form

Chapter Membership meets MOAA Membership

**Instructions for Adobe PDF Form (Adobe 2017 or higher)
How to add Chapter Name and Logo on
MOAA's Common Join Enrollment Form**

August, 2019



Purpose of the Common Join Form

- The common join form serves two purposes:
 - Chapter Membership
 - MOAA Membership
- This form allows chapter leaders to recruit new members for BASIC MOAA membership while simultaneously recruiting new members for chapter membership. We encourage you to tailor the form to your chapter.

This instructional guide will walk you through the steps on adding your chapter name, logo and information

Getting Started

Open your Common Join Form – Fillable PDF document and select the first empty box to add your **chapter name**.

The screenshot shows a PDF document titled "Joint_Chapter_Nati..." open in Adobe Acrobat. The document features a header with the text "THE LARGER OUR NUMBERS, THE GREATER YOUR VOICE." and "Why MOAA chapter membership matters." Below this is the MOAA logo (Military Officers Association of America) and a photograph of the U.S. Capitol building. A red arrow points from the text in the instruction box above to a text input field in the form labeled "Add chapter name here". The form includes fields for Name, Rank, Branch of Service, Spouse name, Address, City, State, ZIP, Date of birth, Telephone, and Email. There are also checkboxes for membership status (Active, Retired, Former, Reserve, National Guard, Surviving Spouse) and a section for "Chapter membership and dues information:" with a table of five empty rows. The Adobe Acrobat interface is visible, including the top menu bar, toolbar, and a right-hand sidebar with various tools like "Export PDF", "Create PDF", and "Edit PDF".

Fillable PDF – Add info about your chapter in the Chapter Membership & Dues box


MEMBERSHIP ENROLLMENT FORM FOR MOAA AND [Redacted]

Name: [Redacted]
 Rank: [Redacted] Branch of Service: [Redacted]

Active Retired Former Reserve National Guard Surviving Spouse

Spouse name: [Redacted]
 Address: [Redacted]
 City: [Redacted] State: [Redacted] ZIP: [Redacted]
 Date of birth: [Redacted] Telephone: [Redacted]
 Email: [Redacted]
(To ensure deliverability of MOAA communications, please provide a personal email address.)

Are you a member of MOAA? Yes No Unknown
 MOAA Member Number (if known): [Redacted]

Not a MOAA national member yet? Check here to receive a BASIC Membership at no cost to you.  **BASIC**

And, for only \$4 a month, you can upgrade to **PREMIUM** membership, giving you immediate access to a full spectrum of career and financial resources, exclusive publications, college scholarships for dependents, and countless discounts on products and travel. **Visit moaa.org/join to learn more.**

How did you hear about MOAA Chapter involvement? [Redacted]
 Are you a member of any other MOAA Chapter(s)? Yes No
 If yes, which one(s)? [Redacted]

To complete enrollment:

- **Fill in this form** on your computer, save it, and email it to [add chapter contact information] as an attachment. Do not include credit card information. We will contact you to finalize payment if required; or
- **Print it out**, fill it in by hand, and mail it with a check made out to

Chapter membership and dues information:

- Chapter Name
- Chapter Membership and Dues Info
- Add Social Media website/URL
- Add special programs you'd like non chapter members to know (i.e. JROTC scholarship programs, pick up service for meetings, etc).

Add chapter name and info

Start adding chapter name and information about your chapter.

HIDDEN VALLEY CHAPTER

Surviving Spouse

ZIP

email address.)

SIC

ip, giving you
s, exclusive
counts on

Chapter membership and dues information:

Purpose:
Purpose of Hidden Valley Chapter consists of promoting the aims of the Military Officers Association of America, as mentioned in the preamble to the bylaws of the Association.

Special Programs:
ROTC / JROTC scholarship programs.
Meals on Wheels Program
To find out more about us, visit us at <http://calmoaa.org>

Dues Info:
\$15 (Regular Membership)
Free to Surviving Spouses

The boxes **do not** automatically wrap. You will have to use your mouse to go to the next line and continue typing.

As you type, the words will decrease in size until you go to the next line to start typing.

Down Towards the Bottom of the Fillable Form


Add **Chapter Payment** information and **Website URL** information.

To complete enrollment:

- **Fill in this form** on your computer, save it, and email it to [add chapter contact information] as an attachment. Do not include credit card information. We will contact you to finalize payment if required; or
- **Print it out**, fill it in by hand, and mail it with a check made out to _____ [add chapter payment info] _____; or
- Go to _____ [insert chapter webpage]


- **Print it out**, fill it in by hand, and mail it with a check made out to _____ [add chapter payment info] _____; or
- Go to _____ [insert chapter webpage]

Print copies and place on the table at your recruitment events!



MEMBERSHIP ENROLLMENT FORM FOR MOAA AND HIDDEN VALLEY CHAPTER

Name
 Rank Branch of Service
 Active Retired Former Reserve National Guard Surviving Spouse
 Spouse name
 Address
 City State ZIP
 Date of birth Telephone
 Email
(To ensure deliverability of MOAA communications, please provide a personal email address.)
 Are you a member of MOAA? Yes No Unknown
 MOAA Member Number (if known)

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And, for only \$4 a month, you can upgrade to **PREMIUM** membership, giving you immediate access to a full spectrum of career and financial resources, exclusive publications, college scholarships for dependents, and countless discounts on products and travel. **Visit moaa.org/join to learn more.**

How did you hear about MOAA Chapter involvement?
 Are you a member of any other MOAA Chapter(s)? Yes No
 If yes, which one(s)?

To complete enrollment:

- **Fill in this form** on your computer, save it, and email it to [add chapter contact information] as an attachment. Do not include credit card information. We will contact you to finalize payment if required; or
- **Print it out**, fill it in by hand, and mail it with a check made out to ; or
- **Go to**

You will be opted in to receive e-communications from MOAA and your local chapter. You will be able to opt out of any further e-communications at any time. MOAA will not sell or share personal information.

Chapter membership and dues information:

Purpose:
 Purpose of Hidden Valley Chapter consists of promoting the aims of the Military Officers Association of America, as mentioned in the preamble to the bylaws of the Association.

Special Programs:
 ROTC / JROTC scholarship programs.
 Meals on Wheels Program

To find out more about us, visit us at <http://calmoaa.org>

Dues Info:
 \$15 (Regular Membership)
 Free to Surviving Spouses

After you finalize your fillable common join form with your desired additions, **you can print the number of copies you'll need for your meetings and events.**

Before Submitting Fillable Common Join Form to MOAA Headquarters

Basic Membership Must be selected in order for MOAA to process.

Are you a member of MOAA? Yes No Unknown

MOAA Member Number (if known)

Not a MOAA national member yet? Check here to receive a BASIC Membership at no cost to you.

BASIC

MOAA will process NON-MOAA members only.

New members who join your chapter and belong to MOAA can be added to your chapter's Committee Module (CM).

Please retain Common Join enrollment forms not submitted to MOAA for your records.

Option 1:

Mail completed enrollment forms to MOAA Headquarters for processing.

Mailing Address:

Military Officers Association of America (MOAA)
ATTN: Member Service Center (MSC)
201 N. Washington St
Alexandria, VA 22314

Option 2:

Email Common Join Enrollment forms to:

MSC@moaa.org;

Or provide this information on an Excel spreadsheet and submit to:

MSC@moaa.org



Questions?

If you have questions or need help, please contact the
Member Service Center (MSC) at (800) 234-6622
or MSC@moaa.org

Additional questions can be sent to
Council and Chapter Affairs at Chapters@moaa.org

