HOW TO USE THE POST ADMINISTRATIVE MANUAL

This is the 24th edition of the Post Administrative Manual.

PLEASE DO NOT USE THE FORMS IN THIS MANUAL, MAKE COPIES OF THE FORMS BEFORE USING.

All forms can be found on the Department Website at www.txlegion.org/forms

The use of the manual provides for two-way communication regarding administrative matters pertaining to reports and programs.

The manual is divided into 4 sections:
1) a Monthly section
2) a Membership Section
3) a General Information Section
4) a Forms Section

The table of contents can assist with quickly locating information pertaining to reports, forms and deadlines. Additional copies of this manual can be obtained on the Department Website or at cost upon request to the Department Headquarters.

This version supersedes all previous versions and the dates published in this document supersede any and all dates published any form.

William West
State Adjutant
# TABLE OF CONTENTS

## SECTION I – MONTH TO MONTH INDEX

<table>
<thead>
<tr>
<th>Month</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1</td>
</tr>
<tr>
<td>Pos Certification</td>
<td>2</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
</tr>
<tr>
<td>Ronald P. McCluskey Scholarship</td>
<td>2</td>
</tr>
<tr>
<td>50% Target Date</td>
<td>3</td>
</tr>
<tr>
<td>District Convention Certification</td>
<td>3</td>
</tr>
<tr>
<td>October</td>
<td>3</td>
</tr>
<tr>
<td>55% Target Date</td>
<td>3</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
</tr>
<tr>
<td>Oratorical Contest Reminder</td>
<td>3</td>
</tr>
<tr>
<td>65% Target Date</td>
<td>3</td>
</tr>
<tr>
<td>Employer Awards</td>
<td>4</td>
</tr>
<tr>
<td>December</td>
<td>6</td>
</tr>
<tr>
<td>75% Target Date</td>
<td>6</td>
</tr>
<tr>
<td>VA Volunteer Award</td>
<td>6</td>
</tr>
<tr>
<td>Jimmy D. Lemley Memorial Award</td>
<td>7</td>
</tr>
<tr>
<td>Membership Awards</td>
<td>8</td>
</tr>
<tr>
<td>January</td>
<td>8</td>
</tr>
<tr>
<td>80% Target Date</td>
<td>8</td>
</tr>
<tr>
<td>American Legion Baseball Reminder</td>
<td>8</td>
</tr>
<tr>
<td>Junior Shooting Contest Reminder</td>
<td>8</td>
</tr>
<tr>
<td>Membership Award</td>
<td>8</td>
</tr>
<tr>
<td>Eagle Scout Award</td>
<td>8</td>
</tr>
<tr>
<td>February</td>
<td>9</td>
</tr>
<tr>
<td>85% Target Date</td>
<td>9</td>
</tr>
<tr>
<td>District Convention Certification</td>
<td>9</td>
</tr>
<tr>
<td>March</td>
<td>9</td>
</tr>
<tr>
<td>90% Target Date</td>
<td>9</td>
</tr>
<tr>
<td>Eagle Scout Award</td>
<td>9</td>
</tr>
<tr>
<td>Event</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Cut-off Date for Pre-printed Membership Cards</td>
<td>9</td>
</tr>
<tr>
<td>Division Convention Certification</td>
<td>10</td>
</tr>
<tr>
<td>Post Officer Certification</td>
<td>10</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td>10</td>
</tr>
<tr>
<td>95% Target Date</td>
<td>10</td>
</tr>
<tr>
<td>Boys State</td>
<td>10</td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td>10</td>
</tr>
<tr>
<td>100% Target Date</td>
<td>10</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td>10</td>
</tr>
<tr>
<td>Boy Scout Report</td>
<td>10</td>
</tr>
<tr>
<td>Consolidated Post Reports</td>
<td>11</td>
</tr>
<tr>
<td>Department Awards Deadline</td>
<td>11</td>
</tr>
<tr>
<td>Department Color Guard Contest</td>
<td>11</td>
</tr>
<tr>
<td>Chaplain of the Year Award</td>
<td>12</td>
</tr>
<tr>
<td>History and Yearbook Contest</td>
<td>12</td>
</tr>
<tr>
<td>Law &amp; Order Awards</td>
<td>12</td>
</tr>
<tr>
<td>Media Awards</td>
<td>13</td>
</tr>
<tr>
<td>Membership Deadline</td>
<td>13</td>
</tr>
<tr>
<td>Membership Awards</td>
<td>13</td>
</tr>
<tr>
<td><strong>SECTION II - MEMBERSHIP</strong></td>
<td>15</td>
</tr>
<tr>
<td>Introduction</td>
<td>17</td>
</tr>
<tr>
<td>Membership Eligibility</td>
<td>18</td>
</tr>
<tr>
<td>Eligibility Dates</td>
<td>18</td>
</tr>
<tr>
<td>Reserve / National Guard Eligibility</td>
<td>18</td>
</tr>
<tr>
<td>Direct Membership Solicitation (DMS)</td>
<td>20</td>
</tr>
<tr>
<td>Dues Reminder Notices</td>
<td>21</td>
</tr>
<tr>
<td>Headquarters Post 345 Members</td>
<td>22</td>
</tr>
<tr>
<td>The Membership Year</td>
<td>22</td>
</tr>
<tr>
<td>Before You Begin</td>
<td>22</td>
</tr>
<tr>
<td>Membership Record Cards</td>
<td>23</td>
</tr>
<tr>
<td>Membership Roster</td>
<td>25</td>
</tr>
<tr>
<td>Filing Your Membership Register</td>
<td>26</td>
</tr>
<tr>
<td>Processing Renewals</td>
<td>31</td>
</tr>
<tr>
<td>New Members</td>
<td>31</td>
</tr>
<tr>
<td>Online Renewals</td>
<td>32</td>
</tr>
<tr>
<td>Processing Transfers</td>
<td>36</td>
</tr>
<tr>
<td>Life Memberships</td>
<td>39</td>
</tr>
</tbody>
</table>
Paid Up For Life Membership 39
Corrections to Members Record 40
Transmitting Membership to Department Headquarters 43
Department Transmittal Form 44
MyLegion.org 45
Membership Reports 46
Target Dates 46
Post Membership Goal 46
Membership Awards 46
Individual Membership Awards 46
Texas Lone Star Individual Membership Recruiter Pin 46
Gold Brigade Award 47
Silver Brigade Award 47
Recruiter of the Year Award 47
Continuous Membership Certificates 47
Post Awards 47
Post Cash Award 47
Post 100% Award 47
Texas Post Excellence Award 48
American Legion Retention Award 48
Post Recruiting Award 48
Post New Member Award 48
New Post Cash Award 48
Department All-Time High Award 49
National Post Honor Ribbon 49
Certificate of Meritorious Service All-Time High Award 49
District Awards 49
District 100% Post Award 49
District Commanders Cap Award 49
Top District Commander Award 49
#1 Gold Pin Award 49
Top 10 District Commanders Pins 49
District 100% Award 50
District Improvement Award 50
Division Awards 50
Harold L. Gregory Trophy 50
Top Division Commander 50
Department Vice Commander Award 50
SECTION III – GENERAL INFORMATION

Consolidated Post Reports (CPR) Form
Annual Post Data Report
Post Officer Certification
Charters
Protocol for Department Commander / Officers Visits
Wearing of District Caps
Cap Ordering Instructions
Proper wearing of the Legion Cap
Request for Use of American Legion Name & Emblem
Guidelines for Post Judge Advocate
Guidelines for Assisting Posts
Post Finance Officers Guidelines
Information on Unrelated Business Income
Guidelines for the Selling of Post Property

SECTION IV – FORMS

Post Certification Form
Certification of Eligibility for American Legion Officers
Post/Squadron Commanders & Adjutants Form
Texas Lone Star Recruiter Pin Certification Form
SECTION I

Month to Month
JULY

POST CERTIFICATION

All Posts are reminded that the deadline for submission of Post Certification is **July 31st**. Posts that certify after this deadline will not qualify for any membership award. The Post Certification Form can be found in the Forms Section of this manual or on the Department Website.

SEPTEMBER

RONALD P. McCLUSKEY SCHOLARSHIP

The Ronald P. McCluskey Veterans Scholarship Program award is a $500 scholarship to a deserving American Legion member. One scholarship is awarded each year at the Fall D.E.C. This is a merit-based scholarship.

RULES FOR APPLICATION

1. In addition to this form Applicants must submit the following:
   A. An up to date copy of his/her transcript records (if applicable)
   B. Evidence of acceptance or enrollment in school of choice
   C. A typed letter pertaining to why you feel you should qualify for assistance and information on your school, community, church and leadership activities.
   D. A recent photograph (non returnable)
   E. A Copy of DD214 or other discharge paperwork

2. Applicants must be a member of The American Legion, Department of Texas. The applicant must be a paid up member for the year in which applying.

3. All applications are to be sent to The American Legion, Department of Texas; P.O. Box 140527, Austin, TX 78714-0257; and must be received no later than **September 1st** of the year in which application is being made.

4. A recipient of the fund must maintain a 2.5 grade average for the semester, with a minimum of nine (9) semester hours.
5. A winning applicant may not re-apply.

(Failure to meet any of the above requirements may result in disqualification of eligibility for this scholarship program)

TARGET DATE

The 50% Target Date is September 11, 2019

DISTRICT CONVENTION CERTIFICATION

All Post Adjutants should be sure to certify Post Delegates to their upcoming Fall District Convention. Delegate Certification forms can be found on the Department Website.

OCTOBER

TARGET DATE

The 55% Target Date is October 9, 2019

NOVEMBER

ORATORICAL CONTEST REMINDER

All Posts are reminded that the Department Oratorical Contest is fast approaching. Local competition for the Oratorical Contest will begin after November 1st.

District and Division contests will be held throughout January. The Department Contest will be held in February.

TARGET DATE

The 65% Target Date is November 13, 2019
NATIONAL EMPLOYER AWARDS

The Department Deadline for this year’s entry for all employer awards is November 15th. Entries received after this date will not be included.

The American Legion National Economic Commission Awards recognize individuals across the country who had established outstanding records in the employment and retention of workers with disabilities. There are currently nine awards.

1. EMPLOYER OF THE YEAR AWARD - (SMALL)
2. EMPLOYER OF THE YEAR AWARD - (MEDIUM)
3. EMPLOYER OF THE YEAR AWARD - (LARGE)
4. EMPLOYMENT SERVICE AWARD - (DVOP)
5. EMPLOYMENT SERVICE AWARD - (LVER)
6. EMPLOYMENT SERVICE AWARD - (LOCAL OFFICE)
7. EMPLOYER OF OLDER WORKERS AWARD
8. ENHANCE THE LIVES OF DISABLED PERSONS AWARD
9. HOMELESS VETERAN OUTREACH AWARD

To be considered for the National Award, the Departments deadline for submittals to the National Economic Commission in Washington, DC is January 15, of the following year.

All entries must be accompanied by an official nomination form and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

THE EMPLOYER OF VETERANS AWARD

Departments may submit a total of 3 nominations for this category for national consideration.

- One nomination for a small company with 50 or fewer employees
- One nomination for a medium sized company with 51 - 200 employees
- One nomination for a large company with 201 or more employees

These awards, one in each of the three employers of veteran’s size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Awards, nominees must meet the following criteria:

- At least 10 percent of the nominee’s work force must be veterans.
- The nominee must have been in business for at least five years.
- The nominee cannot restrict employment to veterans only.
- The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

**EMPLOYMENT SERVICE AWARDS**

The ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP), and one local Employment Service (ES) office. LVERs, DVOPs, and ES provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Nominations from Posts, ES employees or other sources must be sent to Department Headquarters. The Department then selects one nominee each in the LVER, DVOP, and ES Office categories, and sends the winning nominations with their supporting information to the National Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

**EMPLOYER OF OLDER WORKERS AWARD**

The National Economic Commission created an award for employers of older workers. Because the commission saw older workers as a valuable economic resource of proven skills, stability and experience, it wanted to encourage employers to hire and retain older workers in the work force.

Nominations from Posts, or other sources must be sent to Department Headquarters. The Department then selects one nominee and sends the winning nominations with their supporting information to the National Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

**AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS**

The National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that improves the quality of life for disabled persons will be considered.
All entries must be accompanied by an official nomination form and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

Nominations from Posts, or other sources must be sent to Department Headquarters. The Department then selects one nominee and sends the winning nominations with their supporting information to the National Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

The Department deadline for all Employer Awards is **November 15th**. Entries received after this date will not be included.

Copies of all the official nomination forms can be found in the forms section of this manual.

**DECEMBER**

**TARGET DATE**

The 75% Target Date is **December 11, 2019**

**VA VOLUNTEER AWARD**

The American Legion VA Volunteer Award program is designed to recognize those Legionnaires providing exceptional VA Volunteer Service. The Department will present an award to the most outstanding candidate from each Division based upon the information submitted. The entry forms can be found on the Department Website and it must be postmarked by **December 31st**.
“JIMMY D. LEMLEY MEMORIAL AWARD”
(FOR THE OUTSTANDING POST ADJUTANT)

In 1996 the Department Executive Committee created an award to honor the outstanding Post Adjutant each year, to be named for the late Jimmy D. Lemley, who served as Department Adjutant from 1985-1992. The Department Executive Committee approved the recommendation that the award criteria be judged from narrative nominations submitted by Post Executive Committees.

If you wish to recommend your Post Adjutant for this award, please submit your nomination to Department Headquarters, it must be postmarked by **December 31st**. Since the individual posts participate in various programs in their local community, the narrative reporting system will be the most beneficial. Please consider some of the following areas for your recommendation:

1. Prompt transmittal of membership on a bi-weekly basis.
2. Concise Post meeting minutes.
3. Prompt reporting of Post activities to the membership.
4. Maintaining good communications between officers and Committee Chairmen.
5. Trains other members of the Post to fill in should he/she not be able to fulfill their responsibilities.
6. Initiating membership programs to maintain the Post membership. (Transfer forms, supply forms, records)
7. Maintains working relationship with Department Staff resolving all membership discrepancies of Department and National records.
8. Ensuring that the Post Administration is maintained properly. (i.e., taxes, insurance, incorporated, bonds on officers, current paid bills)
9. Promoting community activities with other civic groups.
10. Coordination of Legion programs during the year.

