



## Forms, Documentation, and Costs to be Included with Form A03

The Auxiliary Status Report (Form A03) is to be used for actions occurring between January 1 and December 31, except during the month of April when the Annual Per Capita Report (Form A02) is due.

The Auxiliary should forward the Auxiliary Status Report and associated documents to the Department Secretary to arrive no later than the 1<sup>st</sup> day of the month following a change. The Department Secretary should forward the Auxiliary Status Report and associated documents to the National Secretary no later than the 15<sup>th</sup> of the month after it was received from the Auxiliary.

	<u>Aux. to Dept.</u>	<u>Dept. to Natl.</u>
<b>New Sisters:</b>		
Form A03 (Two copies) .....	2 copies	1 copy
Completed application for membership (Two copies) .....	2 copies	1 copy
Application Fee (Department plus National).....	\$ _____	\$10.00
Per Capita Dues (Department plus National) .....	\$ _____	\$9.00
<i>(Juniors and Life Members are exempt from National per capita dues)</i>		

<b>Reinstated Sister</b>		
Form A03 (Two copies) .....	2 copies	1 copy
Reinstatement Fee .....	\$ _____	\$10.00
Per Capita Dues (Department plus National) .....	\$ _____	\$9.00

### CHANGE OF STATUS:

#### From Associate to Member:

Form A03 (Two Copies) .....	2 copies	1 copy
Completed application for membership (Two copies).....	2 copies	1 copy

#### From Junior to Member:

Form A03 – When reaching 12th birthday (Two copies) .....	2 copies	1 copy
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#### Discharged Sister:

Form A03 (Two copies) .....	2 copies	1 copy
<i>(Be sure to include date of discharge and type)</i>		
Discharge Form A13 (Two copies).....	2 copies	1 copy

### SISTER TRANSFERRING:

#### Leaving Auxiliary:

Form A03 (indicating “Transfer Out”) .....	2 copies	1 copy
Form A12 (copy- as completed by gaining Auxiliary) .....	2 copies	1 copy

#### Joining Auxiliary:

Form A03 (indicating “Transfer In” and Auxiliary Leaving) .....	2 copies	1 copy
Form A12 (copy - as completed by losing Auxiliary) .....	2 copies	1 copy

#### Deceased Sister:

Form A03 (Two copies) .....	2 copies	1 copy
<i>(Be sure to include date of death)</i>		

#### Sister’s Change of Address:

Form A03 (Two copies) .....	2 copies	1 copy
<i>(Provide NEW address and email also include date of birth for identification purposes)</i>		