



AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

New Auxiliary Formation Checklist

In order to move the chartering process along efficiently and avoid unnecessary delays, please use this check-off sheet to assure that all necessary steps have been taken in the proper order. When Form N14 (Application for Auxiliary Charter) has been received and approved by the National President, a packet is sent to the Auxiliary Organizer that includes other forms and instructions necessary to complete the process.

	EXISTING LOCAL MEMBERS: Ensure a listing of Members-at-Large within the new Auxiliary's geographic area was utilized to give these members an opportunity to transfer to the new Auxiliary.
	EMPLOYER IDENTIFICATION NUMBER (EIN): IRS Form SS-4 was completed and submitted to obtain an EIN for the new Auxiliary. Make sure that it is listed as a subordinate to the ASUVCW EIN (166029191).
	NEW MEMBERS: A copy of completed ASUVCW Application for Membership for each new member must be forwarded to the National Secretary. Another copy of the application form is also to be sent to the Department Secretary for her records.
	MEMBERS-AT-LARGE & TRANSFERS: A Form A12 (Transfer Form) is to be forwarded to the National Secretary for each Sister transferring into the new Auxiliary. This form is obtained from the Secretary of the Auxiliary from which the Sister is transferring.
	DUAL MEMBERS: A Form A14 (Dual Membership) should be completed for any members who may belong to more than one Auxiliary. If a Sister from an existing Auxiliary desires to also be a member of the new Auxiliary, a written request for each should be forwarded to the Department Secretary and a copy forwarded to the National Secretary.
	FORM N13 (APPLICATION FOR PERMISSION TO FORM AN AUXILIARY): The Form N13 must be completed in duplicate. One copy goes to the National Secretary and one copy goes to the Department Secretary, forwarded through channels.
	FORM N14 (APPLICATION FOR AUXILIARY CHARTER): The Form N24 must be completed in duplicate. One copy goes to the National Secretary and one copy goes to the Department Secretary, forwarded through channels.

Auxiliary Organizer