**NOTE:** If the post has a paid full-time or part-time Adjutant, this must be stated in your report. If only expenses are given, this does not need to be added. All Post Adjutants are eligible for this award. Please forward your recommendation to the Department Headquarters, it must be postmarked by **December 31st**.

**A Copy of your Consolidated Post Report, Post Data Form and Certification of Post Officers must be on file in order to be eligible for this award.**
MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

JANUARY

TARGET DATE

The 80% Target Date is **January 8, 2020**

AMERICAN LEGION BASEBALL REMINDER

American Legion Baseball registration begins on **January 1st**; you must register online at [www.legion.org/baseball](http://www.legion.org/baseball).

JUNIOR SHOOTING CONTEST REMINDER

All Posts are reminded that the Junior Shooting Contest is fast approaching. Information packets will be mailed this month to all Posts and Certified Jr. Shooting Chairman. Target sets must be ordered by **January 31st**. All preliminary round target sets must be returned to the National Headquarters by **February 28th**.

All Posts that have not received these materials and are planning on participating in this program need to contact Department Headquarters as soon as possible to receive a Jr. Shooting Brochure with ordering information.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

EAGLE SCOUT AWARD

All Posts are reminded that the Eagle Scout of the Year Award deadline is fast approaching. All entries must be received at the Department Headquarters by close of business on **March 1st**. All Posts that are planning on participating in this program can download the Eagle Scout of the Year entry form directly
from the National Website: http://www.legion.org/publications/223495/eagle-scout-year-nomination-form

**FEBRUARY**

**TARGET DATE**

The 85% Target Date is **February 12, 2020**

**DISTRICT CONVENTION CERTIFICATION**

All Post Adjutants should be sure to certify Post Delegates to their upcoming Spring District Convention. Delegate Certification forms can be found on the Department Website.

**MARCH**

**TARGET DATE**

The 90% Target Date is **March 11, 2020**

**EAGLE SCOUT AWARD**

All Posts are reminded that the Eagle Scout of the Year Award deadline is **March 1st**, all entries must be received at the Department Headquarters by close of business.

**CUT-OFF DATE FOR PRE-PRINTED CARDS**

All renewal and new membership cards, member date forms for deaths, change of address, change of name or transfer must be at the Department Headquarters by **March 15th** in order to be processed and sent to National Headquarters by the April 1st deadline for getting pre-printed cards for the next membership year.
DIVISION CONVENTION CERTIFICATION

All Post Adjutants should be sure to certify Post Delegates to their upcoming Division Convention. Delegate Certification forms can be found on the Department Website.

POST CERTIFICATION FORM

Post Certification Form is located in the form section of this publication and on the Department Website. All Post Adjutants should complete the form and return it to the Department Headquarters within 15 days of the Post Elections. Posts will not receive membership cards, administrative manual or other information brochures and pamphlets from National.

APRIL

TARGET DATE

The 95% Target Date is April 8, 2020

BOYS STATE

April 15th is the deadline for registration of Primary Delegates to Boys State. Slots for additional Delegates cannot be guaranteed after this time. Alternate Delegate registration is open until April 30th. All Delegates registered after Mid March are handled on a first come first serve basis.

MAY

TARGET DATE

The 100% Target Date is May 13, 2020

JUNE

BOY SCOUT REPORT

All Posts that sponsor Scout Troops are encouraged to complete the Boys
Scout End of Year report and return it to the Department Headquarters by June 1st.

**CONSOLIDATED POST REPORTS**

Posts are strongly encouraged to complete this form as quickly as possible and return it to the Department Headquarters by June 1st. A Consolidated Post Report Form must be submitted by June 1st for Posts to be eligible for Membership Awards.

The Consolidated Post Report is one of the most essential reports that we completed. Once completed the reports are sent to National to be complied with all Posts and is given to Congress to show what The American Legion does and to show why we need to be able to continue to operate as a non-profit organization. Posts should share this with the local community leaders to help show what you contribute to their individual community and a yearly basis.

**DEPARTMENT AWARD DEADLINE**

All Posts are reminded that there are several award entries and forms due to Department Headquarters by the June 1st deadline. Several of the awards are judged and winners selected at the Department Convention.

These entries and reports must be in the Department Headquarters no later than June 1st in order to be considered. The forms and rules for all awards can be found in the Administration Manual or Department Website.

- Gusman Cup (Consolidated Post Report)

**DEPARTMENT COLOR GUARD CONTEST**

The Department Color Guard Contest will be held on Friday afternoon at the Department Convention. Entire forms must be submitted to the Department Headquarters 30 days prior to the Department Convention.

The Department Color Guard Contest Winning Team will be required to attend the National Convention and represent the Department in the National Color Guard Contest and to lead the Department Delegation during the National Convention Parade.
The winning team is responsible for all expenses related to the National Convention.

**CHAPLAIN OF THE YEAR AWARD**

Every Post Chaplain is encouraged to complete the Chaplain of the Year entry form and submit it to the Department Headquarters by the **June 1st** deadline. Entry forms can be found on the Department Website on the forms page. All entries will be judged and a Post Chaplain will receive the Chaplain of the Year award at the Department Convention.

**HISTORY AND YEARBOOK CONTEST**

All Post and District Historians are encouraged to participate in the Department and National History and Yearbook contests. Entries are due no later than **10:00 AM on Friday, in the History room at the Department Convention site. DO NOT SEND TO THE DEPARTMENT HEADQUARTERS. POST HISTORIAN IS RESPONSIBLE TO GET IT TO THE DEPARTMENT CONVENTION SITE.**

Review the Post Officers Guide, section 4 for the national standards by which the books will be judged. First place winners at the Department level will be submitted to National Headquarters for judging in the National Contest.

**LAW & ORDER AWARDS**

Every year, Posts around the state select local Police, Fire and EMT Officials as award recipients. The Department also recognizes these individuals through the Department Law & Order Awards. Deadline for nomination forms from the Districts is **June 1st**. **All entries must be submitted through the District Convention for review and action, prior to being submitted to Department Headquarters, each District may only submit one entry per category.**

Entry forms can be found in the forms section of this manual. Department award recipients are selected at the Department Convention by the National Security Commission.
MEDIA AWARDS

Posts are encouraged to submit local media outlets for consideration in the Department Media Awards Program. The program is designed to recognize those local media outlets (Television, Radio and Newspaper) that support The American Legion by providing positive news coverage of the various activities of our local American Legion Posts.

The entries should cover activities and reporting for the period June 1st to May 31st. Plaques are presented in four categories: Daily Newspaper, Weekly Newspaper, Television and Radio.

Entry information, forms and deadlines can be found on the Department website. Awards will be presented to the award winners at the next Mid-Winter.

MEMBERSHIP DEADLINE

June 1st will be the deadline out date for all membership awards. All membership must be into the Department Headquarters by this date in order to count for awards.

30 days before the Department Convention will be the final close out date for the membership year. All membership must be into the Department Headquarters by this date in order to count towards voting strength.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.
SECTION II

MEMBERSHIP
INTRODUCTION
Processing your Posts membership can be both time consuming and complex. This manual has been developed to explain the proper procedures for processing membership. Please read the manual in its entirety before you begin to process membership. Even experienced officers can benefit from reviewing procedures.

At first, the manual may appear complicated. Do not be intimidated. Most membership processing is routine. However, there are some membership procedures which are not routine. This manual is intended to give you one source of information for your questions concerning membership processing.

Additional information can be found in the Post Adjutant’s Manual. If you have any questions that are not covered regarding the processing of membership then contact the Department Headquarters, Membership Secretary at (512) 472-4138 or at membership@txlegion.org.

Thank you for your dedication in assuming this responsibility.

MEMBERSHIP ELIGIBILITY
Post Adjutants are responsible for checking and verifying membership eligibility on all applications. If there is doubt about eligibility, Adjutants should ask the applicant for a copy of his/her Honorable Discharge. If still in doubt after reviewing the discharge papers, write Department for a ruling. A membership card should never be issued until eligibility is established and the member is accepted by vote of the Post.

As provided in the Constitution and By-Laws, Article IV,

Section 1. Any person shall be eligible for membership in THE AMERICAN LEGION who was a member of the Army, Navy, Marine Corps, Coast Guard or Air Force of the United States and assigned to active duty at some time during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the government of the United States; all dates inclusive, or who, being a citizen of the United States at the time of his entry therein, served on active duty in the armed forces of any of the governments associated with the United States during any of said periods; provided, however, that such service shall have been terminated by honorable discharge or honorable separation, or continued honorably during or after any of said periods; provided, further, that no person shall be entitled to membership who, being in such service during any of said periods, refused on conscientious, political or other grounds to subject himself to military discipline or unqualified service.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person may be a member at any one time of more than one post.
Section 4. No person, who has been expelled by a post, shall be admitted to membership in another post without the consent of the expelling post, except that where such consent has been asked for and denied by such post, he may then appeal to the executive committee of the department of the expelling post for permission to be admitted to membership in another post, and shall be ineligible for membership until such permission is granted.

ELIGIBILITY DATES

All Dates Inclusive - Active Duty military personnel as well as those guard and reserve members that were activated for at least one day of federal orders are eligible for membership in The American Legion.

WWI

April 6, 1917 to November 11, 1918

WWII

December 7, 1941 to December 31, 1946

U.S. MERCHANT MARINES in WWII**

KOREA

June 25, 1950 to January 31, 1955

VIETNAM

February 28, 1961 to May 7, 1975

LEBANON & GRENADA

August 24, 1982 to July 31, 1984

PANAMA

December 20, 1989 to January 31, 1990

PERSIAN GULF

August 2, 1990 to Cessation of Hostilities as determined by the U.S. Government

** Merchant Marines eligible only if attached for active duty service with the Coast Guard, Army or Navy during dates indicated.

RESERVE/NATIONAL GUARD ELIGIBILITY

The National Guard and Reserves are required to meet the same eligibility requirements as the full time federal active veterans.

To be eligible, the National Guardsman/Reservist must have served at least one day on federal active duty during any of the eligibility periods as set forth in Article IV, Section 1 of The American Legion National Constitution. The person must either have an honorable discharge or currently be serving either in the Guard/Reserve on federal active duty.

The key to determining if a Guardsman/Reservist has been on or is currently serving on federal active duty is the “AUTHORITY LINE” on the activation orders of the Guardsman/Reservist. In both cases “Title 10, Subsection 672 or 12301” are orders from the Secretary of Defense and are federal orders.
The authority the Governor uses to activate the National Guard as an individual or unit is “Title 32” orders, i.e. weekend drills and annual training. These are NOT federal orders. The Reserves have similar reserve orders which are “Title 10, Subsection 270” this authority code gives the reserve component the authority to activate the reserves for weekend drill and annual training.

<table>
<thead>
<tr>
<th>ELIGIBLE</th>
<th>NOT ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Guard</td>
<td>Title 10, Subsection 672 or 12301</td>
</tr>
<tr>
<td>Reserves</td>
<td>Title 10, Subsection 672 or 12301</td>
</tr>
</tbody>
</table>

NOTE: A DD214 will be issued for the time on federal active duty or a DA1059 for a completion of a school will be issued with a character type of discharge. All Reserve components send their service members to basic training using Title 10, Subsection 672 or 12301.

The following examples are provided to help answer most membership eligibility questions regarding National Guard and Reserve (Reserve component) veteran.

**National Guard Example** - If a traditional National Guard soldier/airman (i.e., one who never was stationed with an active duty unit) performed basic training during one of our eligibility dates, that soldier/airman would qualify for membership because that time on active duty was federal, Title 10 duty.

If the above soldier/airman performed basic training outside the dates, that soldier/airman may still qualify for membership if they were ever activated for federal service. Two week Annual Training (AT) does not normally qualify one for membership, but if AT was under federal control, going out of country for two weeks to drill, then those orders were federal orders. If that time was during the dates, they qualify for membership in TAL. This gets to the DD214 issue. The soldier/airman described above would not receive a DD214, but they do receive a copy of their orders and that copy would serve as basis to qualify a potential member. (see chart above)

**Reserves Example** - If a traditional Reservist soldier (i.e., one who never was stationed with an active duty unit) performed basic training during one of our eligibility dates, that soldier/sailor/airman / Marine would qualify for membership because that time on active duty was federal, Title 10 duty.

This gets to the DD214 issue or proof of eligibility. The soldier/sailor/airman/Marine described above would not receive a DD214, but they would receive a copy of their orders and that copy would serve as basis to qualify a potential member. All reservists are under federal control so all their orders are Title 10, Subsection 270. Those orders do not qualify a reservist for membership, but if they receive Title 10, Subsection 672 orders, then that would be active duty service that qualifies them for membership in TAL.

As with all membership eligibility, if further clarification is needed, contact your department headquarters. Reserve component service members are an excellent source of young talent and a very large and growing pool of eligible, potential members.
**DIRECT MEMBERSHIP SOLICITATION (DMS)**
The DMS program is a form of direct marketing used to solicit membership into The American Legion. Mailing lists are rented from commercial list brokers. Lists are compared with our membership files to remove the names of members from the rented lists.

Next, National mails out a letter over the signature of the National Commander (or his representative), which outlines many of The American Legion’s past accomplishments, our current concerns and reasons why we need the prospective member’s support.

If the prospect wishes to join, he or she completes the application from enclosed, certifying their dates of service in the U.S. armed forces, their character of discharge, their branch of service and their birth date. Then the applicant returns the form with a check in the envelope provided. National headquarters sends them a membership card signed electronically with the signature of the National Adjutant, a welcome letter and other information. These new members are transmitted into the Department Headquarters Post in the state in which they live in accordance with the current policies of the National Executive Committee.

