

# The American Legion Department of Florida



## 2009 - 2010 Membership Processing & Awards Manual



**Phil Hearlson**  
Department Commander

*"The Power of Commitment"*



**Bob Brewster**  
Membership Chairman

# “Important Notice”

*The National Constitution and Bylaws and the Department of Florida Constitution Bylaws state that all annual dues shall be collected by each Post and transmitted promptly through the Department to National Treasurer.*

## *Article X*

*Section 3. The annual dues shall be collected by each Post and transmitted promptly through the Department to National Treasurer. Departments are designated agents for collection for The American Legion with respect to such annual dues and upon the receipt thereof shall remit them promptly to the American Legion. In no event shall the period transpiring between the receipt of such annual dues by a Department and the remittance thereof The American Legion exceed thirty (30) days.*

*Section 4. Annual dues shall be payable October 20, of each year, for the succeeding years.*

## **No Cards will be processed without Payment.**

**Cards and money should always be transmitted at the same time. The only exception would be credit card transactions. If there is a shortage or overage in payment, the proper debit or credit will be shown on the next membership statement.**



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# **NOTICE**

As you set up your records for the coming year, please remember that at the end of the year you will be expected to account for every membership card given to you with your membership packet.  
(Form on page 49)

# **NOTICE**

## DIRECT RENEWAL SCHEDULE

CUT-OFF DATES	RENEWAL DATES
May 01, 2009	July 01, 2009
*September 09, 2009	October 01, 2009
*December 09, 2009	January 04, 2010
*February 10, 2010	March 01, 2010
*April 14, 2010	May 03, 2010

**\*This cutoff date is also a membership target date. Transmittals received after this date will not prevent a subsequent notice from being delivered at or around the renewal date.**

## DEPARTMENT OF FLORIDA

### Post and District 2009 - 2010 Membership Goal Dates

Target Date		Required %
<b>September 02, 2009</b>	Early Bird Kickoff	<b>50%</b>
<b>October 07, 2009</b>	Fall Meetings	<b>55%*</b>
<b>November 04, 2009</b>	Mid – Winter	<b>65%*</b>
<b>December 02, 2009</b>	Pearl Harbor Day	<b>75%</b>
<b>January 06, 2010</b>		<b>80%*</b>
<b>February 03, 2010</b>	Presidents' Day	<b>85%</b>
<b>March 03, 2010</b>	Legion Birthday	<b>90%*</b>
<b>April 07, 2010</b>	Children and Youth	<b>95%</b>
<b>May 05, 2010</b>	Armed Forces Day	<b>100%*</b>
<b>May 19, 2010</b>		<b>100%+1 Mbr*</b>

\*See pages 36 - 37

## **MEMBERSHIP– OPPORTUNITIES ARE EVERYWHERE!**

The American Legion is the largest and certainly one of the most respected veterans' organizations in the world. The American Legion today faces more critical issues than ever before, issues such as the War on Terrorism, Homeland Security, The Department of Veterans Affairs initiatives on CARES, and the support of military families on both Active Duty and in the Guard and Reserve components of the United States Armed Forces.

Legionnaires have made headlines across America, standing with the families of fallen warriors at military funerals, and working with new programs such as the "Heroes to Hometown" serving those outstanding and dedicated military men and women returning from the battlefield and beginning their long recovery from severe traumatic head wounds and amputations.

The opportunities in front of us are also endless. With the renewed interest of the public in military affairs and in veterans' health care, the Flag Amendment, and the growing support of Military commanders across the country, The American Legion is poised for growth. The expanded "DMS Plus" program has proven its ability to identify and bring into our reach an entirely new group of veterans from every war era—new members we must contact and transfer into our local posts.

The American Legion, bolstered by a strong membership, has taken the lead in defining issues facing women in the military services and registering veterans with the Desert Storm illnesses. Indeed, the Legion has taken a lead in establishing support—with the American Legion family Support Network, to servicemen and women and their families deployed all over the globe. Through experience, we know these issues and others will not go away. We must continue to strengthen our membership base to meet these and other challenges in the future.

**Remember: A successful membership campaign requires teamwork to recruit new members and to retain those who have already joined.**

