

# Common Join Form

*Chapter Membership meets MOAA Membership*

**Instructions for Microsoft Word Form (Word 2013 or higher)  
How to add Chapter Name and Logo on  
MOAA's Common Join Enrollment Form**

August, 2019



# Purpose of the Common Join Form

- The common join form serves two purposes:
  - Chapter Membership
  - MOAA Membership
- This form allows chapter leaders to recruit new members for BASIC MOAA membership while simultaneously recruiting new members for chapter membership. We encourage you to tailor the form to your chapter.

*This instructional guide will walk you through the steps on adding your chapter name, logo and information*

# Getting Started

Open your Common Join Form - Word document and place mouse over the area you want to add your **chapter name**.

**THE LARGER OUR NUMBERS,  
THE GREATER YOUR VOICE.**

Why MOAA chapter membership matters.



Use blank Space here



## MOAA AND CHAPTER MEMBERSHIP ENROLLMENT FORM

Name \_\_\_\_\_  
Rank \_\_\_\_\_ Branch of Service \_\_\_\_\_

Active     Retired     Former     Reserve     National Guard     Surviving Spouse

Spouse name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Date of birth \_\_\_\_\_ Telephone \_\_\_\_\_  
Email \_\_\_\_\_

(To ensure deliverability of MOAA communications, please provide a personal email address.)  
Are you a member of MOAA?     Yes     No     Unknown

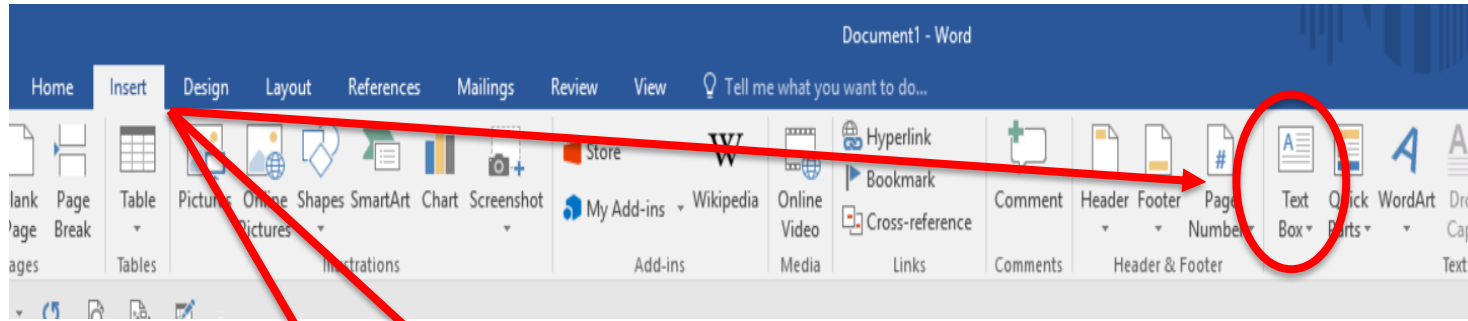
MOAA Member Number (if known) \_\_\_\_\_

### Chapter membership and dues information:

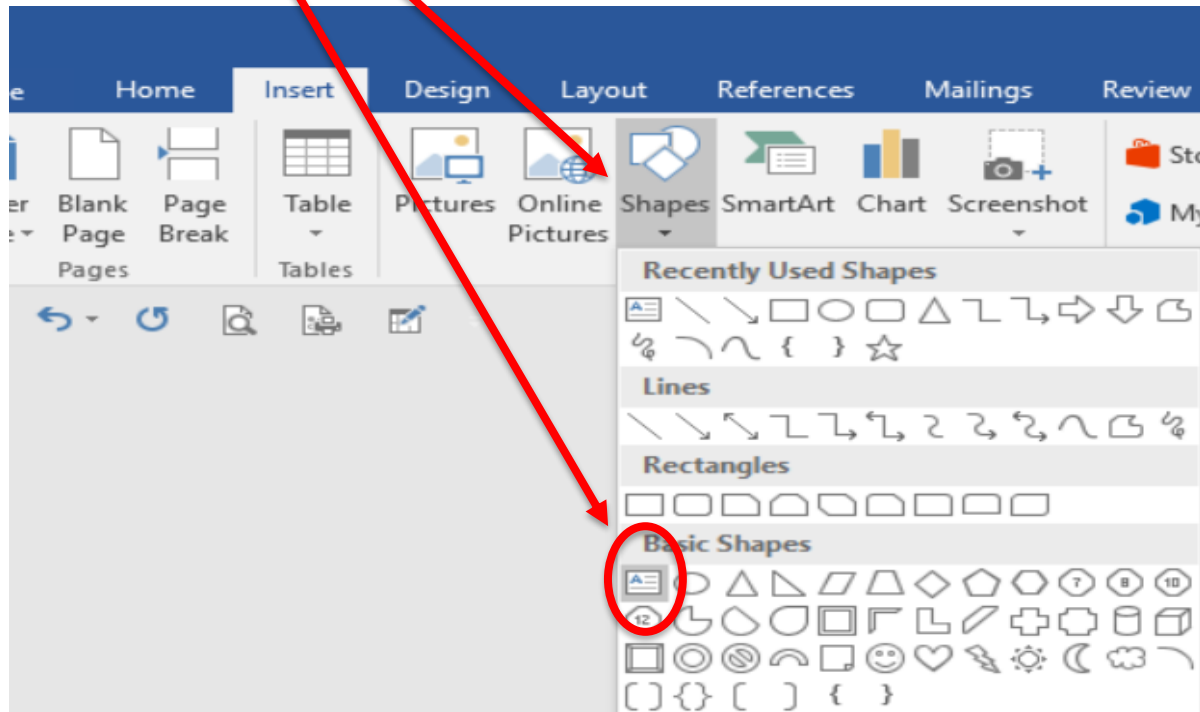
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Word - Top Menu - Tool Bar