When National gets a member through DMS, the member is placed in a “holding post TX0048” at National. The member remains in the National holding post until the member is transferred into a local post. Department has access to the contact information for these holding post members only after the member has renewed for the following membership year.

Post have access to contact information for DMS acquired members in their area through MyLegion.org, explained later in this manual or by contacting the Department Headquarters. Posts can transfer DMS members, as well as Post 345 members, at any time using the procedures outlined in this manual. The member must consent by signature to being transferred into your local Post.

While the DMS program has changed over the years, its purpose remains the same – to bring new members into our organization. For the DMS program to be truly effective, it is imperative these new members are personally contacted and invited to transfer into a local Post.

**DIRECT RENEWAL NOTICES**
Every membership year, National mails out five renewals notices to all members that their annual dues for the coming year may be paid to the Post.

This is made possible by printing on every renewal notice the exact amount of each Post’s dues and the exact address to which dues are to be mailed. Every year in early spring National sends to the Department a Post Data Form for every Post. The Post Data Form is sent to the Posts to verify and update any changes to their Post information. Posts need to verify the address and dues amount. Please make sure the information provided has no errors.

A mistake in either the Post address or dues amount will cause endless trouble. At any time the annual dues or your Post changes or if the remittances address changes, contact the department headquarters immediately.
The National Headquarters covers the cost of all five notices. It is the responsibility of the Post Adjutant to send any additional notices thereafter to unpaid members.

It is extremely important that dues be processed by the Adjutant promptly and transmitted to Department as quickly as possible after receipt, so names can be removed from the National list and they should not receive further notices.

If you have members whose names do not appear on the pre-printed roster then it is the responsibility of the Post Adjutant to send a dues notice to that member. Remember to remove deceased members’ names from the rolls as quickly as possible so they will not be sent reminder notices.

FOR THE 2019 – 2020 MEMBERSHIP YEAR

<table>
<thead>
<tr>
<th></th>
<th>Mailing Date</th>
<th>National Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Notice</td>
<td>July 2, 2019</td>
<td>May 8, 2019</td>
</tr>
<tr>
<td>Second Notice</td>
<td>Oct 9, 2019</td>
<td>Sept 11, 2019</td>
</tr>
<tr>
<td>Third Notice</td>
<td>Nov 16, 2019</td>
<td>Oct 11, 2019</td>
</tr>
<tr>
<td>Fourth Notice</td>
<td>Jan 4, 2019</td>
<td>Dec 12, 2019</td>
</tr>
<tr>
<td>Fifth Notice</td>
<td>Feb 27, 2020</td>
<td>Feb 13, 2020</td>
</tr>
<tr>
<td>Final Notice</td>
<td>Apr 26, 2020</td>
<td>Apr 10, 2020</td>
</tr>
</tbody>
</table>

Cutoff Dates are the dates they have to be at national for processing so the member can be removed from the next renewal notice.

NOTE: This is the date the renewals notice was printed at National, the individual’s dues must have been processed at National prior to this date to be removed from the mailing.
HEADQUARTERS POST 345 MEMBERS
The Department Headquarters “holding post”, Post 345, is comprised primarily of members acquired through the DMS Program. Many wish to transfer to a local Post. Your Post may receive a “Request to Transfer to a Local Post” from Department.

National sends the forms to all Post 345 members with each renewal notice. Completed forms are sent to Department by either the Member or National Headquarters and we in turn send them to the local Post nearest the member’s address.

Contact the member to see if he/she wishes to transfer into your local Post, if the member agrees, complete a Member Data Form to transfer the member to your Post. You can use the “Request to Transfer to a Local Post” in place of getting the member to sign the Member Data Form for transfer, provide he/she signed the “Request to Transfer to a Local Post” form.

The local Post is responsible for contacting the member, verifying membership eligibility and processing the transfer.

THE MEMBERSHIP YEAR
There is often confusion about The American Legion membership year. Does the year run from July to June or from January to December? A member’s membership card is valid from the time of issue until December 31 of the calendar year printed on the card. After December 31st the member is considered delinquent. Posts begin collecting dues in July for the following calendar year.

Think of it as a magazine subscription. With a subscription, you pay in advance so that you do not miss an issue. With The American Legion, we attempt to collect all dues between July and December so the member does not become delinquent and miss out on any benefits. The member remains in good standing.

BEFORE YOU BEGIN
1. The membership card and roster are pre-printed at National Headquarters with your previous year’s members received at National Headquarters before April 1st. Membership received after April 1st may not be reflected on the roster. Continuous years of membership are increased by one year at this time, if the dues for the current year are paid at National, if not the member is return to 1 year.
2. When you receive your Membership Roster for the new membership year, PLEASE CHECK IT FOR ANY ERRORS. You will need to correct errors as you process membership. An explanation of the Membership Roster appears later in this manual and can also be found in the Post Adjutants Manual. To make corrections to a member’s record, see “corrections to Member’s Record” in this manual.

3. Check your pre-printed cards for errors. You will need to correct errors as you process membership. To make corrections to a member’s record – see “Corrections to Member’s Record” in this manual.

4. Compare your pre-printed cards with the membership roster. Compare the sequence numbers on the membership card to those on your membership roster. Follow procedures below for any discrepancies.

5. **Missing Cards** – If cards are missing, follow procedures outlined in this manual for “Renewals for which you do not have a pre-printed card”.

6. **Unknown Cards** – If you receive a pre-printed card for someone who is not a member of your Post, please return the entire card (all three sections) to the Department Headquarters with a note explaining why the card is being returned. Keep the card separate from those for which you are transmitting dues. Do not include the card in the count on the Membership Transmittal Form.

7. **Duplicate Cards** – If you receive more than one pre-printed card for the same member, process only one of the cards (the most accurate one) as usual. Return the duplicate cards to the Department Headquarters with a note explaining why the card is being returned. Keep the card separate from those for which you are transmitting dues. Do not include the card in the count on the Membership Transmittal Form.

8. Check your membership supplies, if you need anything submit a Supply Request Form to the Department Headquarters. You should have the following supplies on hand:
   a. Member Data Forms
   b. Blank Membership cards (25 come with your roster, extra can be ordered from Dept)
   c. PUFL Applications
   d. Membership Transmittal Forms
   e. Membership Applications
   f. Recruiting brochures

9. Check roster for Honorary Life Members that are paid by the Post each year.

**MEMBERSHIP RECORD CARDS**
Each year membership cards are pre-printed at National Headquarters with the names and address of your previous year’s members received at National Headquarters before April 1st each year.
The card has three parts; the extreme right is the “Official Membership Card” to be given to the member after dues have been paid. The National and Department portions of the card are known as the “Record Card”, the Record Card is transmitted to Department.

- **Do NOT** separate the National and Department Portions of the Record Card.
- **Do NOT** staple, tape or whiteout anything to the Record Card.
- Use only a #2 pencil to make corrections.
- To make corrections to a member’s record – see “Corrections to Member’s Record in this manual.”
- Use only membership cards for the year for which you are transmitting dues.
- **DO NOT ALTER THE SCAN LINE ON THE NATIONAL OR DEPARTMENT CARD.**

**Membership Record Card**

**Guide to the pre-printed card information**

A/B/C/D/E/F – These characters that appear here make up the SCAN LINE. **DO NOT CHANGE ANY OF THE INFORMATION ON THIS LINE. DO NOT MARK IN THIS AREA FOR ANY REASON**

A – This is the permanent 9-digit member ID Number; it will stay with the member as long as the member continues to pay dues annually or for life.

B – This number represents the membership year.

C – These positions identify the Department, Post (and country when applicable).

D – These numbers serve as a counter – for example, if your Post has 195 pre-printed cards for the members last year and you get an extra 25 blank cards (use for new members), the first card will have a 6-digit sequence number of 000001 and the last card will have 000220. These numbers should match up with your Membership Roster.

E – This variable number has importance only to National’s scanning equipment.

F – All Legion cards have an “L” and the SAL cards carry an “S”.

A/B/C/D/E/F – These characters that appear here make up the SCAN LINE. **DO NOT CHANGE ANY OF THE INFORMATION ON THIS LINE. DO NOT MARK IN THIS AREA FOR ANY REASON**
G – Only the first war era and one branch of service in which a member served is indicated. Update if blank on the pre-printed card.

H – Current phone number, date of birth and member’s email address. Update if blank on the pre-printed card.

I – Update as appropriate

J – City in which the Post is located.

MEMBERSHIP ROSTER
The membership roster will list in exact alphabetical order all your previous year’s members whose cards were received at National before April 1st. Columns on the Membership Roster are explained below.

To make corrections to a member’s record – see “Corrections to Member’s Record” in this manual.

- DATE PAID – Record the date member pays dues to Post.
- DATE TRANSMITTED – Record the date Post transmits dues to Department.
- LAST PAID YEAR – Indicates last year member paid dues (as of April 1st)
- MEMBERSHIP ID NUMBER
- CONT. YEARS – Number of continuous year’s membership (as of April 1st)
- NAME – Members name as it appears in membership records
- ADDRESS/CITY/STATE/ZIP – Members address as it appears in membership records
- CER FLAG – (Certificate Flag) a number code will indicate a member has had 60, 60, 70, 75 or 80-year continuous membership certificate printed. Only the most recent certificate code will be reflected.
- EX FLAG – (Exclusion Flag) A “C” code means the member will not receive a dues renewal notice. If a “D” code appears, the will not receive a renewal notice or The American Legion Magazine. Call Department Headquarters for any corrections.
- ERA – Identifies the war era on file with National for the member, showing the first war era the member served. Code descriptions are located at the end of the roster.
- TY – The “Type” code identifies one of three types of life membership:
  - “H” indicates Honorary Life Membership – **the Post is responsible for payment of the member’s annual dues for life.**
  - “P” indicates Paid Up For Life Member
  - “*” (asterisk) indicates Honorary PUFL member
- UN – A “U” identifies those individuals, reported by the U. S. Postal Service as having an address that is not correct. The mail is undeliverable. Any member with a “U” code on their record will not receive any mail from National or the Department. Post are asked to verify address and must submit a Member Data Form to correct address.

- SEQUENCE NO. – This 6 digit number, which is also printed on the membership card, can help the Post find the card or members on the roster.

FILING YOUR MEMBERSHIP REGISTER FOR HISTORIC REFERENCE

Keep all previous membership registers is a good practice. They are your historical record of past membership and your Post’s history. Past membership registers should be stored in a loose-leaf binder.
## Membership Roster

**Date Paid / Date Transmitted**

**Columns**
- Last Year Paid
- Membership ID
- Continuous Membership Years

**Members of the American Legion**

<table>
<thead>
<tr>
<th>Date Roster was Prepared</th>
<th>CER Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date roster was prepared</td>
<td></td>
</tr>
</tbody>
</table>

**ERA Column – War Era**
- 1 – WWI
- 2 – WWII
- 4 – Korea
- 8 – Vietnam
- G – Lebanon/Grenada
- H – Panama
- S – Persian Gulf
- T – WWII Merchant Marines

**TY Column**
- “H” – Honorary Life (paid by post)
- “P” – Paid Up For Life
- “*” – Honorary PUFL

**UN Column – Undeliverable**
- “U” Code – Mail is undeliverable, check member’s address

**EX Flag Column**
- “C” Code – Member will not receive dues renewal notice
- “D” Code – Member will not receive notice or magazine