## **Increasing Your Post Membership 10 Proven Steps to Use for Success**

### Do These Steps Today

1. Develop a Membership- Recruiting Team and use the team for scheduled Post membership drives. The Post membership director establishes goals and incentives for the membership team. Post officers recognize and reward team players that are responsible for achieving the membership goal.
2. Develop and use a prospect list comprised of area Veterans to include delinquent Post members and active and delinquent Department Headquarters Post members. The recruiting teams make personal contact with these prospects which results in renewals, reinstates or transfers for the Post.
3. Utilize the Total Force (Active Duty, Reserve, National Guard) as another good source for membership. Re-connect visits results in membership growth. Provide services and support for active duty personnel and their families. Sponsor dinners, family events and functions honoring Active Duty, Armed Forces Reserve personnel, and National Guard Units and their families.
4. Successful Post use available media outlets, Websites, Newspapers, Community Bulletin Boards and Radio and TV stations to announce American Legion sponsored meetings, activities and functions through (PSA) Public Service Announcements. (Link to Public Relations Handbook:  
[http://www.legion.org/?section=pub\\_relations&subsection=pr\\_docs&content=pr\\_docs](http://www.legion.org/?section=pub_relations&subsection=pr_docs&content=pr_docs)
5. Match the interest of the membership to the sponsored activities. Keep activities and programs flexible and adjustable to easily allow changes to stay consistent with the need and interest of the Post membership.
6. Publish a monthly or quarterly Post newsletter. Post membership stays informed of activities, programs, and functions.
7. Keep post meetings informative, enjoyable, orderly and held on time and in accordance with The American Legion By Laws and the Manual of Ceremonies.
8. Post Welcoming Committee warmly greets new members, makes introductions and assigns mentors to the new Post members.
9. The American legion Family concept is utilized. The American Legion, Legion Auxiliary, and Sons of The American Legion. “The Legion Family” team up and work for the good of the community and their Post.
10. Interact with civic and patriotic organizations that share a mutual interest in the community, the youth of the community and Americanism programs.

### **Top Five Reasons Veterans and Their Families Join The American Legion**

1. Satisfy a Mutual Interest-Topics, Concerns, and Ideas are shared with other Veterans.
2. Achieve Security - Discovers benefits are of value, Service Officer, Discounts on a number of services, strength in numbers for lobbying, etc.
3. Fill a Social Need - Association with others who enjoy similar events, experiences and activities.
4. Fill a need for Self-esteem - Organization has a positive image, provides an opportunity for volunteers to serve and be recognized for the services they provide and work they do.
5. Source of Information

### **Top Five Reasons Veterans and Their Families Renew Membership**

1. Recognized for holding an office or being part of a team that accomplishes worthy projects. Recognized for being a member of a respected, reputable organization.
2. Post functions, activities, and programs meet expectations. Post Activities are educational, enjoyable, and beneficial to the member.
3. Security of knowing members benefits meet expectations, service officers are helpful and legislative actives are meaningful and important.
4. Sharing of personal ideas, goals, and feelings. Interaction with members that have similar views or interests.
5. The American Legion media system benefits membership. The American legion magazine, Legion Dispatch, Department and Post Newsletters combined with the Web site articles are interesting, informative, beneficial and accessible.

## NEED HELP IN RECRUITING AND RETENTION?

### Frequently Asked Questions by Members

1. Why should I renew my membership when I don't visit the Post or go to Post functions?

**Answer:**

***Your Legion membership counts when we appear before Congress on behalf of all Veterans. It shows Congress that you care about your earned Veteran benefits and entitlements, and it also shows them you care about those with who you served.***

2. Who should I join when I already belong to two or three other veteran organizations?

**Answer:**

***Many American Legion members belong to more than one veteran organization and assuredly many have felt those other organizations were more than adequate. However, once the veteran sees the work The American Legion does through community-based Americanism, Children and Youth and Scholarship programs, the positive aspects shine through. Discovering the initiative The American Legion showed in pressuring the VA to recognize Agent Orange related illnesses for the Vietnam Veteran and now the Desert Storm Veterans' issues with the Gulf War illness made the choice of joining another Veteran service organization an easy one.***

3. I'm not old enough. Why should I join?

**Answer:**

***Veterans with an interest in the future of their earned VA benefits and the future of American are old enough. Age is not the criteria for membership. Criteria for membership is having served honorably in the Armed Forces of the USA during a time of war or conflict.***

4. Why should I join/renew and pay dues when I'm being helped through the VA without being a member of the American Legion?

**Answer:**

***This is correct; your need not belong to The American Legion to receive benefits from the VA. However VA benefits are benefits that The American Legion worked hard to get for the Veteran, and now we need your help in lobbying to protect and save them. Your membership counts; Congress sees it as one more vote for the Veterans benefits.***

5. Why should I join when my brother-in-law brings over his magazine for me to read?

**Answer:**

***It is nice of your brother-in-law to share his magazine, but he is unable to share the rest of The American Legion experience. He can't share his Post membership activities, the camaraderie, benefits and discounts. Discounts on eye wear, prescription drugs, hotels***

*and motels, vacations, car rentals, Post events and activities are benefits that over 2.7 million dues paying, card-carrying members experience daily and enjoy.*

6. Why should I join the American legion Post? Many Posts have non-veterans regularly visiting the clubroom and I don't wish to associate with them. I did the time and paid the price and they didn't.

