

## APPLICATION/RENEWAL LIABILITY WAIVER INFORMATION

Hello Riders,

At convention I talked about the 6 steps of Due Diligence as far as accepting initial applications and **YEARLY** renewals from your members. Most Chapters/Districts DON'T practice this during renewals.

The Legion fiscal year runs July 1 to June 30. Dues for the Legion, Auxiliary, and SAL are due July 1. Renewals with the Riders cannot commence until the family dues are paid. Back to Due Diligence.

If your Chapter/District is out on a ride and there is an accident, then the arriving authorities are going to want to see the license, registration and insurance for those involved. If during the investigation an involved member has a lapsed license, registration or insurance, your Chapter/District could be asked why that person is being allowed to ride with you, potentially making the Chapter/District at fault also. This could affect the Post, Rider & Legion Departments and National. None of us wants a law suit. If you can prove that at renewal you did Due Diligence to make sure that a member's documents were current, it could make a major difference.

So, what are the 6 steps to Due Diligence at renewal???

The following must be SEEN in this order:

For all applicants/members:

Including those coming from another Chapter/District or in RETIRED status.

- 1) A current Legion family card. A member cannot apply/renew UNTIL they can show a current (2019) Legion, ALA, or SAL membership card or receipt stating that the upcoming year's dues have been paid for that member.
- 2) An application/liability waiver COMPLETELY filled in and signed.

For Drivers/Operators:

Original or copy is ok. We **DO NOT** keep copies of these documents. Give them back once seen.

- 3) A current Driver's License with an M1 endorsement. If a member has an M1 permit, they have 1 year from JOINING the Chapter/District to get an M1 license. If no license after the year is up, they no longer qualify to be a member (Per the Judge Advocate). Write down the expiration date.
- 4) Current registration for the bike being ridden. If more than 1 bike is ridden throughout the year then registration for each. Write down the expiration date(s).
- 5) Current insurance for the bike(s) on the registration(s). VIN NUMBERS MUST MATCH on registration and insurance. Write down the expiration date(s).
- 6) Dues. If the above has been completed, then dues can be accepted.

It has always been policy that before a member from another Chapter/District can change join yours that a call to the current Chapter/District be made to their Membership Officer/Secretary/President,

etc. to ensure they are in good standing. A member not in good standing CANNOT change Chapters/Districts.

There are 2 ways to keep track of this information.

A) Staple a sheet to the application/waiver with this info supplied. I have attached a sheet that has 4 check off areas on it and can be cut into 4 and used that way. Make as many copies as you need reserving one copy as a master.

B) The application/liability waiver template has been redone to include this info at the bottom. Therefore no extra sheets to deal with. The Chapter/District will need to go in and put in the correct info where all the 17 XXXXX's are. I have attached a working copy.

If anyone has any questions or needs clarification please let me know. [secretary@alrdoc.org](mailto:secretary@alrdoc.org)