**Sequence Number**
- Matches sequence number on record card

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Paid Transmitted</th>
<th>DEPT</th>
<th>NO.</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>PLG</th>
<th>ERA</th>
<th>UN</th>
<th>TY</th>
<th>EX</th>
<th>SEQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>900000001</td>
<td>59</td>
<td>John A</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>50</td>
<td>0000001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000002</td>
<td>9</td>
<td>John B</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>4</td>
<td>0000002</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000003</td>
<td>14</td>
<td>John C</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000004</td>
<td>57</td>
<td>John D</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000005</td>
<td>88</td>
<td>John E</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000005</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000006</td>
<td>13</td>
<td>John F</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>4</td>
<td>0000006</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000007</td>
<td>9</td>
<td>John G</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000008</td>
<td>16</td>
<td>John H</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000009</td>
<td>55</td>
<td>John I SR</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000010</td>
<td>26</td>
<td>John J</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>900000011</td>
<td>40</td>
<td>John K</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000012</td>
<td>13</td>
<td>John L</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000013</td>
<td>20</td>
<td>John M</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000014</td>
<td>29</td>
<td>John N JR</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000015</td>
<td>28</td>
<td>John O</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000016</td>
<td>56</td>
<td>John P</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000017</td>
<td>50</td>
<td>John Q</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000018</td>
<td>57</td>
<td>John R</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000019</td>
<td>15</td>
<td>John S</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000020</td>
<td>34</td>
<td>John T</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000021</td>
<td>54</td>
<td>John U</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000022</td>
<td>21</td>
<td>John V</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000023</td>
<td>48</td>
<td>John W</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000024</td>
<td>29</td>
<td>John X</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000025</td>
<td>26</td>
<td>John Y</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000024</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>900000026</td>
<td>14</td>
<td>John Z</td>
<td>PO BOX 1234</td>
<td>ANYTOWN</td>
<td>ST 99999</td>
<td>2</td>
<td>0000025</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Date</td>
<td>Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN A</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Deceased</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN B</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Name change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN C</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Name change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN D</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN E</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN F</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN G</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN H</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN I</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN J</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN K</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN L</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN M</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN N JR</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN O</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN P</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN Q</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN R</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN S</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN T</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN U</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN V</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN W</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN X</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN Y</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC, JOHN Z</td>
<td>PO BOX 1234</td>
<td>2/22</td>
<td>Address change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Case ID</td>
<td>Name</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Note</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
<td>--------------------</td>
<td>----------</td>
<td>-------</td>
<td>-----</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/22</td>
<td>900000001</td>
<td>PUBLIC, JOHN A</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/25</td>
<td>900000002</td>
<td>PUBLIC, JOHN B</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000003</td>
<td>PUBLIC, JOHN C</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000004</td>
<td>PUBLIC, JOHN D</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000005</td>
<td>PUBLIC, JOHN E</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000006</td>
<td>PUBLIC, JOHN F</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>4 P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000007</td>
<td>PUBLIC, JOHN G</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>2 U</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000008</td>
<td>PUBLIC, JOHN H</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000009</td>
<td>PUBLIC, JOHN I SR</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000010</td>
<td>PUBLIC, JOHN J</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000011</td>
<td>PUBLIC, JOHN L</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000012</td>
<td>PUBLIC, JOHN M</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000013</td>
<td>PUBLIC, JOHN N JR</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000014</td>
<td>PUBLIC, JOHN O</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000015</td>
<td>PUBLIC, JOHN P</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000016</td>
<td>PUBLIC, JOHN Q</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000018</td>
<td>PUBLIC, JOHN R</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000019</td>
<td>PUBLIC, JOHN S</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000020</td>
<td>PUBLIC, JOHN T</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000021</td>
<td>PUBLIC, JOHN U</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000022</td>
<td>PUBLIC, JOHN V</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000023</td>
<td>PUBLIC, JOHN W</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00024</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000024</td>
<td>PUBLIC, JOHN X</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000025</td>
<td>PUBLIC, JOHN Y</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00026</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>900000026</td>
<td>PUBLIC, JOHN Z</td>
<td>ANYTOWN</td>
<td>ST</td>
<td>9999</td>
<td>00026</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Member ID</td>
<td>Name</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-----------</td>
<td>---------------------</td>
<td>------------------</td>
<td>--------</td>
<td>-------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/22</td>
<td>2/25</td>
<td>900000039</td>
<td>Public, Jane E (renewal no pre-printed card)</td>
<td>PO Box 1234</td>
<td>Anytown</td>
<td>ST 99999</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23</td>
<td>2/25</td>
<td>9000000100</td>
<td>Public, Jane F. (new member)</td>
<td>PO Box 1234</td>
<td>Anytown</td>
<td>ST 99999</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23</td>
<td>2/25</td>
<td>9000000101</td>
<td>Public, Jane G. (transfer with dues)</td>
<td>PO Box 1234</td>
<td>Anytown</td>
<td>ST 99999</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transfer Member Data Form submitted 2/25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td>Public, Jane H. (transfer without dues)</td>
<td>PO Box 1234</td>
<td>Anytown</td>
<td>ST 99999</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transfer Member Data Form submitted 2/23 (dues were paid to former Post)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROCESSING RENEWALS
Renewals will be processed in one of two ways:
A. Renewals for which you have a preprinted card, or
B. Renewals for which you do NOT have a preprinted card

A. Renewals for which you have a preprinted card:
1. Have member review information on membership record card to insure it’s accurate.
2. Fill in “Date Paid” on center card.
3. Initial “Post Adj Initials” on the center card.
4. Place an “X” in the “Renewal” box on the center card.
5. Sign the member’s portion of the card as “Authorized Post Officer.”
6. Do NOT separate the National and Department portions of the record card.
7. Find the member’s name on the Membership Roster and enter the date paid in the appropriate column.
8. To make corrections to a member’s record, see the section titled “Corrections to Member’s Record.”
9. Transmit the card following procedure outlined in this manual.

Renewal with Pre-printed Card

B. Renewals for which you do NOT have a preprinted card:
1. Take the next available blank card from those supplied. The serial number on the membership record card will be the same as the 6 digit sequence number printed on the membership roster.
2. Type or print legibly on the left and center sections of the membership record card the following information exactly the way it was previously reported.
3. Put an “X” in the “Renewal” box at the top of the center card.
4. Fill in “Date Paid” on the center card.
5. Initial “Post Adj Initials” on the center card.
6. Type or Print the member’s ID number on the member’s card.
7. Type or print the member’s name on the first line of the member’s card.
8. Enter the continuous years of membership on the member’s card in the star.
9. Sign the member’s card as “Authorized Post Officer.”
10. Separate the member’s card from the Record Card. Give or mail the member’s card to the member promptly.
11. Do NOT separate the National and Department portions of the record card.
12. Find the sequence number of the Membership Record Card on the Membership Roster and enter the member’s information and the date paid in the appropriate column.
13. Transmit the card following procedure outlined in this manual.

Renewal without Pre-printed Card

NEW MEMBERS
Note: Always ask a prospective member if he/she currently belongs or has recently been a member. If the answer is yes, obtain the member’s Membership ID Number from the member or by contacting the Department Headquarters. If the member has a Membership ID Number established, it should be used to prevent a duplicate record being created;

- If the member has a current membership card, follow the procedures for a transfer as outlined in this manual.
If the membership is not current (expired), process as a new member in the procedures outlined below using the member’s established Membership ID Number.

1. Take the next available blank card from those supplied. The serial number on the membership record card will be the same as the 6 digit sequence number printed on the membership roster. This will be the member’s Temporary Membership Number until the Permanent Membership Number is established by National.

2. Type or print legibly on the left and center sections of the membership record card the following information.
   a. Membership ID Number or the 6 digit sequence number if member does not have an established ID Number.
   b. First name, middle initial, last name of member
   c. Mailing address
   d. City, State & Zip code
   e. Years of continuous membership – (one year for a new member)
   f. War ear (first war era served)

3. Put an “X” in the “New” box at the top of the center card.

4. Fill in “Date Paid” on the center card.

5. Initial “Post Adj Initials” on the center card.

6. Type or print the member’s ID number or sequence number on the member’s card.

7. Type or print the member’s name on the first line of the member’s card.

8. Enter the continuous years of membership on the member’s card (1 for a new member) in the star.

9. Sign the member’s card as “Authorized Post Officer.”

10. Separate the member’s card from the Record Card. Give or mail the member’s card to the member promptly.

11. Do NOT separate the National and Department portions of the record card.

12. Find the sequence number of the Membership Record Card on the Membership Roster and enter the member’s information and the date paid in the appropriate column.

13. Transmit the card following procedure outlined in this manual.

- Keep Membership Application on file at the Post – DO NOT send to Department.
- Do NOT send in a Member Data Form for new members.

New Member Card

ONLINE RENEWALS
Beginning in July 1, 2011 members of The American Legion have had the option to renew their membership and pay their dues online for the current membership year at www.legion.org/renew.

A. Procedures for Members
1. Beginning with the first renewal notice, members will see the online renewal option and the web address, www.legion.org/renew, to process their renewal payment.
2. To begin the online renewal process, members will be asked to enter their membership ID # and last name.
3. A page verifying the member’s current information on file will appear. The member can provide any missing information and update any incorrect information to his/her membership record.
4. Using a MasterCard, Visa or Discover credit card, the member can enter payment information. Once the payment is processed, the member will view a “Membership Renewal Confirmation” with a link to print the Electronic Fulfillment Form.

5. The Electronic Fulfillment Form opens to print. It has three sections – a thank you from the National Adjutant with instructions on how to obtain the official card from the Post, a temporary card and proof of payment for the member to carry until the official card is received, and a payment slip to mail to the Post.

6. If the original Electronic Fulfillment Form is lost, the member can return to the renewal page on the website and enter his/her name and membership number and reprint the form.

**Renewal Notice – Online Renewal Information**

![Renewal Notice Image]

**Membership Renewal Confirmation**

![Membership Renewal Confirmation Image]
THANKS! YOUR 2012 MEMBERSHIP DUES ARE PAID!

Print this form so that you have verification of online payment of your 2012 membership renewal. Your department and post will be notified that your dues have been paid. Your post has your 2012 Official Membership Card and should mail it to you shortly. Or to expedite receipt of your card, you can remove the bottom section of this form and mail or take it to your post to verify your renewal payment and receive your new card. You should also detach your receipt below, by cutting on the dotted line, and carry it with you until you receive your 2012 card from your post.

A message from the National Adjutant:

Thanks for renewing your membership in The American Legion, the world’s largest organization of veterans. I extend my heartfelt gratitude for your service to our great nation.

Whether you choose to get actively involved in The American Legion at the local level, or simply show your support through your membership, there is tremendous value in being an American Legion member. Together, we are accomplishing great things for veterans and their families — and for a better America.

DANIEL S. WHEELER
National Adjutant

Please keep the receipt shown below for your records:

The member noted below has paid dues in the post indicated:
DAVID A KING - ID # 212345678
FL Post 0025 Contact Information:
Adjutant: ROBERT MOORE
Commander: JOHN W PLUNKETT
2012 Post Dues Paid: $50.00
Post Address:
1490 US HWY 27 N
LAKE PLACID FL 33852
Post Phone: 863-663-0975
Post Email: flpost25@embarqmail.com

Mail or take this bottom portion to your post to expedite receipt of your new Official Membership Card:

ATTENTION: POST ADJUTANT/COMMANDER

The member noted below has paid his/her 2012 membership dues renewal online. The dues will be reimbursed through your Department. Please issue his/her Official Membership Card as soon as possible. Thank you.

ID #212345678 - DAVID A KING has renewed for 2012
B. Procedures for Posts

1. The Post must first verify which member have renewed online. The Post can attain information on which Post members have renewed online by three different methods
   a. The member can provide the Electronic Fulfillment Form to the Post. The payment receipt on the bottom of the form will include the member’s name, ID# and the membership year. (See example on previous page)
   b. Posts using the free MyLegion.org website will have the ability to generate reports listing all members who have renewed online as often as needed. The Post can enter a beginning date and ending date and a list of members of the Post who have renewed online will appear. A report can be printed by selecting the “Generate PDF” button on the screen. This report is in the same format as the report which will be mailed monthly by the Department.
   c. Department will mail a list bi-monthly to those Posts who have had online renewals. The report will contain the transaction date, member ID#, member’s name and the dues allocation.

2. Once the Post has confirmed the online payment, the official membership card can be issued by the Post to the member.

3. Sign the member’s portion card of the card as “Authorized Post Officer.”

4. Separate the member’s card from the Membership Record Card. Give or mail the member’s card to the member promptly.

5. The Post can then discard the National and Department portion of the card. DO NOT include members who have renewed online in your transmittal to Department.

6. Find the member’s name on the Post Membership Roster and in the “Date Paid” column, indicate the date the member renewed online. In the “Date Transmitted” column write “Online.”

7. Post per capita (dues) will be provided in the form of a credit on the Post’s membership account at the Department Headquarters. Credits can be used for membership only. See section on “Account Balances” in this manual for details.

8. Online renewals will be reflected on the Department Membership Reports every two weeks

*MyLegion.org Post Report*
PROCESSING TRANSFERS

Transfers will be processed in one of two ways:

A. Transfers for which you are transmitting dues (member needs to pay dues for current membership year)

B. Transfers for which you are **NOT** transmitting dues (member has already paid dues for current membership year)

A. Transfers for which you are transmitting dues:

1. Complete the following sections of the Member Data Form:
   a. Member ID number
   b. Department Alpha Code (TX)
   c. Post #
   d. Name (First, MI, Last, Suffix)
   e. Member transferring from: Department & Post
   f. Member transferring To: Department & Post
g. Signature of Post Adjutant (REQUIRED)
h. Signature of Member (REQUIRED)

2. Mail in parts 1 – 3 of the Member Date Form to Department Headquarters with Post Transmittal.
3. Retain part 4 for the Post’s records
4. Take the next available blank card from those supplied. The serial number on the membership record card will be the same as the 6-digit sequence number printed on the membership roster.
5. Type or print legibly on the left and center sections of the membership record card the following information.
   a. Membership ID Number
   b. First name, middle initial, last name of member exactly the way it was previously reported
   c. Mailing address
   d. City, State & Zip code
   e. Years of continuous membership
   f. War era (first war era served)
6. Put an “X” in the “Transfer” box at the top of the center card.
7. Fill in “Date Paid” on the center card.
8. Initial “Post Adj Initials” on the center card.
9. Type or Print the member’s ID number on the member’s card.
10. Type or print the member’s name on the first line of the member’s card.
11. Enter the continuous years of membership on the member’s card in the star.
12. Sign the member’s card as “Authorized Post Officer.”
13. Separate the member’s card from the Record Card. Give or mail the member’s card to the member promptly.
14. Do NOT separate the National and Department portions of the record card.
15. Find the sequence number of the Membership Record Card on the Membership Roster and enter the member’s information and the date paid in the appropriate column.
16. Transmit the card following procedure outlined in this manual.

Transfer for which you are transmitting dues

B. Transfers for which you are NOT transmitting dues:
1. Complete the following sections of the Member Data Form:
   a. Member ID number
   b. Department Alpha Code (TX)
   c. Post #
   d. Name (First, MI, Last, Suffix)
   e. Member transferring from: Department & Post
   f. Member transferring To: Department & Post
   g. Signature of Post Adjutant (REQUIRED)
   h. Signature of Member (REQUIRED)
2. Mail in parts 1 – 3 of the Member Date Form to Department Headquarters with Post Transmittal.
3. Retain part 4 for the Post’s records
4. Take the next available blank card from those supplied and prepare a blank membership card for the member and discard the left and center sections of the membership record card. Give the prepared card to the member.
5. Record member information on the Membership Roster
Member Data Form for all Transfers

THE AMERICAN LEGION
MEMBER DATA FORM

(Date 4/2/12)

Member ID # (9-digit) 1 2 3 4 5 6 7 8 9
Dept TX
Alpha Code

Post # 0 3 4 5

Name
James
(T) Smith

Membership Record Change

☐ Deceased
☐ Honorary Life Membership Awarded by Post
☐ Paid-Up-For-Life Member (Purchased - for post use only)

Name Correction

New Address

Line 1

Line 2

City

State

Zip Code

Telephone # _____________________________________________ E-Mail Address: _____________________________________________

Date of Birth: Month - Day - Year (4-digit) Cont. Years Mbsp: # Years for

War Era: (Mark the appropriate box with an "X." If more than one applies, please mark only the earliest War Era served.)