**Answer:**

*There are undoubtedly others who feel this way until they came to understand The American Legion Family. The American Legion Family is made up of the legionnaire and his or her family members. It consists of the Sons of The American Legion, whose membership is primarily sons and grandsons of a Legionnaire, and The American Legion Auxiliary, whose membership is comprised of wives, daughters, sisters and mothers of a Legionnaire. Yes, you may find yourself visiting the Posts' clubroom and sitting next to non-veteran, but this doesn't mean they aren't members they most likely are American Legion Family members.*

7. What is the American Legion going to do for me?

**Answer:**

*Since 1919 The American Legion has been there for all Veterans and it will be there for you today, doing what it as formed to do. The American Legion will provide service to you, the veteran, and help your family in a time of need. The American Legion gives you the opportunity to stand up and be recognized, along with nearly three million other members who have served our Nation in a time of war or conflict. Through Legion membership you work with others to improve benefits for the Veteran, make our communities better places in which to live, ad help to build a strong future for America, by teaching patriotism to our Nations youth. This is what The American Legion is going to do for you. Today is your opportunity to become a member of The American Legion the Nations largest wartime Veterans organization.*

8. Does my membership allow me access to other post across the country?

**Answer:**

*Yes. You and your family are welcome to visit and share in the convenience of the post home you enjoy back in your hometown or wherever you are a member.*

9. How long are my dues good for?

**Answer:**

*The American Legion membership year runs from Jan 1 through Dec 31. The renewal process for the next year begins six months prior to the expiration of your current annual dues.*

10. What type of service activities are Legionnaires involved with?

**Answer:**

*The American Legion was instrumental in the creation of the Veterans Administration, and is universally recognized as the originator of the GI Bill of Rights. The Legion works constantly to maintain the rights and benefits earned by veterans through service to their country. Legionnaires are also involved with community activities ranging from hospital services and blood drives to youth programs such as Boy Scouts, civic Awareness, American Legion Baseball, scholarships and the annual American Legion Boys State/Boys National programs.*

11. As a Legion member, how involved do I have to become in its service programs?

**Answer:**

*That's strictly up to you. Some of our members are more involved than others but all members are encouraged to find a level of involvement that's comfortable for them.*

## **WHAT YOU CAN DO.....MEMBERSHIP IDEAS**

1. Ask your relatives and neighbors if they belong.
2. Present American Legion programs to other clubs, i.e. Rotary, Elk's, Civitan, Kiwanis, etc.
3. Talk to Active Duty and Guard Reserve Units
4. Watch for local newspaper announcements of recent graduates from Basic Training and call their families..
5. Set up an American Legion booth at local community events, festivals, fairs or in shopping malls.
6. Get The American Legion emblem and name out in the community by taking part in local holiday activities and parades: Memorial Day, Independence Day, Labor Day and Veterans' Day
7. Posts can obtain list of names of Headquarters Post 400 members in their community by contacting Department Headquarters.
8. Have a Labor Day Kick-off Campaign and include your American Legion Auxiliary and SAL.
9. Have an "Open House" for all veterans in the community.
10. Start a S.A.M. Club (Sign A Member) and have incentives.
11. Ask you bank if you can set up a "Veterans Week" display with an information table.
12. Using a script, conduct telephone campaigns.
13. Have a Jukebox Jamboree.
13. Hold a dart tournament.
14. Plan a motorcycle charity ride.

### Are You a Snowbird?

(Example - you live in Indiana from April-October and Florida from November-March)

Does your Post have one or more members who are snowbirds, moving between two different addresses each year? Did you know that National can automatically change their address so that they never miss an issue of their magazine, their renewal notices or any other mail from National? If you have any members who would like to take advantage of this service, please let us know by having them complete the information below.

NOTE: This service works only if the member moves between two address at the same time each year. The members must provide a summer & winter address and the approximate date they move to/from each. Once their membership record is set up for our “snowbird” service, the member won’t need to notify us when they move unless they change either address entered below. Since most mailings from National are printed weeks in advance, please allow 6-8 weeks for the initial change to take effect.

Name \_\_\_\_\_

9-digit Member ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address 1 (Summer)

\_\_\_\_\_  
\_\_\_\_\_

I will be there from \_\_\_\_\_ To \_\_\_\_\_

Address 2 (Winter)

\_\_\_\_\_  
\_\_\_\_\_

I will be there from \_\_\_\_\_ To \_\_\_\_\_

Member’s Signature \_\_\_\_\_ Date \_\_\_\_\_

This information should be mailed directly to the Address below (your Post should also be notified):

The American Legion  
IT/Data Services  
PO Box 1954  
Indianapolis IN 46206

The completed form can also be faxed to (317) 860-3001

“MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED”

### PURPOSE

**To help increase the membership of your Post.  
Request Form For Post 400 Zip Code Printout**

Requested by Post # \_\_\_\_\_ District \_\_\_\_\_ Date \_\_\_\_\_

List zip codes in your area:


Mail or email List to:

\_\_\_\_\_/\_\_\_\_\_  
Name Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/St/Zip+4

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(CUT HERE)

### PURPOSE

**To help increase the membership of your Post.  
Request Form For Post 400 Zip Code Printout**

Requested by Post # \_\_\_\_\_ District \_\_\_\_\_ Date \_\_\_\_\_

List zip codes in your area:


Mail or email List to:

\_\_\_\_\_/\_\_\_\_\_  
Name Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/St/Zip+4

Duplicate as needed



## THE AMERICAN LEGION MEMBER DATA FORM INSTRUCTIONS

Please clearly print or type the information when filling out the form.

