



ACI Membership

Everything You Always Wanted to
Know About Membership
*But Were Afraid to Ask

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New Memberships

- New members can join online, in person, by mail or over the phone.
- When members join the club, they **choose** their home club. They are **never** assigned to a club by HQ. If you receive a new member and notice the address they provided is not close to your club, go ahead and contact them. If they did end up choosing the wrong club, just have them contact HQ and we'll get them switched.
- When they join, they are given the option to choose their own Big Red Numbers (**BRN**).
- If the number they have chosen is available, their application is processed, and notifications are emailed to the local club. If the numbers requested are not available, then we contact the member and give them the opportunity to select another number. We give the member one week to reply before they are assigned the next available number.
- When a member joins the club, their membership starts that day and is valid for **one year**.
- Each new member gets a new member packet. The packet includes a set of the BRN, name badges, a set of decals, and the latest issue of the Blue Beret magazine.



New Member Welcome Packet

- Welcome letter
- Installation instructions for BRN
- Set of BRN (4", 5" or 6")
- Name badges
- Set of decals with chosen logo
- Latest issue of the Blue Beret
- Pamphlets



Affiliate Memberships



- Members can have as many affiliate memberships as they choose.
- Members can join a club as an affiliate member through the local club, online, or over the phone.
- If a member becomes an affiliate through the local club, the club just needs to notify HQ and we can update the membership accordingly.
- If HQ is not collecting affiliate dues for your local club and you would like us to, simply ask the president or 1st VP to email Amanda at membership@airstreamclub.org



Calendar Year vs. Anniversary Date

Calendar Year

- Members who joined the club prior to July 1, 2021
- Memberships start January 1 and expire one year from that date. For example, January 1, 2022 to January 1, 2023.

Anniversary Date

- Members who have joined the club on or after July 1, 2021
- Memberships start the day they join and expire one year from that date. For example, July 5, 2022 to July 5, 2023.

*Any member who lets their membership lapse for more than 60 days will be moved to an anniversary date when they return.



Renewals

- We encourage members to renew their membership online. However, we never want a member to feel excluded. We will still gladly accept their dues via check or over the phone with a credit card.
 - If you have members who you know would prefer to receive a paper invoice, please let our office know asap.
 - If your club collects renewal dues, you only need to forward the International dues to our office. You can withhold your local club dues.
 - HQ will not accept any renewals prior to August 1 for calendar year members or 90 days prior to anniversary date members.
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Membership Transfers

- If a member chooses to transfer their membership to a different home club, they must contact HQ directly.
- The member will be directed to pay your club dues directly to your club. We will process the transfer in the database and email both clubs letting them know about the switch.





Life Members

- Life members are members who have paid the one-time fee based on their age(s), who are no longer responsible for international dues each year.
- They are **still** responsible for their local club dues each year.
- The member can pay their local club and the local club is responsible for reporting the payment to HQ. If HQ is not notified, their membership will not be renewed in the database.
- Life members can renew their membership online. The database recognizes their membership, and they will be able to pay their local club dues only.
- If your local club waives the dues for Life members or past presidents, you must provide HQ with a list each year.
- Even if a life member belongs to a local club that has no local club dues, we still need to either hear from the member or the local club.
- If a Life Member does not renew their membership within 60 days of their expiration, they will lose their Life Member status.

Club Correspondence

- The local club president or 1st VP should fill out the Club Correspondence form on the website. This is different from the officer reporting form. The Club Correspondence form dictates who in the local club will be receiving renewals, new members and dues payment information.
- <https://airstreamclub.org/form/officer-reporting-form>
- <https://airstreamclub.org/form/club-unit-communication-form>

Club Dues

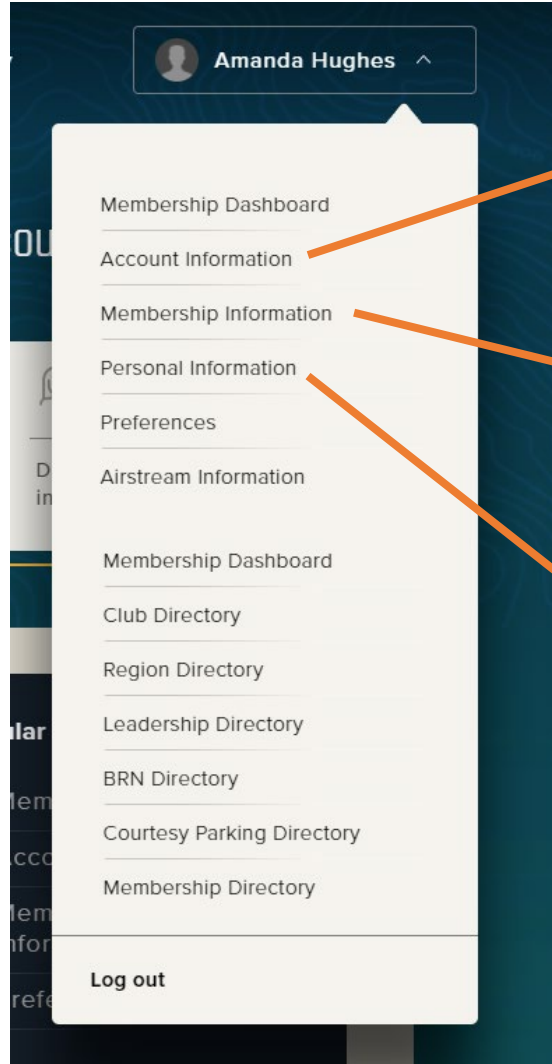
- All US based local club dues will be paid out twice monthly. Dues will be electronically transferred to your club bank account.
- You will receive a bill payment stub electronically detailing the dues deposited.





Members Only Portal

- If a member is struggling to sign into their account online, please refer them to HQ. They can call or email.
- If a member needs to change their contact information, they can do so online. If they wish to remove a partner from their account, they need to contact HQ.
- A member can only edit their own information. A primary member can only edit the primary info and the partner member can only edit the partner info.



Account Information is where a member can change their password

Membership Information is where a member will go to renew their membership.

Personal Information is where a member can update their phone number and mailing address.



Primary & Partner Email Addresses

- The database requires a unique value (email) for each member.
- You may have noticed that some members have “placeholders” for their email addresses. You may see an email address that looks identical to the primary’s except it has a “1” or a “+” in front of the @ sign. For example:
 - Primary email: joesmith@gmail.com
 - Partner email: joesmith+@gmail.com or joesmith1@gmail.com
- When you see this, we do not have a valid email address for the partner. Please encourage your members to provide us with a second email address. **This will allow BOTH members to participate in International elections, receive Club communications, promotions, etc.**
- When a member is ready to add a partner email address, they can contact HQ via email at membership@airstreamclub.org or phone

Available Reports



Club Directory

You can print your own club directory online!

Members who choose not to have their information published will still show up with limited details.



Audit Report

Lists all regular and affiliate members along with their membership expiration dates.

This report will be provided periodically or can be requested via email at membership@airstreamclub.org



Club Member List

Detailed club roster (lists email addresses, mailing addresses, and partner info)

This report will be provided periodically or can be requested via email at membership@airstreamclub.org



Stars Report

Lists all local club members along with their join date.

This report allows you to determine how many stars a member needs. One star for every 5 years of membership.