☐ 4/6/17 - 11/11/18 (WWI)
☐ 12/7/41-12/31/46 (WWII)
☐ 6/25/50 -- 1/31/55 (Korea)
☐ 2/28/61-5/7/75 (Vietnam)
☐ 8/24/82-7/31/84 (Grenada/Lebanon)
☐ 12/20/89 - 1/31/90 (Panama)
☐ 8/2/90- Cassation of hostilities as determined by U.S. Govt. (Persian Gulf)

Branch of Service: ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marines ☐ Navy

Member Transferring from:

Member Transferring to:

Signature - Post Adjutant
(Required for Transfers, Deceased, Hon. Life and Cont. Years changes)

Signature - Member
(Required for Transfer)

SEE INSTRUCTIONS ON REVERSE SIDE

Form No. 30-001 (2002)
LIFE MEMBERSHIPS

There are three types of Life Memberships

A. Honorary Life Members
B. Paid Up For Life Members
C. Honorary PUFL Members

A. Honorary Life Members

1. Posts have recognized outstanding members for exceptional service or accomplishments by awarding what is known as Honorary Life Membership.
2. For Honorary Life Membership, the Post assumes the responsibility of seeing that the yearly dues are paid annually for the remainder of the member’s life. Check your Post Membership Roster for those members who have been awarded Honorary Life Member status.
3. If your Post awards an Honorary Life Membership, it should be reported to Department and National using a Member Data Form.
4. Complete the following sections of the Member Data Form:
   a. Member ID number
   b. Department Alpha Code (TX)
   c. Post #
   d. Name (First, MI, Last, Suffix)
   e. Put an “X” in the box for Honorary Life Member
   f. Signature of Post Adjutant (REQUIRED)

B. Paid Up For Life Member (PUFL)

Anyone who is currently an American Legion member or who is eligible for membership may become a PUFL member.

Legionnaires can apply for membership online at www.legion.org/pufl. After providing a name and member ID number, the member will receive a price quote, then he/she can pay by credit card, or print out a personalized form and mail it in with a check, money order or credit card information. Those without a member ID number can contact Customer Service at 1-800-433-3318.

Life membership can be paid either in one single or lump sum payment over 12 equal, monthly payments. If member chooses the Time Pay Plan, payment must be made by credit card only. Once a member fulfills the PUFL membership dues, he/she will be protected from any future dues increases at the post, department or national levels.

All PUFL applications must be submitted to National by one of the following methods:

1. **Online Application**: The member obtains a rate quote and/or submit an electronic application at www.legion.org/pufl. Once the rate quote is received, the member can opt to apply online, causing their record information to appear for confirmation purposes. Once confirmed and the payment information is completed, the member selects the Submit button to complete the application process. NOTE: For those without internet access, the Post or the Department can perform the process. A link to the PUFL application page has been added to myLegion for Posts and Departments.

2. **Printable Application**: The member obtains a rate quote and/or prints an application at www.legion.org/pufl. Once the quote is received, the member can opt to print an application to complete and mail to National Headquarters. The application will be pre-filled with the member’s name, address, birth date, ID number and total cost of PUFL membership. (Any updates can be noted...
on the application.) The member simply mails the application and payment to National Headquarters at the address on the form. Note: For those without internet access, the application should be printed by the Post or the Department and forwarded to the member for completion. A link to the PUFL application page has been added to *myLegion* for Posts and Departments.

3. **Call a Customer Service Specialist:** Members can speak to a Customer Service Specialists by calling our toll-free number at 800-433-3318. They can answer questions regarding cost, process or a particular member, as well as print and mail a PUFL application or take them over the phone. Note: This should not be considered the primary procedure since all members, Posts, and Departments have the same ability.

C. **Honorary PUFL**
Honorary PUFL Life Members are member who have received a PUFL membership as recognition or award from the Post. This is the same as an Honorary Life Membership, except that the Post is paying the dues one time by purchasing a PUFL membership for the member. Contact National Headquarters using the procedures list in section B.

**CORRECTIONS TO MEMBER’S RECORD**
There are three ways to make corrections to a Member’s record.
1. MYLEGION.ORG
2. Member Data Form
3. Membership Record Card

Changes can be made by anyone of these methods, but MYLEGION.ORG is the preferred method for making changes. Changes are made within 24 – 48 hours to the members’ record and to the National membership database. Posts Adjutant can log in and sign up at [www.mylegion.org](http://www.mylegion.org), for more information see the MyLegion.org section in the manual.

A. **MyLegion.org**
All changes which can be done with a Member Data Form can also be performed online by Posts with MyLegion.org access. MyLegion.org is a free website designed to assist posts Post officers with everyday membership duties. For more information on features of MyLegion.org and to learn how to sign up your Post, visit [www.mylegion.org](http://www.mylegion.org) or see the section later in this manual.

For Post that already has access to MyLegion.org here is the procedures for making changes.
1. Log into MyLegion.org and search for the member by either name or membership ID number.
2. Click on the “edit button” and the Member Data Form screen will appear.
3. Make any necessary changes to the following areas:
   a. Name
   b. Address
   c. City, State & Zip
   d. Telephone
   e. Email address
   f. War Era
   g. Branch of Service
   h. Continuous membership years
   i. Dates of Service
4. Update deceased member’s records.
5. When all changes are made to member’s records, click the “Submit Change” button.
6. The changes will occur in the National membership database with 24 hours.

MyLegion.org – Correcting Members Record

B. Member Data Form
1. The top section must be completed on all Member Data Forms and must include:
   a. Member ID Number
   b. Department Alpha Code (TX)
   c. Post Number
   d. Name of Member – as it currently appears on the member’s record
2. The following corrections to a member’s record can be made with a Member Data Form:
   a. Name
   b. Address
   c. City, State & Zip
   d. Telephone
e. Email address
f. War Era
g. Branch of Service
h. Continuous membership years
i. Dates of Service
j. Update deceased members record
k. Transfer members to your Post
l. Update Honorary Life membership status
m. Update PUFL membership status
3. All Deceased, Honorary Life, Continuous Years change require the signature of the Post Adjutant.
4. **All Transfers require the signature of the Member and the Post Adjutant.**
5. Record all changes on Post Membership Roster.
6. Mail parts 1-3 to Department.
7. Retain part 4 for the Post’s records.

C. Membership Record Card

The following corrections can be made on the Membership Record Card:
1. Name
   a. Place an “X” in the box “Cont Yrs or Name Change” with a #2 pencil on the left card.
   b. Put a line through the misspelled information and print or type the corrected name below or right of the pre-printed name on the left and center cards.
   c. Record correction on Membership Roster.
   d. Transmit card with following procedures outlined on “Transmitting Post Membership.”

2. Continuous Membership Years
   a. Place an “X” in the box “Cont Yrs or Name Change” with a #2 pencil on the left card.
   b. Strike out the incorrect number on all three cards.
   c. Print or type the correct continuous years on all three cards.
   d. Record correction on Membership Roster.
   e. Transmit card with following procedures outlined on “Transmitting Post Membership.”

3. War Era
   a. Place an “X” in the box “Correct War Era” with a #2 pencil on the left card.
   b. Place an “X” in the box of the correct war era on the left and center cards.
   c. Record correction on Membership Roster.
   d. Transmit card with following procedures outlined on “Transmitting Post Membership.”

4. Deceased
   a. Place an “X” in the box “Deceased” with a #2 pencil on the left card.
   b. Return the entire card **(all three sections)** to the Department – keep the card separate from those for which you are transmitting dues. Do **NOT** include in the count on the Membership Transmittal Form.
   c. Make a note on the Membership Roster that the member is deceased and the card has been returned to Department.

5. Duplicate Membership Record
   a. If you receive more than one pre-printed card for the same member, process on the cards (the most accurate one) as usual.
b. On the other card, put an “X” in the box “Duplicate” with a #2 pencil on the left card.
c. Return the entire card (all three sections) to the Department – keep the card separate from those for which you are transmitting dues. Do NOT include in the count on the Membership Transmittal Form.
d. Cross the duplicate record off the Membership Roster.

TRANSMITTING MEMBERSHIP TO DEPARTMENT HEADQUARTERS
Member should be transmitted on a weekly basis, pay special attention to Target Dates and Renewal Cut-off Dates.

1. Membership Record Cards
   a. Check all cards to ensure they are filled out properly using the procedures covered earlier in this manual.
   b. Make sure you are using the correct year’s membership card.
   c. If you are transmitting dues for a previous membership year, use the card from that year and do a separate transmittal and check for each year.
   d. Count the cards you are transmitting and make sure the count is accurate.
   e. Make sure the member’s portion of the card has been removed and given to the member.
   f. Do NOT separate the National and Department portions of the Membership Record Card.
   g. Do NOT staple or tape anything to the Membership Record Cards or the Membership Transmittal Form.
   h. DO NOT include payment(s) for Paid Up For Life (PUFL) in the transmittal amount. Each PUFL Applicant must be submitted separately for each individual and must have separate payment for each application.

2. Membership Transmittal Form
   a. Fill in Post Name, Number and District Number.
   b. Enter the Membership Year transmitting cards and dues (i.e. 2012)
   c. Enter Check or Money Order number and amount – Send $31.00 per card
   d. Enter Transmittal Number – start with one, this make it easier to track should a problem arise later with the transmittal.
   e. Enter Total Cards This Transmittal – Enter the total count of cards you are submitting dues on.
   f. Enter Total Cards Prior Transmittals – Enter the number of cards previously transmitted.
   g. Enter Total Cards Transmitted to Date – Add the Card This Transmittal line to Cards Prior Transmittal Line to get a total.
   h. Enter Name and contact information of the individual preparing transmittal - in case there is a problem with the transmittal we can contact the individual to get it corrected.
   i. Enter date transmittal is prepared.
   j. Enter Name(s) and Membership ID Number(s) of individuals being transmitted on this transmittal.
   k. Mail to the Department Headquarters in the Membership Envelopes provided by Department.
## Department Transmittal Form

### Transmittal of Department Membership Cards

**TO:** The American Legion
Department of Texas
PO Box 140627
Austin, TX 78714

**FROM:**

<table>
<thead>
<tr>
<th>Membership Year</th>
<th>Membership Number (9 digits)</th>
<th>Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>123456789 Joe Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>987654321 Bob Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>234567891 Johnny Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>345678912 Robert Johns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>456789123 John Doe</td>
<td></td>
</tr>
</tbody>
</table>

**THIS TRANSMITTAL PREPARED BY:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Joe Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1/1/16</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 1234</td>
</tr>
<tr>
<td>City / Zip</td>
<td>Austin, TX, 78714</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>5124724138</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:txlegion@txlegion.org">txlegion@txlegion.org</a></td>
</tr>
</tbody>
</table>

**DO NOT ROLL, FOLD OR MUTILATE CARDS – SEND FLAT**

**ENCLOSE CARD SECTIONS #1 & #2**

**DO NOT SEPARATE**

---

**DEPARTMENT USE ONLY – DO NOT WRITE IN THIS SPACE**

<table>
<thead>
<tr>
<th># Cards Received</th>
<th>Post Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Members to Date</td>
<td>Amount Due</td>
</tr>
</tbody>
</table>

---

**TRANSMITTAL NO**
2

**TOTAL CARD THIS TRANSMITTAL**
5

**TOTAL CARDS PRIOR TRANSMITTALS**
7

**TOTAL CARDS TRANSMITTED TO DATE**
12

---

$31.00 per member

*MAKE SEPARATE CHECKS FOR REGULAR MEMBERSHIP AND LIFE MEMBERSHIP DIFFERENTIATE MEMBER YEAR*
MYLEGION.ORG
The American Legion National Headquarters has designed a secure internet site to assist Post Officers in their day-to-day membership processing duties. All features included with MyLegion are below and are available to the Post at NO CHARGE. To register for MyLegion Posts must first complete and submit an authorization form available at www.MyLegion.org.

• Membership Tools
  • View member information for Post and Squadron data.
  • Track members who have renewed online.
  • Submit Member Data Form changes electronically with the exception of adding new members, processing renewals and transferring members. Those 3 processes must continue to be transmitted to the Department. All member data changes submitted electronically through the MyLegion site are submitted to your Department headquarters in a weekly file from National. Thus eliminating the need to complete or mail paper forms for address changes, phone number updates, deceased notifications, etc.
  • Generate rosters for current, expired, deceased and undeliverable members. Data is also available in CSV file format allowing users to work with the data in other applications.
  • Submit Consolidated Post Report electronically.
  • Search for Headquarters Post and Expired members in a specified area to help you grow your Post membership.
  • Perform Member Data Form changes online for Legion and SAL members
  • Publish a Post newsletter
  • Publish a Post calendar
  • General announcements online

• Get Connected
  • Communicate with your members by publishing Post announcements, images, calendar of events and newsletters. These publications can be viewed by members of your Post registered as a MyLegion member and also on the Post Locator at www.legion.org.
  • Join the Officer’s only chat forum to discuss membership ideas and issues that face today’s veterans.

• Manuals and Brochures
  • Download Post Officer’s Manual and other publications that are vital to your day-to-day operations.
  • Promote The American Legion to your community. Available are brochures such as National Family Week, Temporary Financial assistance, Family Support Network and more.
  • Print suggested speeches prepared by National Headquarters’ staff for Pearl Harbor Day, Veterans Day, American Legion Birthday, Flag Day and Memorial Day.
  • Access The American Legion Dispatch electronically.

