PROCEDURE FOR REINSTATMENT 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
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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Plan for branch compliance
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Plan to meet reporting requirements established by Headquarters

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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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)

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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4. Plans to carry out the branch mission.

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

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____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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):
   - Branch Status Report (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