



# Membership Application and Memorandum of Understanding

## Membership Application

**NOTICE:** This application is intended to be completed electronically only. **DOWNLOAD IT** to ensure all its features work. The application can be completed using a free PDF reader (e.g., Adobe Acrobat Reader). Handwritten and scanned applications will be rejected. The Memorandum of Understanding (Pages 3&4) must be read before applying. **Hover cursor over an entry block for any special guidance.**

**Email to:** [Membership@lvmac.org](mailto:Membership@lvmac.org) with cc: [Admin.Office@lvmac.org](mailto:Admin.Office@lvmac.org)  
with **Subject:** **Membership Application**

<b>Date of Application:</b>	<input type="text"/>
<b>Read the MOU:</b>	<input type="text"/> (See Pages 3 to 4.)
<b>Proper Business Name:</b>	<input type="text"/>
<b>Service Category:</b>	<input type="text"/>
<b>PA Business Entity Number:</b>	<input type="text"/> (Go to <a href="https://file.dos.pa.gov/search/business">https://file.dos.pa.gov/search/business</a> .)
<b>Official Business Address:</b>	<input type="text"/>
<b>City/Town:</b>	<input type="text"/>
<b>State:</b>	<input type="text"/>
<b>Zip Code:</b>	<input type="text"/>
<b>County:</b>	<input type="text"/>
<b>Business Telephone Number:</b>	<input type="text"/>
<b>Website/Facebook Address:</b>	<input type="text"/>
<b>Why do you want to join:</b>	<input type="text"/>

**Volunteer help you can offer:**  (Select one or more.)

**Primary Delegate's Name:**

**Position:**

**Telephone Number(s):**

**Email Address:**

**Authorizing Official:\***

**Position:**

**Comments:**

**Membership Type:**  **<== LVMAC USE ONLY ==>**

**Committee Recommendation:**

**Board Recommendation:**

**Council Decision:**

**LVMAC Comments:**

\* The Authorizing Official is normally the President, a Vice President, the Board Chair, or the Secretary of the organization in accordance with the organization's bylaws. That is, a person normally authorized to sign for the organization

# Memorandum of Understanding

## Purpose

This Memorandum of Understanding (MOU) establishes a type of partnership between the Lehigh Valley Military Affairs Council (LVMAC) and the member organization. It is not a legally binding document, but instead one intended to improve understanding of what membership in LVMAC entails.

## Our Mission and Vision

Our mutual mission is to improve the lives of our local military service members, veterans and their families by fostering and coordinating support from businesses, organizations, institutions and communities; and by promoting awareness of the military's role in defending America through educational programs and public events.

The ultimate goal, our vision, is that serving military, veterans and their families find the Lehigh Valley to be the most supportive community in the United States.

## Roles and Responsibilities

To accomplish the mission as an organization of organizations (a collaborative enterprise) without paid employees, LVMAC relies upon its member organizations to give of their time and expertise. Therefore:

### What LVMAC needs from the Member Organization

- To be registered with the Pennsylvania Department of State to do business. We will require you to provide a state Entity Number.
- To assure us that the organization's leadership or board, as appropriate, is applying for membership.
- To read and agree to abide by the [Bylaws of LVMAC](#).
- To designate a proactive delegate to represent you. Delegates are expected to attend at least six (6) LVMAC Council meetings in a calendar year.
- To keep delegate information current, as this person is the first point of contact to the organization.
- To suggest initiatives which have merit towards improving the lives of Lehigh Valley's military-veterans community.
- To provide, when asked, at least one volunteer to serve on at least one committee (action team) formed to accomplish a board-approved project/program.
- To help recruit other organizations to assist.
- To assist LVMAC in obtaining needed funding through donations and grants.
- To promote LVMAC activities. This includes displaying LVMAC literature at organizational, military veterans outreach events.
- To occasionally mention LVMAC in website/social media/blog posts and newsletter announcements when doing military-veteran related activities.

## **What a participating Member Organization should expect of LVMAC**

- Updates on current health, benefit, and quality of life issues, including transitioning from military service, employment, schooling, physical and psychological health, family and social wellness, justice, homelessness, and locally relevant legislative issues.
- Opportunities to participate in or attend conferences and seminars.
- Networking and coalition opportunities.
- Notification of trainings or workshops to improve competency in serving the military-veterans community.
- Promotion of the organization's activities when in the service of the military-veterans community.
- Announcement of an organization's fundraising activities when the funds benefit the military-veterans community.
- Alerts to new grant/contract notices.
- Alerts to federal, state and county services oriented on serving military and veterans.
- A recognition program providing a certificate to those who are recommended by the membership.
- A periodic reminder letter to update your information and to confirm your decision to remain a member of LVMAC.

## **Costs**

Nothing requires a member organization to expend or donate funds.

## **Confidentiality**

Both parties should understand that they shall abide by all applicable federal or state statutes or regulation pertaining to the confidentiality of client records or information, including that of volunteers. They will not use or disclose any information about a recipient of the services directly or indirectly resulting from membership activities, except with the consent of the recipient, parent or legal guardian.

## **Term of the Understanding**

The term of this MOU is for as long as a participating organization remains a member and starts upon induction at a council meeting following board and council approval.

Either organization may terminate this MOU upon thirty (30) days written notice. There are no penalties or liabilities involved.

## **Amendment**

This MOU shall be reviewed at least every two years to ensure that it is fulfilling its purpose and to make any necessary revisions.

## **Authorization**

The authorizing of the membership application below is to be done by a person normally authorized to sign. While the MOU is not a formal undertaking, the organization will strive to perform the mission and responsibilities stated above to the best of its ability.