• Site Security
  • MyLegion.org is a secure site that requires a user name and password to access. The site is registered using the Post Adjutant’s information we have on file at National Headquarters. If the user name or password is lost or forgotten that information will only be provided to the Post Adjutant. It is the adjutant’s responsibility to provide user name and password information to only trusted sources.
MEMBERSHIP REPORTS
Membership Reports showing District and Post standings can be found at www.txlegion.org, under membership tab and clicking on current reports. If you discover a discrepancy between the membership report and your Post records, please report it immediately to the National Customer service at 1-800-433-3318.

TARGET DATES
Target Dates are set up as measurable goals for both the Post and Department to achieve. Every member the Posts transmit in time for a Target Date helps the Post to earn potential awards and it helps the Department to attain our goal.

Many of the Target Dates are also Cut-off Dates for Renewal Notice, if the membership are transmitted in time for the cut-off date, it will prevent the member from getting an unnecessary renewal notice.

Department transmits daily to national using the Department Online Membership feature in MyLegion.org.

The 2020 Department & National Target Dates are set to fall on the Second Wednesday of each month

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11, 2019</td>
<td>50%</td>
</tr>
<tr>
<td>October 9, 2019</td>
<td>55%</td>
</tr>
<tr>
<td>November 13, 2019</td>
<td>65%</td>
</tr>
<tr>
<td>December 11, 2019</td>
<td>75%</td>
</tr>
<tr>
<td>January 15, 2020</td>
<td>80%</td>
</tr>
<tr>
<td>February 12, 2020</td>
<td>85%</td>
</tr>
<tr>
<td>March 11, 2020</td>
<td>90%</td>
</tr>
<tr>
<td>April 8, 2020</td>
<td>95%</td>
</tr>
<tr>
<td>May 13, 2020</td>
<td>100%</td>
</tr>
</tbody>
</table>

POST MEMBERSHIP GOAL

The 2020 membership goals for each Post will be set by the 2019 final membership count 30 days before the Department Convention with the addition to the goal as follows: Posts that have 15 – 200 members will have a membership goal increase of 2 members and Posts that have 201 and above members will have a membership goal increase of 2% in members. The minimum Post goal will be 15 members.

MEMBERSHIP AWARDS

Individual Awards

Texas Lone Star Individual Membership Recruiter Pin – This award is for Legionnaires that recruit new member(s) into The American Legion. This award is based upon the total accumulative number of new members the recruiter signs up into The American Legion starting with the 2013 Membership year through their Legion career. The pin will be awarded starting with the #1 for the first new member and then increase in increments of 5 (5, 10, 15, 20, etc.) based upon the accumulative total of new members recruited. Once the recruiter is awarded a pin level, he/she will work for the next higher pin level and once a pin level has been
achieved a duplicate pin level will not be awarded. The Post Adjutant must submit the Texas Lone Star Individual Membership Recruiter Pin Certification Form to the Department Headquarters for members to receive the proper level award.

**Gold Brigade Award** – A Legionnaire who recruits 50 or more NEW MEMBERS into The American Legion by **May 1st** of the current membership year and are certified by the Post Adjutant identifying all 50 members, will qualify for enrollment in the elite GOLD BRIGADE of The American Legion. These very special Legionnaires will be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. The gifts awarded to a Gold Brigadier will depend on the number of times he/she has qualified for this award. The first time qualifier for the Gold Brigade will receive a choice of jacket or sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch, and Gold Brigade certificate. A second, third or fourth time winner will receive a Gold Brigade Patch and certificate, a “hash mark” for the jacket sleeve, and the choice of either another jacket or a sweater with the Gold Brigade logo on the left breast or a polo shirt. (National Award)

**Silver Brigade Award** – A Legionnaire who recruits 25 to 49 NEW MEMBERS into The American Legion by **May 1st** of the current membership year and are certified by the Post Adjutant identifying all 25 members, will qualify for this award. A silver pin and certificate will be awarded. (National Award)

**Recruiter of the Year Award** – The individual certified with the highest number of New Members recruited from all the Post with the Department will be declared the “Department Membership Recruiter of the Year”. That individual’s name will be submitted to National Headquarters, by **May 1st** of the current membership year, as the Department Recruiter of the Year for the National Recruiter of the Year Competition.

**Continuous Year Membership Certificates** – The National Executive Committee has directed the issuance of certificates to members of The American Legion credited with 50, 60, 70, 75, 80, 85 & 90 years of continuous membership. An eligible member receives only one of each of these special awards. January 15th of each year has been determined to be the cutoff for getting membership transmitted or submitting continuous membership year changes to National to ensure a certificate will be printed for members. The certificates are sent directly to the Posts for presentation to the member.

**Post Awards**

POSTS WHICH HAVE NOT SUBMITTED TO DEPARTMENT HEADQUARTERS A POST CERTIFICATION FORM BY JULY 31ST OF EACH YEAR, A CONSOLIDATED POST REPORT BY JUNE 1ST OR EACH YEAR AND DO NOT HAVE AN UP TO DATE POST CONSTITUTION AND BYLAWS BY JUNE 1ST EACH YEAR WILL NOT BE ELIGIBLE FOR ANY POST AWARDS. A POST CONSTITUTION AND BYLAWS IS CONSIDERED TO BE UPDATED IF IT’S DATED AFTER JULY 31, 2015.

**Post Cash Award** – Posts attaining 110% of their membership goal for the current membership year will receive $1 per member, over 100%, rebate for each member over the Posts assigned membership goal for the current membership year, the membership must be at the Department Headquarters or post marked by **December 31st** to count. **DMS and HQ Post 345 transfers do not count.**

**Post 100% Award** – Posts attaining 100% of Goal by **June 1st** for the current membership year will be awarded an American Legion Post Certificate, a Post Commander and Post Adjutant 100% membership pin and one (1) White 100% Goal Post Streamer to be awarded to the Post.
Texas Post Excellence Award – Posts that achieve this award will be recognized at the Department Convention and will be presented with a distinctive plaque by the Division and District Commander at a local community event to recognize the Posts efforts. The Department Headquarters will provide a press release to local media outlets. Posts must meet the following qualification by June 1st.

Award Qualification requirements:
1. Minimum 90% Retention of previous year’s members
2. Minimum 10% Increase in recruiting new members
3. Participate in a National Security Award Program.
   a. Law Officer of the Year
   b. Firefighter of the Year
   c. EMT of the Year
   d. Outstanding Enlisted National Guard / Reservist of the Year
4. Participate in 3 American Legion youth programs.

   Legion Programs:
   Boys State                      School awards
   High School Oratorical Contest  Junior Shooting Sports Program
   Flag Education Week             Education & Scholarship Program
   American Legion Baseball        Scouting
   Junior ROTC Program

American Legion Retention Award – Posts that attain 90% retention of previous year’s members by June 1st will receive a certificate. New members, DMS and HQ Post 345 transfers do not count.

Post Recruiting Award – Posts that recruit new members equal to or greater than 10% of their current goal by June 1st will receive a certificate. For each new member in excess of 10% of their current membership goal a post will receive $10.00 A new member is defined as an individual that has never been a member of The American Legion or has been expired for the previous 3 years. DMS and HQ Post 345 transfers do not count.

Post New Member Award – A Post in the following membership goal categories that recruits the highest percentage of new members by June 1st of the current membership year will earn $250.00 for their Post: (In the event of a tie the award will be held divided equally by all Posts achieving the award in their category). A new member is defined as an individual that has never been a member of The American Legion or has been expired for the previous 3 years. DMS and HQ Post 345 transfers do not count. New Posts are not eligible for this award.
- 15-50
- 51-150
- 151-300
- 301 and above

New Post Cash Award – Each new Post organized within the Department during the current membership year will receive $10 per new member on first year’s membership. A new member is defined as an individual that has never been a member of The American Legion or has been expired for the previous 3 years. DMS and HQ Post 345 transfers will count.
Department All-Time High Award – Posts that surpass their All-Time High membership by June 1st of the current membership year will be presented an All-Time High Membership Citation. (Note: All-Time High Membership for each Post will be the highest year since 1976. New Posts are not eligible.)

National Post Honor Ribbon – Post Honor Ribbons will be awarded to all Posts whose membership for the current membership year (as of December 31st), achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year just ending. (National Award)

Certificate of Meritorious Service All-Time High Award – This certificate will be awarded to all Posts who have, by December 31st, enrolled an advance membership for the membership year equaling or surpassing the Post’s previous All-Time High membership. (National Award)

District Awards

District 100% Post Award – All District Commanders attaining 100% of goal and 100% Consolidated Post Reports by June 1st of the current membership year will receive $100.00.

District Commanders Cap Award – All District Commander’s earning 100% both years in office will qualify for a Past District Commander’s Service/Uniform Cap.

Top District Commander – The Top District Commander who has attained GOAL by June 1st for the current membership year and who has achieved 100% Consolidated Post Reports by June 1st will receive three (3) nights paid hotel accommodations at the National Convention during the official business session of the National Convention and will include two (2) tickets to the National Commander’s banquet for the current membership year. Other District Commanders with 100% or more of their goal by June 1st of the current membership year and who has achieved 100% Consolidated Post Reports by June 1st will have their names placed in a drawing for two (2) night’s paid hotel accommodations at the National Convention during the official business session of the National Convention, for the current membership year. This award is non-transferrable.

The #1 Gold Pin Award – Beginning each year with the Fall DEC a 10k gold #1 pin with a .10K diamond will be awarded to one District Commander who has the highest membership percentage of goal on the below award dates. This pin will travel with the winner, until the next award date. The final recipient will be presented the #1 Gold Pin at the Department Convention and will keep the Gold Pin. Membership must at the Department Headquarters or at National by close of business of the award date to count, postage marks will not be counted for any award date.

<table>
<thead>
<tr>
<th>Award</th>
<th>Cutoff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fall DEC</td>
<td>September Target Date</td>
</tr>
<tr>
<td>2. Midwinter</td>
<td>January Target Date</td>
</tr>
<tr>
<td>3. Dept Convention</td>
<td>June 1st</td>
</tr>
</tbody>
</table>

The “Top 10” District Commanders Pins - The District Commanders of the Districts with membership placing them in the “Top 10” places at June 1st will be awarded a “Top 10” award pins. This Award will signify the District Commanders who put forth the additional time and effort needed in Membership to put their Districts on Top.
**District 100% Award** – The District Commanders with the highest number of Posts attaining goal by December 31st of the current membership year will be awarded $100.00. Any District Commander with all Posts attaining goal by June 1st will receive an award of $500.00.

**District Improvement Award** – The District Commander with the highest number of new Post Temporary Charters by May 1st will receive $250.00. In the event of a tie, the tie will be broken by the District having the earliest dated temporary charter.

### Division Awards

**The Harold L. Gregory Trophy** – The Division Commander reporting the highest percentage of Goal in Department by January Target Date will be recognized on the Harold L. Gregory Membership Trophy to be displayed in Department Headquarters. In addition, a replica will be presented to the Division Commander.

**The #1 Gold Pin Award** – Beginning with the Fall DEC a 10k gold #1 pin with a .10K diamond will be awarded to one Division Commander who has the highest membership percentage of goal on the below award dates. This pin will travel with the winner, until the next award date. The final recipient will be presented the #1 Gold Pin at the Department Convention and will keep the Gold Pin. Membership must at the Department Headquarters or National by close of business of the award date to count, postage marks will not be counted for any award date.

<table>
<thead>
<tr>
<th>Award</th>
<th>Cutoff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fall DEC</td>
<td>September Target Date</td>
</tr>
<tr>
<td>2. Midwinter</td>
<td>January Target Date</td>
</tr>
<tr>
<td>3. Dept Convention</td>
<td>June 1st</td>
</tr>
</tbody>
</table>

**Top Division Commander** – Top Division Commander who attains the highest percentage of Goal by June 1st will receive a plaque and an American Legion Blue Service Cap with the wording “(Year) Top Division Commander”.

**Department Vice Commander Award**

**Goal Award** – The Department Vice Commander will be awarded a Legion Blazer, name badge and plaque at the Department Convention if Department Membership equals or exceeds 100% of goal by June 1st of the current membership year.
Consolidated Post Reports (CPR) Form

Each post is required to file an annual report with department headquarters. A convenient report form, called the CPR, is sent to each post from your department headquarters providing the requested data on programs and activities.

Your completed report is compiled into a final report presented to Congress each year by the national commander as justification for our non-profit status and to brag about what we do as an organization in our communities.

The required turn in time to department headquarters is June 1st of each year. This gives national headquarters time to tally all the reports. The CPR form may also be completed on MyLegion.org as well as downloaded from the Department website www.txlegion.org.

Annual Post Data Report

Throughout the year it is necessary for national and department staff to contact posts regarding membership renewals, awards, Dispatch subscriptions, veterans’ issues or other important information.

Maintaining current post information on national’s files has become more important than ever. Each February the Annual Post Data Report is mailed from national headquarters to department headquarters for distribution to their respective posts.

Each form is preprinted with current contact information from national’s data system. This preprinted form for your post is sent for annual springtime reporting. If there is a change at other times, send those changes to your department headquarters and your department will forward changes to national. Any and all changes must first go through your department headquarters for processing. Any changes received at national directly from a post will be returned with no action.

Post Officer Certification

It is critical for the post adjutant to report post officers to the department headquarters immediately after their election. The department may furnish a special reporting form for this purpose or you may receive reporting forms provided by national to your department.
All national mailings are addressed to post officers. It is imperative that all contact information for post officers are up to date and correct.

CHARTERS

*(Naming of a post, change of post name, location change, temporary, permanent, supplemental charters and tax exempt status)*

**Naming A Post after an Individual and/or Name Changes** - The individual must be deceased and the post must have the family’s written permission to name a post after their family member. If naming the post after an individual when establishing a charter, attach the letter with the application. If changing the name when applying for a permanent charter or after the permanent charter has already been established, send a copy of the minutes or the resolution, or both, to the department headquarters and the department will request the name change.