This is a newly designed form intended for use by electronic scanning equipment. Information that is not understandable or readable is subject to error. Your help is greatly appreciated and will permit National Headquarters to maintain a more accurate database of the American Legion membership.

The Member Data Form should be used to report

- \* Name/Address Changes
- \* Date of Birth
- \* Continuous Year Changes
- \* Post Transfers
- \* Deceased Members

The Member ID No. and the Name of the Department is required for a Member Data Form to be by National Headquarters.

The following pertains to transfers only:

The transfer from one Post to another is a privilege granted to any paid-up Legionnaire with the approval of the Post to which the member desires to transfer.

### A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:

1. No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended and are not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Post to another. The accepting Post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former Post.
3. A Legionnaire desiring transfer of membership must first secure approval from the post TO WHICH transfer is desired. This may be done orally or in writing. The Adjutant of the new Post will complete and route the parts of the form as instructed.
4. National Headquarters will carry through by transferring the member's record to the new Post, provided the member's current record is on file and provided the information on the transfer is complete.
5. Kansas or Nebraska Dept. Paid Life Members should check with their Department Headquarters prior to transfer.

### ROUTE THE PARTS OF THE MEMBER DATA FORM AS FOLLOWS:

Parts 1-3: Send to Department Headquarters. The Department will forward part 1 to National, retain part 2, and mail part 3 to the Post that loses the member who transfers.

Part 4: Post should keep for their files.

NOTE: The signature of the Post Adjutant is required in reporting an Honorary Life Member, a deceased member, a transfer or a continuous year change.

**DEPARTMENT ADJUTANT ADDRESSES/PHONE NUMBERS****PURPOSE**

Please send the 3rd (pink) copy of the Member Data Form to the Adjutant of the former Department for out of state members

<b>ALABAMA</b>	PO Box 1069, Montgomery, AL 36101, Ph. 334.262.6638
<b>ALASKA</b>	1550 Charter Circle, Anchorage, AK 99508, Ph. 907.278.8598
<b>ARIZONA</b>	4701 N 19th Ave, Ste 200, Phoenix, AZ 85015-3799, Ph. 602.264.7706
<b>ARKANSAS</b>	PO Box 3280, Little Rock, AR 72203, Ph. 501.375.1104
<b>CALIFORNIA</b>	117 Veterans War Memorial Bldg, 401 Van Ness Ave Ste 117 San Francisco, CA, 94102-4587, Ph. 415.431.2400
<b>COLORADO</b>	7465 E 1stAve STE D, Denver, CO, 80230, Ph. 303.366.5201
<b>CONNECTICUT</b>	PO Box 208, Rocky Hill, CT 06067, Ph. 860.721.5942
<b>DELAWARE</b>	PO Box 930, Seaford, DE, 19973, Ph. 302.628-5221
<b>D.C.</b>	3408 Wisconsin Ave NW, #218, Washington, D.C. 20016, Ph. 202.362.9151
<b>FRANCE</b>	Kraichgaustr #5, 74193 Schwaigern - Stetten, Germany Ph. 011.49.7138.67359
<b>GEORGIA</b>	3035 Mt Zion Rd, Stockbridge, GA 30281-4101, Ph. 678.289.8883
<b>HAWAII</b>	612 McCully St, Honolulu, HI 96826-3935, Ph. 808.946.6383
<b>IDAHO</b>	901 Warren St, Boise, ID 83706, Ph. 208.342.7061
<b>ILLINOIS</b>	PO Box 2910, Bloomington, IL 61702, Ph. 309.663.0361
<b>INDIANA</b>	777 N. Meridian St, Indianapolis, IN 46204, Ph. 317.630.1300
<b>IOWA</b>	720 Lyon St, Des Moines, IA 50309, Ph. 515.282.5068
<b>KANSAS</b>	1314 SW Topeka Blvd, Topeka, KS 66612, Ph. 785.232.9315
<b>KENTUCKY</b>	PO Box 2123, Louisville, KY 40201, Ph. 502.587.1414
<b>LOUISIANA</b>	1885 Wooddale Blvd STE 1110, Baton Rouge, LA 70806 Ph. 225.923.1945
<b>MAINE</b>	PO Box 900, Waterville, ME 04903-0900, Ph. 207.873.3229
<b>MARYLAND</b>	War Memorial Bldg, Rm E, 101 N Gay St, Baltimore, MD, 21202 Ph. 410.752.1405
<b>MASSACHUSETTS</b>	RM 546-2 Statehouse, Boston, MA 02133, Ph. 617.727.2966
<b>MEXICO</b>	Codigo A-487, PO Box 669004, Miami Springs, FL 33266 Ph. 011-502-7832.1018
<b>MICHIGAN</b>	212 N. Verlinden Ave, Lansing, MI 48915, Ph. 517.371.4720
<b>MINNESOTA</b>	20 W 12th St RM 300-A, St Paul, MN 55155, Ph. 651.291.1800

