



ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

## AVVA WEB / EMAIL ROSTER ACCESS FORM

All state presidents, state representatives, chapter presidents and chapter representatives who want to receive their membership rosters must complete and return this AVVA Web/Email Roster Access Form to the AVVA National Membership Committee chair, with all required information completed. Below is some information to help you complete the form.

### GENERAL INFORMATION

Web rosters will be accessed by logging in on the roster website. The state/chapter designee can only view the roster information that she/he has been given access to. The benefit of having access to the web roster site is that you can login and get a roster of your membership at any time. The site is “live”, meaning that you will be able to see membership changes (renewals, new members, etc.) as the applications are being processed and entered into the database by the Membership Department.

Those states/chapters who choose emailed rosters will receive the official roster via email each month after all of the applications for that month have been processed.

The official membership roster will be emailed in Excel and PDF formats. Updated Web/Email Roster Access Forms must be submitted no later than July 15<sup>th</sup> of the State/Chapter election years (each even numbered year), OR whenever there is a change in the designee during an election term. If no form is sent to the National Membership chair after the previous election term expires, the state/chapter access will be removed until such time as forms are submitted.

### FAQs

1. How is the person who receives the roster for each state/chapter determined?  
A: AVVA policies state that the elected president or representative receives the roster.
2. How many individuals can receive the roster?  
A: Only one person per state or chapter may have access and/or receive the roster.
3. Does everyone receive a username and password?  
A: Those who want access to the web roster will receive a username and password as well as a link to access the roster site, after the access form has been approved and processed. The access information will be sent via email to the address that has been provided on the form.
4. Can a paper copy of the roster be received if I do not have access to a computer?  
A: The National Membership Department does not send paper copies.

**PLEASE CONTACT THE AVVA MEMBERSHIP COMMITTEE CHAIR WITH ANY QUESTIONS OR CONCERNS AT [terri.sirois@gmail.com](mailto:terri.sirois@gmail.com)**



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THIS FORM MUST BE FILLED OUT NEATLY SO THAT IT CAN BE READ CLEARLY

**ONLY ONE SELECTION BELOW IS ALLOWED:**

My State  or Chapter  would like to have access to the **Web Roster** (online).

State name and chapter number: \_\_\_\_\_

Please send username and site link to: \_\_\_\_\_ Member #: \_\_\_\_\_  
(Name of designee)

Email address of designee: \_\_\_\_\_

\* If the roster access is to go to someone other than the elected president or representative, please have that elected person sign below:

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(Signature)

(Title)

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My State  or Chapter  would like to have access to the monthly **Email Roster**.

State name and chapter number: \_\_\_\_\_

Please send roster to: \_\_\_\_\_ Member #: \_\_\_\_\_  
(Name of designee)

Email address of designee: \_\_\_\_\_

\* If the roster access is to go to someone other than the elected president or representative, please have that elected person sign below:

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(Signature)

(Title)

Fill out, sign and SCAN to your device. Email the form to: AVVA Membership Chair: [terri.sirois@gmail.com](mailto:terri.sirois@gmail.com)

**MEMBERSHIP ROSTERS ARE CONFIDENTIAL INFORMATION AND SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN AVVA BUSINESS.**