**Select –  
Insert  
Go to  
Shapes /  
Text Box**



# Use mouse to add your chapter name

Left click with the mouse to indicate where you want to start typing your chapter name. **You'll see a box display on the form.**



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**MOAA AND CHAPTER MEMBERSHIP ENROLLMENT FORM**

Name \_\_\_\_\_  
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Active    Retired    Former    Reserve    National Guard    Surviving Spouse

Spouse name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Date of birth \_\_\_\_\_ Telephone \_\_\_\_\_  
Email \_\_\_\_\_

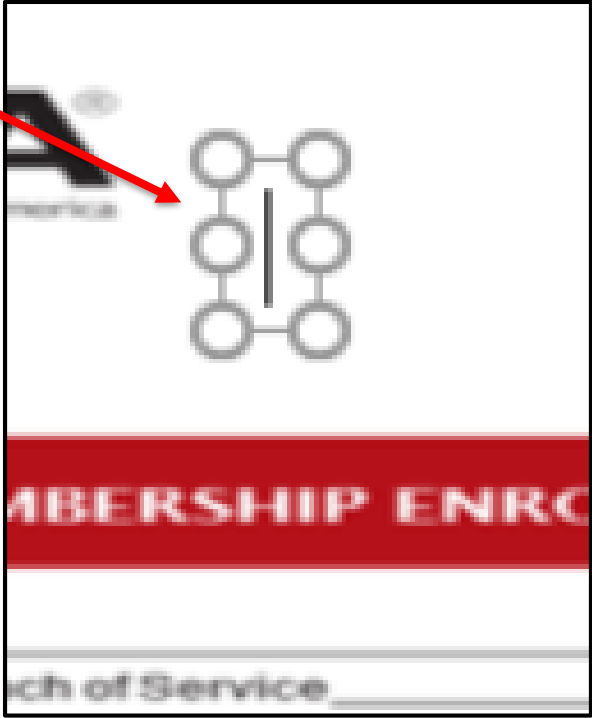
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Are you a member of MOAA?    Yes    No    Unknown

MOAA Member Number (if known) \_\_\_\_\_

**Chapter membership and dues information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Add Chapter Name

Type your chapter name; the text box will expand as you type.

**You can increase** font size and style. You can move the box in the desired location in the header box.

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Why MOAA chapter membership matters.



Hidden Valley Chapter



## MOAA AND CHAPTER MEMBERSHIP ENROLLMENT FORM

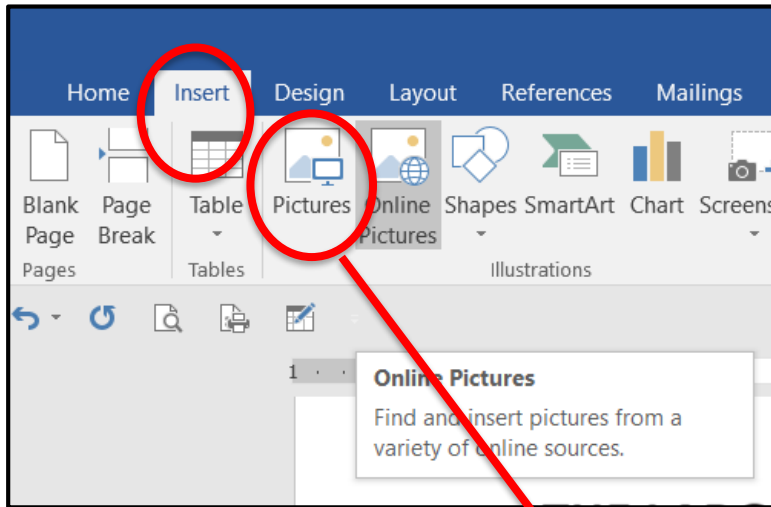
Name \_\_\_\_\_  
Rank \_\_\_\_\_ Branch of Service \_\_\_\_\_  
 Active     Retired     Former     Reserve     National Guard     Surviving Spouse  
Spouse name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Chapter membership  
and dues information:**

-----  
-----  
-----



# Add Chapter Logo



Select – Insert  
Select – Pictures; you can retrieve the logo from your computer's hard drive. After finding the logo, select it. Move the logo to the desired location in the header box.

