

How to Sign Up a New Member

The chapter recruiting program is designed to provide monetary incentives to chapters that comply with the intent of the program. As always, we encourage you to aggressively recruit and report new chapter members, but you should be aware some new recruits might not qualify for an incentive. You also should understand each new chapter member is eligible for only one monetary incentive. Incentives cannot be combined with the others offered under Chapter Recruiting 2014.

It is important to recognize some new chapter members might not qualify for a Chapter Recruiting 2014 monetary incentive credit. Each new chapter member is eligible to receive only one monetary incentive, and incentives cannot be combined with other Chapter Recruiting 2014 incentives.

Your chapter will not receive a monetary incentive credit if the new chapter member:

1. is not eligible for national MOAA membership or failed to join MOAA;
2. is submitted as a new chapter member gain but previously was reported to MOAA as a chapter member within the past two years;
3. is a cadet or newly commissioned officer who was eligible and received incentive credit under the ROTC Cadet/Gold Bar program.

Please note, for an individual to qualify as a new recruit, he or she must know, understand, and consent to becoming a local chapter member. This acknowledgment is most often accomplished by signing a chapter membership application, by completing an online application, or during a conversation with the potential member. In all good faith, individuals who sign up multiple new chapter members without any personal engagement and simply forward completed national MOAA BASIC membership applications or email new prospective members to inform them they are now chapter members do not comply with the spirit and intent of the chapter-recruiting program.

To have a healthy and vital council and chapter system, we need to recruit new chapter members who can become engaged. With your continued support and recruiting efforts we can achieve our goals.

How do you report each of the new chapter members you sign up?

Please note – you can sign up any new chapter member to include newly commissioned officers, cadets and former members of your chapter. However, you must comply with the paragraphs above to receive a monetary incentive.

1. Sign up new members from the pool of BASIC, PREMIUM and LIFE members who are in good standing with national MOAA, but not a member of your chapter.
2. Report the new chapter member via the online Chapter Member Gain Form at this link: <http://www.moaa.org/chapterreporting/>. We developed this online option to simplify and automate the process of reporting new members. However, if you prefer to consolidate and send in the information on an excel spreadsheet, that is an acceptable option, but it slows down the process and may take longer for you to receive credit for the gain. Please send the spreadsheet electronically to chapters@moaa.org.

How do you report new national MOAA members and/or what if the new chapter member you reported above is not a national MOAA member?

1. We encourage you to sign up new national MOAA members at the same time as you recruit them for the chapter.
2. Sign up new national MOAA members from the pool of currently serving active duty, National Guard and Reserve members, lapsed MOAA members, non-members, and chapter members who do not belong to national MOAA.
3. Use the enclosed membership enrollment forms (one for each new member) and fill them out completely.
4. Enroll BASIC (Free) memberships on the enclosed BASIC membership postcard or BASIC/PREMIUM membership form. No additional monetary incentives are provided for BASIC members. As a reminder, a valid email address is required for BASIC membership.

Mail BASIC (Free) Membership Forms to:

MOAA, 201 N. Washington St., Alexandria, VA 22314-9975

5. Enroll PREMIUM/LIFE members on the enclosed BASIC/PREMIUM or LIFE membership form. A signed check or credit-card instructions, must accompany their enrollment forms. When mailing in your enrollment forms we encourage you to enclose more than one form in each envelope, but each new paid member enrollment must be accompanied by an individual payment.

Mail PREMIUM/LIFE (Paid) Enrollment Forms to:

MOAA, P. O. Box 1488, Merrifield, VA 22116-9820

6. If you decide to mail the enrollment forms to prospective members, be sure you include your chapter's name before sending them out! Also, these forms should be returned to the chapter, and the chapter then mails the forms to national MOAA. This is important to retain control and accountability.
7. The BASIC/PREMIUM Member Brochure is a printer-friendly version and is available and suitable for downloading and printing from your computer. Another option is to make black and white copies of the enclosed forms at your location. In addition, you can also request additional hard copies of all forms and brochures by contacting the MOAA Member Service Center by calling (800) 234-6622 or emailing msc@moaa.org. Be sure to identify your chapter and the name of the requestor.