If a post has a Sons of The American Legion squadron, it will always be changed to reflect the Legion post information. A new replacement charter and SAL charter, if applicable, will be issued. For further information contact the department headquarters.

**Location Change Procedure** - If a post requests a location change, a letter from the post adjutant, commander or other authorized representative needs to be sent to your department headquarters and your department will request the location change. The letter needs to include a copy of the minutes or resolution, or both, the old location and the new location. The department will then forward the location change request to national. A new replacement permanent charter and SAL charter, if applicable, will not be issued. For further information contact your department headquarters.

**Temporary Charter** - Any group of eligible veterans may apply for a post charter in The American Legion from the national organization through the department headquarters after meeting all department requirements. The executive committee of the department in whose area the post lies shall determine the minimum membership and starting make up of a post.

A temporary charter application is to be filled out in triplicate, and is to be typewritten. The instructions are included on the application, which is available from the department. National no longer requires signatures from new members. The name of the new post that appears on the temporary charter may only be changed at such time as an application for a permanent charter is submitted. The organizer of the post must sign all three copies and list their address. The organizer’s address is used for the post’s mailing address until the post finds a
permanent address. An Annual Post Data Report is sent with the temporary charter to the post, thus enabling the post to list the dues, permanent address and dues mailing address, if different than the permanent address.

After a Post has functioned with a temporary charter for a minimum of ninety (90) days, it can apply for a permanent charter. This form, available from your department, is filled out in triplicate and sent to your department headquarters to be signed and forwarded to National Headquarters for the issuance of the charter. Instructions for this form are on the back of the application. For further information contact your department headquarters.

**Permanent Charter** - After a post has functioned with a temporary charter for a minimum of ninety (90) days, it can apply for a permanent charter. This form, available from your department, is filled out in triplicate and sent to your department headquarters to be signed and forwarded to national headquarters for the issuance of the charter. Instructions for this form are on the back of the application. For further information contact your department headquarters.

**Supplemental Charter** - When a post becomes incorporated, it is necessary to apply for a supplemental charter. When a post incorporates and changes its name, the change is usually enough for it to be considered by the government as a new entity, thereby requiring another Employer Identification Number (EIN). The old one is normally invalid; play it safe, get a new one. This number is obtained through the IRS by submitting an SS-4 Form.

The incorporation of a post modifies the information sent in on the earlier inclusion letter reporting your EIN with the national organization. The legal name of the post will appear on the incorporation papers or corporate charter with the state in which it is located. A change in the name, even just adding –INC. to the name, will be reported to the IRS in September.

We need to maintain your correct, legal and accurate post name on this report for IRS exactly as it appears on the corporate charter from the state. Any changes are to be sent to the national office so the IRS records will remain up-to-date and the post can avoid any IRS issues.

When requesting a supplemental charter, please fill the form out in triplicate. A copy of your Articles of Incorporation, issued by the state, is a required attachment to the supplemental charter application, which is available from your department office.
If the name of the Legion charter changes while a supplemental charter is in place, the supplemental charter will be null and void. A new supplemental charter application and Articles of Incorporation will need to be submitted to reflect the new name of the Legion charter. For further information contact your department headquarters.

**Incorporation** – When a post becomes incorporated and makes the appropriate application to national headquarters as evidence of this action they will be issued a supplemental charter, properly attested by the duly authorized officers of your department and national headquarters.

**Tax Exempt Status** - Federal Tax Regulations require every subordinate American Legion post that is obligated to file an Annual Information Return (Form 990), or if they maintain a bank account, must have an Employer Identification Number (EIN).

The American Legion is tax exempt under Section 501(c)(19) of the Internal Revenue Code of 1954, as amended. Every post needs to obtain an EIN from the government. All newly chartered posts receive an SS-4 form in their new post kit, prepared and sent by national. The instructions should be closely followed in completing and submitting the SS-4 form.

When you receive the post EIN, send a copy of the number and the Inclusion Letter (also in the packet) to national headquarters so the post may be listed as a tax-exempt charter of The American Legion. A listing of all new posts, plus updates, is sent to the IRS each September 30th. Your bank and various vendors will also need this number – protect it.

**Recommendations for Protocol for Department Commander or Other Department Officers Visits**

It is recommended that:

1. The Commander should be given the privilege of selecting the time of his appearance.

2. That no other Department Officer appear on the program before the Commander with the exception that at a District Conference, the Department Adjutant and/or the Department Service Officer may give his/her short report before the Commander.
(Reason: The Department Commander, as titular head of the organization, outlines the program which should be followed by the Division, District, or Post and by the various commission and committee chairmen. Under such circumstances, he/she is the keynote speaker and as such, he/she sets the tone for the program.)

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. He/she should be conversant with the details of the function and not leave the Commander to shift for himself/herself.

4. Meals and hotel accommodations for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the host or at time of request notify the Department if this is not possible.

5. Those courtesies which are usually extended to a visitor in your home must be accorded the Commander, and the host organization must make every effort to see that these amenities are extended.

6. A “Request for a Visit by the Department Commander or Department Officer” form must be filled out and submitted to Department Headquarters as a proper invitation and a letter of acceptance and authorization to travel will be issued to the individual when approved. The forms can be found on the Department Website or by contacting the Department Headquarters.
WEARING OF DISTRICT CAPS

The Department Executive Committee in meeting, February 2, 1997, approved the recommendations of the M & O Commission pertaining to the wearing of District Caps.

National has defined Legion Officers as follows: “That officers of the National Organization, departments, districts and counties of The American Legion be authorized to wear caps designating their office be extended to mean all constitutional officers of such organizations whether elected or appointed.”

**Department Officers and Division Commanders are permitted to wear the Department WHITE CAP.**

District Officers: The following District Officers, while serving in office, consisting: Shall wear a Legion Blue cap with a white center with gold lettering designating their particular office.

- District Commander
- District Vice-Commander
- District Adjutant
- District Chaplain
- District Treasurer or Finance Officer
- District Sergeant at Arms
- District Assistant Sergeant at Arms
- District Judge Advocate
- District Historian
- District Service Officer
- District Zone Commander(s)

The above **EXCLUDES** Assistant and/or Second Vice Commanders, Assistant Adjutants, etc., as well all other Assistant Officers and District Committeemen.

Your DEC action instructed the Department **NOT** to issue approval for the purchase of District Caps for others than those specifically listed above. You can readily see the importance of having duly constituted officers within your District to conform to the above.

If you presently have Legionnaires in your District wearing District Caps who are not listed above, they should be informed of the DEC action and asked not to wear their District Caps in the future.

The DEC took action to have the LONGHORN STEER AND STAR INSIGNIA placed on all Caps, including SAL. The extra price of the insignia will need to be
added to your order for all Caps, Shipping and Insurance are also extra on all orders. See current National Emblem Sales Catalog for current rates.

CAP ORDERING INSTRUCTIONS

All orders for District, Division and Department Officer Caps MUST be sent through Department Headquarters for approval or National will not honor your order.

Department will pay for the first cap for new Department officers, Division and District Commanders. Extra caps are at each officer’s own expense. All other District Officer Cap Orders must be accompanied by payment for the order - or the order will be held until payment is received. You may, of course, charge your purchase against your personal credit card.

All Post Cap Orders should be placed directly with National Emblem Sales using stock numbers and prices indicated in the current National Emblem Sales Catalog.

All Caps must have the Texas Star & Steer Emblem which is an additional change as is additional lettering which is a per letter charge.

District Caps - Blue with white crown, District in full and state name abbreviated and Post number in gold letters are included.

Division Caps - All white gabardine. Name of state and Post number in gold lettering.

Department Caps - All white gabardine. Name of state and Post number in gold lettering.

All Caps will be ordered in the Fort Know style unless otherwise requested. All orders are shipped direct to the customer and all 8 – 12 weeks for delivery.

PROPER WEARING OF THE LEGION CAP

The Legion Cap should be worn by its members, only when in attendance at official Legion meetings or ceremonies, or as official guests at patriotic or other civil functions, or by individuals when officially representing The American Legion on public occasions.

A Legionnaire is considered to be in uniform when wearing the Legion Cap.
Therefore, it is not proper to wear the Legion cap when eating a meal at any function.

Legionnaires not in formation will uncover when entering a church and shall remain uncovered during the entire service, and will re-cover after leaving the church.

Restrictions on wearing the cap:
The left side (emblem side) of any Legion cap CANNOT contain anything other than the Official American Legion emblem, and lettering as set forth as designated by The American Legion. NO DECORATIONS.

Consecutive membership insignia, membership stars, life emblem, leadership emblems, extension course insignia and/or decorations (authorized American Legion or military service), past or present officer insignia or badges must be worn on the right side of the cap in an orderly manner. Fraternal or civic organizational insignia, names or nicknames of individuals cannot be used on the American Legion cap.
REQUEST FOR USE OF AMERICAN LEGION NAME OR EMBLEM ON MERCHANDISE

The name and emblem of The American Legion are registered service marks in the U.S. Trademark Office and are protected by criminal and civil enforcement provisions of federal law (18 U.S.C.S 705 and 36 U.S.C.S.S 44 and 48). By authority of May 1947 Resolution Number 71, the National Adjutant or his designated representative (Director, National Emblem Sales), may grant limited permission to use the name and emblem in accordance with Resolution Number 71, other Resolutions and U.S. Trademark Law.

In order to gain permission for limited use of the name or emblem, complete enclosed form and forward to the Department Adjutant. The Department Adjutant will forward the completed form to National Emblem Sales. Please note that permission must be requested by the member or Post purchasing the merchandise and permission is granted directly to U.S. Manufacturers only.

Any permission given will be granted on a one-time basis for a given quantity. Additional orders will require new authority and the manufacturer may not produce more items than had been ordered. Permission will be given with the caveat that all material used will specifically identify the Post.

If the merchandise requested is available through National Emblem Sales, you will receive a quote for the merchandise or a one-time limited permission. If the merchandise is not available through National Emblem Sales, you will receive a one-time limited permission or denial of permission.

If you are ordering an outdoor sign for your Post, the only licensed manufacturer of American Legion Post outdoor signs is the J.M. Stewart Co., 2201 Cantu Court, Suites 217-218, Sarasota, FL 34232 and they can be reached at (800) 237-392

Fill out form completely and fax or mail to Department Headquarters
GUIDELINES FOR POST JUDGE ADVOCATE

Because of his wide involvement in Post legal matters, the Post Judge Advocate should be, whenever possible, an attorney. If the Post does not have an attorney as a member, efforts should be made to recruit one or more. If an attorney is not available, then select a member with a broad Legion background and perhaps with some legal training.

Charge from Installation Ceremony, Officers Guide: Post Judge Advocate - “To you, my comrade, is assigned a most important duty for which your legal training and/or past Legion experience so aptly prepare you. You are the interpreter of the Constitution and by-laws of your Post, and may at any time be called upon by the Commander and other officers and members of the Post to rule on the legality of their actions and decisions insofar as they affect the good of The American Legion. You are also charged with protecting the integrity of our organization and keeping alight the torch of truth and fidelity that symbolizes the high ennobling ideals under which our great American Legion was founded. Protect wisely that heritage.”

The primary duty of the Post Judge Advocate is to supply professional advise in the conduct of the Post business or to procure proper counsel. He is the guardian of constitutional form of Post government.

The Post Judge Advocate can supply valuable assistance to other Post Committees and officers. He should be available to the Post Service Officer for legal advice and to the Americanism Committee on matters relating to education and naturalization laws. Any Post Committee can benefit from the Post Judge Advocate’s contacts with the office holders of local government.

The Prescribed Post Constitution and By-laws charge the Post Judge Advocate and his legal committee with the duty of auditing Post financial accounts. This should be done annually, usually at the end of the Post fiscal year, and just prior to the installation of new Post Officers.

The value of a Post Judge Advocate increases year by year as our country rapidly evolves into a more “Legalistic Society”. Today the question of legality of Legion/Post actions comes into play far more often than fifteen or twenty years ago. Citizens are more prone to sue each other and Post Members and in the process bring our Posts, their officers as well as the Department and National Organization, plus their officers into the suit as a part of a “broad brush swipe”. More and more, legal documents need reviewing, briefs written or forms completed and filed with proper Agencies and the Courts. Example: Post Constitution and By-laws need
periodic review and updating to comply with and coincide with both Department and National Constitution and By-laws. On occasion changes need to be made based on changing circumstances at the Post level.

GUIDELINES FOR ASSISTING POSTS

1. He should offer assistance with legal documents every step of the way. Posts build homes, land must be purchased, architects and contractors must be hired and the finished structure must be accepted.

2. He should review prior to filing all applications for Bingo Permits or Liquor Permits.

3. He should be consulted by the Executive Committee and the House Committee to insure compliance with State Liquor laws and regulations as well as Bingo laws and regulations.

4. He should file necessary papers to incorporate the Post, or review the Post Corporation Charter to insure it is up to date and that all laws of the Corporation Division of the Secretary of State are being complied with.

5. At the proper time, he should file Restated Corporation Charter papers with the Secretary of State (through the Department Adjutant).

6. He should assist the Post Executive Committee with any trial Should charges be filed against a member for misconduct, and to insure that proper procedures are followed as required by the Department and National Constitution and By-laws and the Uniform Code of Procedure as well as Club Rules and Procedure for Club Rule violations.

7. Annually, he should review that the Posts insurance policy to ensure the Post has adequate coverage in all areas such as Fire and Casualty; Liability: Officers & Directors Liability; Theft or Burglary coverage.

8. Ensures that Post Officers or officials handling moneys of the Post are properly bonded. This includes cashiers at Bingo games as well as bartenders, club managers or business managers.

9. He should review tax assessments on Post properties to insure the Post is not unduly assessed and to see that all taxes are paid.

