

**Vietnam Veterans of America – Buckeye State Council
VVA Membership Transfer Form**

Member Name: _____

Member Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Transferring To: New Chapter Number: _____

Chapter Address: _____

City: _____ State: _____ Zip: _____

Title of Official in new chapter or state Council: _____

Signature: _____ Date: _____

Transferring From: Chapter Number: _____ State: _____

Member Signature: _____ Date: _____

For Official Use Only (Make 3 copies of this form and distribute)

State Council Copy _____

Transferring to Chapter's Copy _____

Former Chapter's Copy _____

Please read the detailed instructions on page 2

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VVA Membership Transfer Form

Member Transfer Processing Instructions:

- (1) Member transfers may be initiated by a member or by invitation from a representative from a chapter or state council.
- (2) Two signatures are required. Both the transferring member and membership chair (or other designated official) from the Chapter or State Council that a member is 'transferring to' must sign the completed Member Transfer Form.
- (3) The membership chair from the new 'transferring to' Chapter should forward the New State Council copy of the Member Transfer Form to their state to advise them of the transfer. The National and Former Chapter copies should be sent to the National Membership Affairs Office.
- (4) The National Data Base will be updated, and a replacement Member Card will be sent to the member.
- (5) The National Membership Dept. will forward a copy of the Member Transfer Form to the former Chapter to advise them of the transfer.

Instructions: Fill in the requested information and save/download the form to your computer, print it and send it to BSC using one of the following methods.

Email: vvaohio@gmail.com

**Fax: 614-228-2711. Or mail to Buckeye State Council
35 E. Chestnut Street Columbus, OH 43215.**