



In Service to America

Vietnam Veterans of America

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A Not-For-Profit Veterans Service Organization Chartered by the United States Congress

TO: State Council & Chapter Presidents

FROM: Tracie Houston, Information Systems Management

SUBJECT: Web/Electronic Membership Roster Options

DATE: November 18, 2016

Vietnam Veterans of America's Membership Department is very excited to announce the implantation of an easier and faster way to receive your monthly membership rosters. On December 31, 2016, the VVA Web Roster site will be launched. The December rosters will be the last ones mailed through the US Postal Service.

Here are some important things to note:

- Beginning in January 2017, hardcopies of the rosters will no longer be mailed from the national office.
- State Council and Chapter Presidents must complete and **return the attached form by December 20, 2016** to the Membership Department with all the required information. A return envelope has been provided for your convenience.
- Roster access will be given to only one contact person per State Council or Chapter
- The designated contact for those choosing access to web rosters will receive a username and password to access the site after the information form is returned. These will be sent via the email address provided.
- Each month, all web roster designated contacts will receive notification as to when the previous month's roster is available for viewing.
- Starting in January, those opting for electronic rosters, can expect to receive them after all the payments and membership data updates have been processed for the previous month; these will be provided in PDF or Excel format.
- Chapters who prefer neither option must contact their State Council President for their roster.
- In order to continue receiving access to the web rosters, every year by April 30th all Chapters and State Councils must (1) recertify who their designated roster contact will be and (2) their preferred method of accessing the rosters.
- Each year, at the beginning of March, all Chapters and State Councils will receive an electronic version of their roster with fiscal year-end membership counts.

Many of you may have already heard about the web rosters from the seminar that was presented at the 2016 National Leadership & Education Conference or by reading the article that was printed in the September/October issue of *The VVA Veteran*. The web roster site is secured and provides real-time access to your membership data. Thank you for your patience and support during this time, it has been a journey but we are almost there!

Please contact Tracie Houston at thouston@vva.org with any questions or concerns.

World Wide Web: <http://www.vva.org>

VVA Web and Electronic Roster Access Selection Form

ONLY ONE SELECTION BELOW IS ALLOWED:

My State Council/Chapter would like to have access to the **Web Roster**.

State Council/Chapter Name: _____

Point of Contact: _____

Title: _____

Email Address: _____

My State Council/Chapter would like to have access to the monthly **Electronic Roster**.

State Council/Chapter Name: _____

Point of Contact: _____

Title: _____

Email Address: _____

Name/Title

State Council or Chapter Number

Contact Number

DEADLINE FOR SUBMISSION: December 20, 2016

MAIL TO: VVA Membership Department, 8719 Colesville Rd., Ste. 100, Silver Spring, MD 20910