<b>MISSISSIPPI</b>	PO Box 688, Jackson, MS, 39205, Ph. 601.352.4986
<b>MISSOURI</b>	PO Box 179, Jefferson City, MO 65102, Ph. 573.893.2353
<b>MONTANA</b>	PO Box 6075, Helena, MT 59604, Ph. 406.324.3989
<b>NEBRASKA</b>	PO Box 5205, Lincoln, NE 68505, Ph. 402.464.6338
<b>NEVADA</b>	737 Veterans Memorial Dr, Las Vegas, NV 89101, Ph. 702.382.2353
<b>NEW HAMPSHIRE</b>	25 Capitol St RM 431, Concord, NH 03301, Ph. 603.271.2211
<b>NEW JERSEY</b>	135 W Hanover St, Trenton, NJ 08618, Ph. 609.695.5418
<b>NEW MEXICO</b>	1215 Mountain Rd NE, Albuquerque, NM 87102-2716, Ph. 505.247.0400
<b>NEW YORK</b>	Suite 1300, 112 State St, Albany, NY 12207, Ph. 518.463.2215
<b>NORTH CAROLINA</b>	PO Box 26657, Raleigh, NC 27611-6657, Ph. 919.832.7506
<b>NORTH DAKOTA</b>	PO Box 5057, Fargo, ND 58178-5057, Ph. 701.293.3120
<b>OHIO</b>	PO Box 8007, Delaware, OH 43015-8007, Ph. 740.362.7478
<b>OKLAHOMA</b>	PO Box 53037, Oklahoma City, OK 73152, Ph. 405.525.3511
<b>OREGON</b>	PO Box 1730, Wilsonville, OR 97070, Ph. 503.685.5006
<b>PENNSYLVANIA</b>	PO Box 2324, Harrisburg, PA 17105, Ph. 717.730.9100
<b>PHILIPPINES</b>	PSC 517, Box RC,FPO AP, 96517-1000, Ph. 011.63..2.524.4262
<b>PUERTO RICO</b>	PO Box 11424, Caparra Heights Sta, San Juan, PR 00922-1424 Ph. 787.792.4899
<b>RHODE ISLAND</b>	1005 Charles St, Providence, RI 02904, Ph. 401.726.2126
<b>SOUTH CAROLINA</b>	PO Box 3309, Irmo, SC 29063, Ph. 803.612.1171
<b>SOUTH DAKOTA</b>	PO Box 67, Watertown, SD 57201-0067, Ph. 605.886.3604
<b>TENNESSEE</b>	215 Rosa l. Parks Ave, Nashville, TN 37203-3518 Ph. 615.255-1551
<b>TEXAS</b>	PO Box 148000, Austin, TX 78714, Ph. 512.472.4138
<b>UTAH</b>	455 East 400 S, Ste 50, Salt Lake City, UT 84114, Ph. 801.539.1013
<b>VERMONT</b>	PO Box 396, Montpelier, VT, 05601-0396, Ph. 802.223.7131
<b>VIRGINIA</b>	PO Box 11025, Richmond, VA 23230-1025, Ph. 804.353.6606
<b>WASHINGTON</b>	PO Box 3917, Lacey, WA 98509-3917, Ph. 360.491.4373
<b>WEST VIRGINIA</b>	PO Box 3191, Charleston, WV, 25332-3191, Ph. 304.343.7591
<b>WISCONSIN</b>	PO Box 388, Portage, WI, 53901-0388, Ph. 608.745.1090
<b>WYOMING</b>	1320 Hugur Ave, Cheyenne, WY 82001-4917, Ph. 307.634.3035

## Department Credit Card Processing

Members now have the option of paying their dues by credit card. Only MasterCard, Visa, Discover credit cards and debit cards bearing the VISA or MASTERCARD logo can be accepted. **American Express, store cards and gift cards are not acceptable cards.**

**No credit card will be processed without the members' signature.**

The process is as follows:

\*Upon receipt of the renewal notice, the member decides to pay his or her current year membership dues by credit card. The member will forward his or her credit card information, and renewal notice to his or her post, the same as any other form of payment. The Post has the option of processing the credit card payment, if it is set up for credit processing. At that point, the credit card can be validated and the member's card can be issued. If the Post cannot process credit cards the Post should annotate the member on the Post roster, count him or her as paid and issue the membership card.

