

SUBJECT: What to send to Wisconsin Department Headquarters for Membership

1. Renewals:
 - a. Traditional Renewal
 - i. Post Membership Transmittal
 - ii. National Portion of Membership Card
 - iii. Department Portion of Membership Card
 - iv. Check/Payment
 - b. Post Online Renewal
 - i. Nothing
 - c. Member Online Renewal
 - i. Nothing
 - d. Back Dated renewals
 - i. If the year is not available to renew online, then process like a Traditional renewal
2. Transfers:
 - a. Member Already Paid Last Post
 - i. Member Data Sheet (Can be emailed) **OR**
 - ii. Signed Request by Member (Can be emailed)
 - b. Member has not renewed w/last post, but is current (Traditional Renewal)
 - i. Post Membership Transmittal
 - ii. National Portion of Membership Card Department Portion of Membership Card (Marked as Transfer)
 - iii. Check/Payment
 - c. Member has not renewed w/last post, but is current (Post Online Renewal)
 - i. Nothing
 - d. Member has not renewed w/last post, and is **NOT** current (Traditional Renewal)
 - i. CAN ONLY BE DONE AT DEPARTMENT
 - ii. Post Membership Transmittal
 - iii. National Portion of Membership Card Department Portion of Membership Card (Marked as Transfer)
 - iv. Check/Payment
 - e. Member Requested Online Transfer (<https://wilegion.org/post-transfer-request/>)
 - i. Nothing
3. Updates/Deceased:
 - a. If the member has not been renewed yet
 - i. National Portion of Membership Card
 - ii. Department Portion of Membership Card
 - b. If the member has been renewed
 - i. Member Data Sheet (Can be emailed)