COUNCIL AND CHAPTER GUIDE TO MOAA'S BASIC MEMBERSHIP

WHAT IS BASIC MEMBERSHIP? FROM MOAA'S WEBSITE:

BASIC Membership is your introduction to MOAA membership, and it's free. You'll receive discounts on retail, travel, and insurance; electronic access to MOAA news updates; and support of critical advocacy efforts to protect military benefits for you and your family. Plus, you will be eligible to become a member of one of our local chapters or affiliates.

WHO IS ELIGIBLE FOR THE BASIC MEMBERSHIP? Eligibility Requirements: Retired, Active Duty, Former Officers and Surviving Spouses		
Prospects	**Lapsed**	**Chapter Members**
(1) Never joined MOAA before; or (2) Joined MOAA previously but have allowed their membership to lapse/expire	Expired membership	Members of your chapter but not members of MOAA (Please note: must be eligible MOAA members only)

Each eligible person who agrees to MOAA's Basic Membership Enrollment _must consent_ to the basic membership in writing either on the Common Join Form or by signing a consent initiated by the chapter/leadership. Consent should be maintained by the recruiting officer and retained on the officer's computer and/or secure filing system.

The _email address_ is required for BASIC Membership. We value our members' privacy. MOAA does not rent or sell member emails to third parties. By providing member emails, these members will receive e-communications from MOAA. Visit www.moaa.org/email for details.

3 STEPS – WHEN SUBMITTING AN
EXCEL SPREADSHEET TO MOAA HEADQUARTERS

Step One:
Prepare Excel list of eligible prospects (below is an example)

Prefix	Last Name	First Name	Mid Initial	Address	City	State	Zip Code	Email	Rank	Serv	Status	Category	Type of Consent	Date of Consent
	Smith	Robert	L	123 Foster Ln	Lake Forest	MD	20744	Robert987@icom.com	Col	USAF	Ret	Prosp	Signature	6/6/2019
Mrs.	Lane	Julie	S	321 Foster Ln	Lake Forest	MD	20744	Julie345@icom.com				Surviving Spouse	Signature	6/6/2019

Step Two:
Ensure that the Excel list includes these column headings: <u>Prefix</u> / <u>First Name</u> / <u>Middle Initial</u> / <u>Last Name</u> / <u>Rank</u> / <u>Service</u> / <u>Status</u> (i.e. active duty, retired or former officer) / ***Email address** / Surviving Spouse – include: all of the above except rank/service
Optional for Basic Membership: <u>Mailing address</u> / <u>Phone number</u> / <u>DOB</u> (if known) / <u>Spouse Name</u>

Step Three:
Provide completed Excel list to MOAA's Member Service Center (MSC) at
MSC@moaa.org; Copy email to Chapters@moaa.org

Chapter Verification – Please allow the MSC staff up to 3 – 5 business days to process basic memberships;
Committee Module Administrator can then add these members to their chapter using the email address to verify and add to the chapter's Committee Module roster.

Please contact chapters@moaa.org if you have questions or need assistance.