\*Prepare a separate transmittal for renewals paid by credit card. Include the credit card authorization slip (dues renewal notice) and the membership card(s). The total amount charged will be the total amount charged by the Post - unlike for cash or check payments, in which only the combined National and Department per capita (\$21.00) is forwarded. No post check or cash should accompany credit card payments. **To avoid a delay in processing the members' credit card, please make sure all information is present. (16 digit c.c. #, exp.date, 3 digit code (Visa only), and members signature) Member's signature is required.**

\*After Department receives the authorization, the charge will be processed and the Post will receive a credit for the difference between the Post dues and the Department per capita. (\$21.00)

\*If the post sends a completed Credit Card Transmittal form, it will be returned to the post showing whether the members(s) were accepted or declined and the date processed. When the Post Adjutant receives this information, he/she should double check the processing of the member in the Post records.

Please note that cards should be issued to the renewing member immediately. In the unlikely event that the credit card payment is invalid, the Post should deal with the member just as it would for checks that are not honored. The Department will notify Posts when credit payments transmitted to the Department are not approved by the credit card company.

Renewal notices prepared by the National Organization and mailed directly to members have been revised to reflect this change in processing. If the member does not have the dues notice, please use the form on page 19. PLEASE DO NOT SEND BOTH.

Please take careful note of this change in procedure. If you have any questions, please contact Department at 1.800.393.3378 ext. 231.

### CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card

Post Dues \$ \_\_\_\_\_  Master Card  Visa  Discover    Expiration Date

Post # \_\_\_\_\_ Account Number

3 Digit Security Code (found on the back of credit card)

Members Signature \_\_\_\_\_  
(Signature Required)

**Use for Walk-ins Only**

(cut here)

### CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card.

Post Dues \$ \_\_\_\_\_  Master Card  Visa  Discover    Expiration Date

Post # \_\_\_\_\_ Account Number

3 Digit Security Code (found on the back of credit card)

Members Signature \_\_\_\_\_  
(Signature Required))

**Use for Walk-ins Only**

(Cut here)

### CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card

Post Dues \$ \_\_\_\_\_  Master Card  Visa  Discover    Expiration Date

Post # \_\_\_\_\_ Account Number

3 Digit Security Code (found on the back of credit card)

Members Signature \_\_\_\_\_  
(Signature Required)

**Use for Walk-ins Only**



# Post Membership Transmittal Form

**PLEASE NOTE: CARDS CAN NOT BE PROCESSED WITHOUT A CHECK TO COVER THE DUES.**

Post # \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_

Phone# \_\_\_\_\_

This Transmittal Prepared by: **(Print Clearly)**

Number of renewals\* \_\_\_\_\_ @ \$21.00 each = \_\_\_\_\_

Number of new members \* \_\_\_\_\_ @ \$21.00 each = \_\_\_\_\_

Number of paying transfers\* \_\_\_\_\_ @ \$21.00 each = \_\_\_\_\_

Use Credit on file = \_\_\_\_\_

TOTAL number of paid cards: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

**\*DO NOT LIST THE ABOVE MEMBERS**

**Number of Non-Paying Transfers** \_\_\_\_\_ **(Must be listed below)**

**Number of Replacement Cards** \_\_\_\_\_ **(Must be listed below)**

**LIST ONLY Non- Paying transfers and Lost cards** (replacement) as there is no charge or credit given for these members.

ID#	List Only Non - Paying and Lost Cards (Member Names) Here

**\*\*This form should be used every time you send cards to Department that you are not paying for\*\***

**Duplicate as necessary**



### BACK DUES –CONTINUOUS YEARS

Please complete this form and return it with a **separate check (\$21.00 per year)** so the member is credited with the correct numbers of years. List the number of continuous years for each year being paid. **DO NOT include Current dues on this form.**

\*\*\*\*\*

Membership ID# \_\_\_\_\_ Post # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year Paid	Continuous Years	Year Paid	Continuous Years
			Continuous years for 2010

Cut Here

### BACK DUES - CONTINUOUS YEARS

Please complete this form and return it with a **separate check (\$21.00 per year)** so the member is credited with the correct numbers of years. List the number of continuous years for each year being paid. **DO NOT include Current dues on this form.**

\*\*\*\*\*

Membership ID# \_\_\_\_\_ Post # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year Paid	Continuous Years	Year Paid	Continuous Years
			Continuous years for 2010

**Duplicate As Necessary**  
 2009 – 2010 Membership Processing & Awards Manual

# ATTENTION!!!

Will you be holding a membership rally???

Are you having a major event with a membership booth??

Do you need small promotional items?