10. He is the Parliamentarian for the Post Commander and/or presiding officer and is the official interpreter of the Post Constitution and By-laws. An officer or a
member of the Post, except during a Post meeting, may request an interpretation as to any actions of the Post to insure that the Constitution and By-laws are fully complied with in all actions of the Post. Such requests should be submitted to him in writing and the ruling should likewise be in writing to the person making the request with a copy to the Commander and the Adjutant. He, of course, should make rulings for the Chair, as requested, during Post meetings.
POST FINANCE OFFICERS GUIDELINES

1. Post Finance Officer:
   A. Makes all deposits
   B. Pays all bills - when properly authorized
   C. Keeps the books
   D. Makes financial reports – Monthly and Quarterly
   E. Recommends financial policy
   F. Usually serves as chairman of the Budget Committee

2. Membership dues:
   A. $12.50 Department dues plus $18.50 for National dues for $31.00 total
   B. Forward promptly, do not spend for bills
   C. Posts set their own dues, however $31.00 must be transmitted to Department

3. Bonding:
   A. National requirement - bond for at the amount of gross income plus expenses
   B. Bond the positions rather than the individuals

4. Post Budget:
   A. Reasons for budget - includes all programs and prevents emotional spending
   B. Method of operating - any method the Post has for authorizing the payment of bills that is agreeable to the membership

5. Post Audit:
   A. Annual requirement
   B. Post Judge Advocate and the Post audit committee or an outside auditor.

6. Post Operations Manual:
   A. One copy per Post www.legion.org
   B. Good accounting procedures

7. Federal Requirements:
   A. Employer identification number - every Post must have one to use on bank accounts and tax returns.
   B. W-2 annually to each employee and 1099 forms to each contract laborer by January 31st.
   C. 990 tax return and 990-T return for unrelated income
   D. Group tax exemption number is 0925.
8. Tax Exemptions:
   A. Income tax on related income
   B. Sales tax (state) on all purchases made by or in behalf of the Post except alcoholic beverages.
   C. Ad Valorem tax on the Post home - request annually before May 1

9. Taxable Items - Not Exempt:
   A. Sales tax on sales made by the Post
   B. Tax on alcoholic beverage purchases
   C. Bingo gross receipts tax
   D. Cigarette tax
   E. Tax on pool tables
   F. Gambling tax
   G. Matching social security tax on employees wages
   H. Matching Medicare tax on employee wages
   I. Withholdings of income tax, social security tax and Medicare tax for employees
   J. State and Federal unemployment taxes
   K. Minimum wages for employees
   L. Excise taxes
   M. Royalty (ASCAP) tax - when the performance is open to public

10. Keep Records on all Post Financial Accounts:
    A. Lack of knowledge of the tax laws will not excuse the taxes or penalties and interest due
    B. Seek professional help if you need it

11. Recommended Charitable Donations:
    A. The Texas American Legion Development Foundation
        a. F. C. McConnell Boys State Scholarship
        b. Ronald McCluskey Veterans Scholarship
        c. Department Oratorical Scholarship
        d. Eagle Scout of the Year Scholarship
        e. American Legion Baseball Scholarship
        f. Junior Shooting Scholarship
    B. Children & Youth Fund
    C. National Disaster Relief Fund
INFORMATION ON UNRELATED BUSINESS INCOME

The American Legion is exempt from payment of Federal Income Tax under the provisions of Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended. Each Post must apply with the IRS for an Employer Identification Number (EIN) this number is different for every Post. The American Legion Group Exemption number (GEN) is 0925. Both the EIN and GEN numbers are used your Form 990, 990EZ, and 990-T.

However, the provisions of the 1969 Tax Reform Act have reinforced a liability for taxes to be paid on “unrelated business income” earned by the Posts of The American Legion. The effect of these provisions on the normal fund-raising activities of the Legion Posts may be summarized, generally as follows:

Unrelated business income is defined in the Code as the “gross income derived by any organization from any unrelated trade or business regularly carried on by it, less the deductions which are directly connected with the carrying on of such trade or business.” Therefore:

1. It is income from a trade or business
2. Such trade or business is regularly carried on by the Post
3. The conduct of such trade or business is not substantially related (other than through the production of funds) to the organization’s performance of its primary function to promote the purposes of The American Legion.

Unrelated Business Income Normally Does Not Include:

1. Income from dividends, interest, annuities or royalties.
2. Income from rental of real property under a lease of less than five years: e.g., land, buildings, offices, the Post Hall, etc.
3. Income from rental of personal property if incidental to the amount of the total rents under a lease.
4. Income from a trade or business in which substantially all of the work done is without pay, volunteer help.
5. Income from a trade or business, which sells merchandise, substantially all of which is donated.
6. Income from a trade or business which is not “regularly carried on.”
7. Gains or losses on sale or exchange of property.
8. Bingo income provided the games are conducted in accordance with local law.

NOTE: If your game is not conducted in accordance with the laws, the Texas
Lottery Commission will take your license then the IRS may charge you taxes on the past three years of bingo income as unrelated income.

The ordinary fund-raising activities of a Legion Post may be considered a trade or business within these provisions. The question then is whether it falls within one of the exemptions. If it is not “regularly carried on” or is run by volunteer help or consists of the sale of donated merchandise, then the income realized from there will not be subject to the “unrelated business income” tax.

Thus, the income realized in the normal fund-raising activity of a Legion Post (a Bar-B-Q, sale of candy, raffle tickets, turkey shoots, etc.) is not unrelated business income.

However, if a Post carries on an income producing activity, other than rental of real property, which operates on a regular basis through the year in a manner similar to a comparable trade or business of a commercial enterprise (such as a parking lot one day each week, monthly dances open to the public, a restaurant or bar lounge open to the public or even to members and guests on a regular basis throughout the year) then the Post will have “unrelated business income” with respect to such activity and may be liable for the tax imposed thereon.

The profits of an exempt organization from advertising and other activities carried on for the production of income through sale of goods or services, e.g., sale of advertising in a periodical, journal, magazine, newspaper or newsletter it publishes, are taxable unrelated business income. Such income is subject to special computations in the allocation of space and costs. Special consideration also is given to leasing a mortgaged building in that the income may be taxable. If income is partially taxable, a proportionate part of the deductions will be allowed as an offset against the income. Posts having unrelated business income are required to file form 990-T. Be sure to keep a copy of your returns.

In summary, IRS says that each Legion Post must continue to file Form 990 or 990T each year on or before the 15th day of the fifth month following the close of the accounting period.

Employee VS Contract Laborer

The Internal Revenue Service defines an employee as follows:
1. If you provide the material to do the job, and
2. If you tell the individual when to work, and
3. If you tell the individual how to do the work, then He/She is an employee and not a contract laborer.

If any one of the three provisions above is not true then the individual could be
considered a contract laborer. It is advisable to have the individual sign a written statement that they are aware that they are working as a contract laborer and are being paid accordingly.

The above information is designed to alert you to the tax situations that may affect your Post and yourself. If any doubt exists as to your particular situation, it is in your best interest to resolve it by seeking more detailed information through the Internal Revenue Service.

GUIDELINES FOR THE SELLING OF POST PROPERTY

The Department Constitution and Bylaws requires Posts to inform the Department of their intent to sell the building.

Here are the steps that need to be taken to insure that everything is done correctly:

1) A Post General Membership meeting needs to pass a motion to investigate the possible sell of Post Property.

2) The Post needs to get a current copy of the Post Deed on file with the city or county to show that it has a clear title on the property.

3) The Post needs to get an appraisal done on the property to show the fair market value.

4) At the next Post General Membership meeting a motion to proceed with the possible sell of Post Property, also at this meeting it needs to be approved to what Post program(s) or building fund the monies from the sale will be placed in.

5) Once that motion is approved a certified letter needs to be sent to ALL Post Members and the District Commander that at the Post General Membership meeting held on (date) the Post voted and approved to sell the Post Property and at the Next Post General Membership Meeting to be held on (date) the final vote will be taken to processed with the sale of Post Property.

6) In that letter there should be placed a ballot for members that cannot attend the meeting can provide their name, address, if they are for or against the sale of Post Property, a signature block for them to sign and a spot for a notary to verify their signature and return to the Post.
7) At the Post General Membership Meeting where the vote is to be taken the District Commander must be present to verify the members present, the ballots received, the number of certified letters returned and the number of letter signed for and not returned; 2/3 majority of the Post General members must have responded before any further action can be taken.

8) Once the 2/3 majority of Post members responding or present is verified then the Post General Membership must vote to approve to sell the property; and should include in the motion and minutes, the name of the retailer it will be listed with, the amount that will be listed, the fair market value it is worth.

9) Once the sale of the property is approved a letter must be sent to the Department of Texas requesting permission to sell the Post Property.

10) In the letter to the Department everything listed above must be enclosed, including the minutes of the Post General Membership meeting, an explanation of why the Post is selling the Post Property.

11) A letter from your District Commander must also be sent stating that he has attend all of the meeting and that he concurs with the sale of Post Property.

12) If a Post is incapable of funding actions required here in should ask for financial assistance from their respective District with a cavot that the funds will be repaid upon the sale of the Post property.
SECTION IV

FORMS
20__ - 20__ POST CERTIFICATION FORM

To: Department Adjutant

From: ___________________________ Post # ____________________

(Name of Post)

(City) (District) (County) (Date)

MEMBERSHIP MATERIALS ARE SENT VIA UPS.

Ship Membership Cards to: ___________________________

STREET ADDRESS ___________________________ CITY ZIP

IMPORTANT: MEMBERSHIP CARDS FOR THE YEAR WILL BE SHIPPED UPON RECEIPT OF THIS CERTIFICATION.

THE INFORMATION SUBMITTED ON THIS FORM WILL BE PRINTED IN THE DEPARTMENT BLUE BOOK. PLEASE UPDATE ANY CHANGES TO YOUR PERSONAL INFORMATION ON MYLEGION.ORG PRIOR TO SUBMITTING THIS FORM TO INSURE WE HAVE ACCURATE INFORMATION IN THE BLUE BOOK.

Post Commander

Name: ___________________________ ID #: ____________________

Address: ___________________________ City / Zip: ____________________

Primary Phone: ____________________ Alt Phone: ____________________

Please check type:

Cell [] Home []

Email: ___________________________

Post Adjutant

Name: ___________________________ ID #: ____________________

Address: ___________________________ City / Zip: ____________________

Primary Phone: ____________________ Alt Phone: ____________________

Please check type:

Cell [] Home []

Email: ___________________________

Post Hubmaster

Name: ___________________________ Email: ____________________

ID# ___________________________

MUST HAVE THIS INFORMATION!

SUBMIT BOTH OF THESE FORMS ALONG WITH THE NATIONAL POST / SQUADRON COMMANDER & ADJUTANT REPORT FORM
**Certification of Eligibility for American Legion Officers**

(NOTE: Original forwarded to the Department Adjutant and one copy retained by the Post)

TO THE DEPARTMENT ADJUTANT

DATE: ________________

Pursuant to the action of Resolution No. 5 from the May 9 – 10, 2018 Spring Meeting of the National Executive Committee of The American Legion in Indianapolis, Indiana I have examined the service record of each of the following officers who have been duly elected or appointed to serve __________________________ Post ______, District ____ for the year of 20____ to 20____.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Member ID#</th>
<th>Date of Enlistment</th>
<th>Date of Discharge</th>
<th>Organization (Branch)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Commander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Commander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjutant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaplain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hubmaster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judge Advocate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sgt-at-Arms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that each of the above officers are eligible for membership in The American Legion.

(Signed) __________________ (Post Adjutant)

DUPLICATE FORM AS NECESSARY
SUBMIT 2 COPIES OF THIS REPORT

THE AMERICAN LEGION NATIONAL HEADQUARTERS
Notification of Post/Squadron Commanders & Adjutants

Department of ____________________________  Post No. ________  Date ________

POST COMMANDER

Enter Member ID #: ____________________________  □ Incumbent  □ Newly Elected/Appointed

Name: ____________________________  □ Cell  □ Home  □ Work

Phone: ____________________________  □ Cell  □ Home  □ Work

Email: ____________________________

POST ADJUTANT

Enter Member ID #: ____________________________  □ Incumbent  □ Newly Elected/Appointed

Name: ____________________________  □ Cell  □ Home  □ Work

Phone: ____________________________  □ Cell  □ Home  □ Work

Email: ____________________________

(Suppose this section if Post has an SAL Squadron.)

SQUADRON COMMANDER

Enter Member ID #: ____________________________  □ Incumbent  □ Newly Elected/Appointed

Name: ____________________________  □ Cell  □ Home  □ Work

Phone: ____________________________  □ Cell  □ Home  □ Work

Email: ____________________________

SQUADRON ADJUTANT

Enter Member ID #: ____________________________  □ Incumbent  □ Newly Elected/Appointed

Name: ____________________________  □ Cell  □ Home  □ Work

Phone: ____________________________  □ Cell  □ Home  □ Work

Email: ____________________________

SIGNATURE OF POST ADJUTANT

NATIONAL HEADQUARTERS COPY

77
Awarded to Legionnaires for recruiting NEW member(s) into The American Legion, **starting with the 2013 Membership Year**, this award is based upon the total accumulative number of New Members the Recruiter has signed up into The American Legion from the inception of this award through their Legion career. The pin will be awarded starting with the #1 for the first new member and then increase in increments of 5 (5, 10, 15, 20, etc.) based upon the accumulative total of new members recruited. Once the recruiter is awarded a pin level, he/she will work for the next higher pin level and once a pin level has been achieved a duplicate pin level will not be awarded.

**Mail To:** The American Legion, Dept of Texas  
PO Box 140527  
Austin, TX. 78714

I certify that the following Legionnaire (s) in American Legion Post _________ have earned the Lone Star Recruiter Pin for the following level. **(PLEASE PRINT OR TYPE)**

<table>
<thead>
<tr>
<th>Recruiter's Name</th>
<th>Recruiter's ID#</th>
<th>Level Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________    __________________    ____________  
Post Commander / Adjutant       Date

**Mail to:**