

PROCEDURE FOR REINSTATEMENT AS AN OFFICIAL ASALH BRANCH

STEP ONE:

- Prepare a memo to Vice President for Membership at ASALH Headquarters stating the reason for discontinuance.

STEP TWO:

- Complete the reinstatement request below and return to Vice President for Membership

STEP THREE:

- Paperwork will be presented to Executive Council by Membership Committee Chair at the board meeting that immediately follows receipt of your package.
- Notification of Board's decision will be within six (6) weeks of presentation to Executive Council.

ASALH Branch Reinstatement Request

BRANCH NAME _____

CITY AND STATE _____

Date Submitted:

MONTH & YEAR DISCONTINUANCE AS OFFICIAL BRANCH _____

Reason for discontinuance as an official ASALH Branch

Plan for branch compliance

Plan to meet reporting requirements established by Headquarters

Process by which you will ensure the following:

- 1. Branch procedure to adhere to reporting process.** (Example: The Jason Curley Branch has put in place two officers who will be responsible for tracking information necessary to meet reporting deadlines: Secretary and Treasurer. President will oversee this process)

- 2. An official email contact for the branch.**

- **Contact Name:** _____
- **Email Address:** _____

- 3. State your branch mission (must be in line with ASALH's mission)**

- 4. Plans to carry out the branch mission.**

- 5. Branch plans for promoting the mission of ASALH in your local community.**

6. Branch plans for promoting the annual black history theme and theme products.

7. Branch plans for increasing membership, to include youth, biological family members, and institutional members (churches, libraries, schools, etc.)

8. Branch plans to engage its local community.

9. Submit the following official reports (if not already submitted):

- **Financial Report (2008 & 2009 & 2010)**
- **Branch Status Report (2012)**
- **Yearly Activity Report (2011 & 2012)**
- **Veterans History Project Report**

10. Submit the official branch reporting form with all current members' names (15 members required to be counted as an official branch of ASALH)

11. Plan for staying current with all requirements to remain an official ASALH Branch.

Submit package to Headquarters in Memo format

addressed to:

Membership Committee Chair

Dr. Janet Sims-Wood

Howard University – The Howard Center

2225 Georgia Avenue, NW

Suite 331

Washington, DC 20059