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MOAA AND CHAPTER MEMBERSHIP ENROLLMENT FORM



# Down Towards the Bottom of the Form

Joint\_Chapter\_National\_Join\_Word.docx - Word

References Mailings Review View Tell me what you want to do...

AaBbCcC aA bB cC cC AaBbCcC AaBbCcC AaBbCcC AaBbCcC AaBbCcC AaBbCcC AaBbCcC

Body Text List Para... No Spac... Normal Table Pa... Head

Paragraph

Email \_\_\_\_\_  
(To ensure deliverability of MOAA communications, please provide a personal email address.)

Are you a member of MOAA?  Yes  No  Unknown

MOAA Member Number (if known) \_\_\_\_\_

**Not a MOAA national member yet? Check here to receive a BASIC Membership at no cost to you.**  **BASIC**

And, for only \$4 a month, you can upgrade to **PREMIUM** membership, giving you immediate access to a full spectrum of career and financial resources, exclusive publications, college scholarships for dependents, and countless discounts on products and travel. **Visit moaa.org/join to learn more.**

How did you hear about MOAA Chapter involvement? \_\_\_\_\_

Are you a member of any other MOAA Chapter(s)?  Yes  No

If yes, which one(s)? \_\_\_\_\_

**To complete enrollment:**

- **Fill in this form** on your computer, save it, and email it to [add chapter contact information] as an attachment. Do not include credit card information. We will contact you to finalize payment if required; or
- **Print it out**, fill it in by hand, and mail it with a check made out to [add chapter payment info] \_\_\_\_\_
- Go to [insert chapter webpage] \_\_\_\_\_

You will be opted in to receive e-communications from MOAA and your local chapter. You will be able to opt out of any further e-communications at any time. MOAA will not sell or share personal information.

Add Chapter Payment information and Website URL information.

[add chapter payment info] \_\_\_\_\_

Go to [insert chapter webpage] \_\_\_\_\_





# Sample Chapter Membership and Dues Info

## MOAA AND CHAPTER MEMBERSHIP ENROLLMENT FORM

Name \_\_\_\_\_  
 Rank \_\_\_\_\_ Branch of Service \_\_\_\_\_  
 Active  Retired  Former  Reserve  National Guard  Surviving Spouse  
 Spouse name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Telephone \_\_\_\_\_  
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[add chapter payment info]

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Chapter membership and dues information:

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### Purpose:

The purpose of the Hidden Valley California Chapter an affiliate of the Military Officers Association of America is: To promote the aims of the Military Officers Association of America, as stated in the preamble to the Bylaws of that Association.

To further the legislative and other objectives of the Military Officers Association of America. To encourage and facilitate comradeship among retired, active and former officers of the uniformed services.

To provide useful services for, and to protect the interests of, members and their dependents and survivors.

To further the education of Service members, or to assist local youth training organizations such as Junior ROTC, Civil Air Patrol, and other groups.

### Chapter Dues:



# Sample Chapter Membership and Dues Info cont.

## Chapter membership and dues information:

Add information about your chapter

When you click the area to start adding information about your chapter; **if your chapter has a social media website, this is the perfect place for it.**



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## Chapter Dues:

Yearly: \$25 (Regular)  
Free for Surviving Spouses

# Print copies and place on the table at your recruitment events!

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Why MOAA chapter membership matters.



Hidden Valley Chapter



After you finalize your common join form with your desired additions, you can print the number of copies you'll need for your meetings and events.

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Spouse name \_\_\_\_\_  
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# Before Submitting Common Join Form to MOAA Headquarters

**Basic Membership Must be selected in order for MOAA to process.**

Are you a member of MOAA?  Yes  No  Unknown

MOAA Member Number (if known)

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**BASIC**

MOAA will process New MOAA members only.

Existing MOAA members who join your chapter can be added to your chapter's Committee Module (CM).

*Please retain Common Join enrollment forms not submitted to MOAA for your records.*

## **Option 1:**

Mail completed enrollment forms to MOAA Headquarters for processing.

### **Mailing Address:**

Military Officers Association of America (MOAA)  
ATTN: Member Service Center (MSC)  
201 N. Washington St  
Alexandria, VA 22314

## **Option 2:**

Email Common Join Enrollment forms to:

[MSC@moaa.org](mailto:MSC@moaa.org);

**Or** provide this information on an Excel spreadsheet and submit to:

[MSC@moaa.org](mailto:MSC@moaa.org)



# Questions?

If you have questions or need help, please contact the  
Member Service Center (MSC) at (800) 234-6622  
or [MSC@moaa.org](mailto:MSC@moaa.org)

Additional questions can be sent to  
Council and Chapter Affairs at [Chapters@moaa.org](mailto:Chapters@moaa.org)