Complete the form below and

Fax to: 407.299.0901

OR

Mail to:

The American Legion  
Attn: Jackie  
PO Box 547859  
Orlando FL 32854-7859

## Request for Promotional Items

Post name/number \_\_\_\_\_ Date \_\_\_\_\_

Name of the event items will be used for: \_\_\_\_\_

### **Please Note: Quantity is Limited**

Send items to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
(No PO Boxes)

City/ST/Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**We reserve the right to limit quantities depending on supplies in stock.**

**Allow approximately two weeks for delivery**

**Do Not Write Below Line**

For Department Use Only

Date Received \_\_\_\_\_ Date Shipped \_\_\_\_\_

# Request for Legion Supplies

Date \_\_\_\_\_

Post # \_\_\_\_\_ Request from \_\_\_\_\_  
Name/Title

Shipping Address \_\_\_\_\_  
(NO PO Boxes)

City/State/Zip \_\_\_\_\_

Quantity	Stock No.	<u>Description</u>	<u>Quantity Shipped</u>
	30-001	Member Data Forms	
	30-005	Certificate of Initiation	
	30-006	First Dues Notice	
	30-007	Second Dues Notice	
	30-008	Third Dues Notice	
	30-009	Membership Applications	
	30-185	Why You Should Belong	
	32-001	Paid Up For Life Application	
	32-002	Paid Up For Life Brochure	
	90-001	Your American Legion/SAL Benefits	
	-----	\$1000 Accidental Death & Dismemberment Brochure and Enrollment Form	

**We reserve the right to limit quantities depending on supplies in stock.**

Fax to: 407.299.0901

Send To: The American Legion  
 ATTN: Membership  
 PO Box 547859  
 Orlando, FL 32854-7859

**Allow approximately two weeks for delivery**

Do Not Write Below Line

---

For Department Use Only

Date Received \_\_\_\_\_ Date Shipped \_\_\_\_\_

## NOTIFICATION OF POST CHANGES

USE THIS FORM, to report changes made to any of the following items, after you have sent in the 2009 - 2010 Post Officer Report.

All Department mailings are based on the information you provide to us. Mail will go to the last address on file unless this form is received.

Post Name/# \_\_\_\_\_ Date \_\_\_\_\_

Post Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Post Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Post UPS Shipping Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Post Phone # \_\_\_\_\_ Post Fax # \_\_\_\_\_

Post E-mail Address \_\_\_\_\_

Post Web Site Address \_\_\_\_\_

Commander and/or Adjutant; Use form on page 27.

Program Chairmen; Use appropriate forms in the Post Administrative Manual.

Post Officers' Signature \_\_\_\_\_

MAIL TO:           The American Legion, Dept of Florida  
                      ATTN: Dept. Roster Changes  
                      PO Box 547859  
                      Orlando FL 32854-7859

FAX TO: 407/299-0901

Duplicate As Necessary

# NOTIFICATION OF POST COMMANDER/ADJUTANT CHANGE

USE THIS FORM, to report changes either of the following officers, after you have sent in the 2008 - 2009 Post Officer Report.

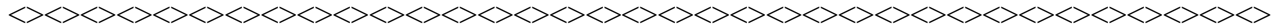
All Department mailings are based on the information you provide to us. Mail will go to the last officer and address on file unless this form is received.

Post Name/# \_\_\_\_\_ Date \_\_\_\_\_

Change is for: \_\_\_\_\_ Commander \_\_\_\_\_ Adjutant

Name of Former Officer \_\_\_\_\_

ID# for Former Officer \_\_\_\_\_



Name of New Officer \_\_\_\_\_

ID# for New Officer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip+4 \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Fax# \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

SEND TO: The American Legion, Dept of Florida  
Attn: Dept. Roster Changes  
PO Box 547859  
Orlando FL 32854-7859

Fax: 407/299-0901

Duplicate As Necessary

## REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS

Use this page and the next to notify Department Headquarters and National Headquarters of NEW Honorary Life Members in your Post.

Date \_\_\_\_\_

Memo To: Department of Florida

From \_\_\_\_\_ Post # \_\_\_\_\_

Signature of Post Officer

The following member(s) should not receive renewal notices through Nation's Renewal Program. Exclusion will continue until National is notified otherwise by the Post/Department.

1.  Members' Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

City/St\Zip+4 \_\_\_\_\_

2.  Members' Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

City/St\Zip+4 \_\_\_\_\_

3.  Members' Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

City/St\Zip+4 \_\_\_\_\_

Mail To: Department of Florida  
ATTN: Membership  
PO Box 547859  
Orlando FL 32854-7859

**Note: Information should be exactly as it appears on the Membership Register, unless the address on the register is incorrect. Do Not report members with "MH" beside their name on your roster.**

**\*\*\*Do Not use Member Data Form to report new "MH members"\*\*\*  
\*\*\*Do Not include PUFL or Deceased Members in this list\*\*\***

**Duplicate this form as necessary**

REPORT OF HONORARY LIFE MEMBERSHIP AWARD

Mail To: Life Membership Dept, *The American Legion Magazine*  
PO Box 1055  
Indianapolis IN 46206

READ CAREFULLY:

I hereby report the following Honorary Life Membership award(s) for publication in *The American Legion Magazine*. This report is submitted with the understanding that:

1. Each Honorary Life Membership listed below was awarded to the member by our Post at absolutely no cost to the member. In each instance, the Post has made provisions to pay the Life Members' entire Department and National dues for the remainder of his or her life.
2. Due to severe space limitation, *The American Legion Magazine* cannot publish the names of the members who have purchased their own Life Membership under the provision of the Paid-Up-For-Life program and that no such members' name is listed below.
3. PUFLs purchased by the Post only and awarded to the member will be published.
4. Reports of Life Memberships are accepted for printing only when signed below by the current Post Commander, Adjutant or Finance Officer.

I hereby certify I have read the above criteria for publication of Life Members and certify that those listed below are fully qualified.

\_\_\_\_\_  
Signature/Title (Post Commander, Adjutant, or Finance Officer only)

TYPE OR PRINT CLEARLY

Name/Post # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Name	Member ID#	Year of Award

**Duplicate as Necessary**

## UPDATED PUFL APPLICATION & NEW “PUFL HONORARY” DESIGNATOR

Through the years, many Posts have discovered that it’s a smart choice to purchase a Paid-Up-For-Life (PUFL) membership through National for those members who have been awarded an Honorary Life Membership by the Post. There are a variety of reasons for a Post to recognize a members by bestowing an Honorary Life Membership, but it also means that the Post is accepting the responsibility of renewing that person’s membership every year. By purchasing a PUFL Membership, it ensures that the member’s dues are paid annually and on time. And the Post doesn’t need to worry that someone will forget to renew the dues at some point in the future...causing possible embarrassment to the member, as well as the Post.

To this point, there was no obvious indicator that would separate a “regular” PUFL member from one who had received his PUFL as an award from the Post. The new PUFL applications being distributed will reflect several changes....one of those changes is a new field to indicate that the application is for a member who is receiving the PUFL as a gift awarded by the Post. A sample of the revised application is on page 27. You will see a box stating, Check here if PUFL is being awarded by Post (Honorary Life); during processing at National a special code will be placed on the member’s record to record the Post’s recognition. Also, in addition to the PUFL (P) code, Honorary Life (H) code, all membership rosters (annual, supplemental & quarterly) will now reflect the new TYPE code of an asterisk (\*) to denote PUFL HONORARY. Existing supplies of the current PUFL application should be used first, however, the request for the PUFL Honorary code can be written on the form.

*Note: If you currently have members who have been awarded a PUFL membership by the Post in the past, you can submit those names, with their Member ID numbers and request that the PUFL HONORARY code be added to their record.*

There are a few other changes on the new PUFL application that will help speed processing. The member’s signature is required on all applications, except for memberships being given as gifts, whether by an individual or the Post. An additional signature line has been added to use whenever payment is by a credit card that belongs to someone other than the applicant. NO credit card transactions will be processed without the appropriate signature of the cardholder.

On the reverse side of the application, a small paragraph regarding the deduction of dues paid in advance from the total PUFL fee. As noted, the deduction is to be taken by the Post at the time of application, and the payment submitted to National should be for the amount remaining after the deduction. For example, if a member pays 2010 dues of \$25.00 in August 2009, then he decides to purchase a PUFL membership in November, his 2010 dues may be deducted from the total PUFL fee, if the application is received at National by 12/31/09. So assuming this member’s PUFL fee is \$251.00, and his PUFL application is to \$226.00. If this deduction is taken, it should be clearly noted in the margin on the front of the application.



**THE AMERICAN LEGION NATIONAL HEADQUARTERS PAID-UP-FOR-LIFE APPLICATION  
FOR (PUFL) MEMBERSHIP**  
(Please print clearly - see instruction on reverse)



APPLICA

APPLICANT'S NAME \_\_\_\_\_ MEMBER ID# \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO. (\_\_\_\_\_) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ TOTAL PUFL FEE \_\_\_\_\_  
(Mo/day/year) (See Chart on Reverse)

BRANCH OF SERVICE (check only one):  US Army  US Navy  US Marines  US Air Force  US Coast Guard

SIGNATURE APPLICANT (required) \_\_\_\_\_  
(Applicant's signature may be omitted only if PUFL is to be given as a gift. If card is to be mailed to another address, enter below)

Full Payment Enclosed OR  Time Payment Enclosed - Required initial minimum payment of **10% of TOTAL** as down payment.

PAYMENT IS MADE BY THE FOLLOWING METHOD (do not send cash):

Check or Money Order (Made payable to The American Legion) Check or money order number \_\_\_\_\_

Charge to Master Card, Visa, Discover, or American Express

\_\_\_\_\_  
(Credit Card Number)

\_\_\_\_\_  
(Expiration Date)

Date \_\_\_\_\_ Signature of card holder required, if different from applicant \_\_\_\_\_

IF GIFT, MAIL CARD TO:  Check here if PUFL is being awarded by Post (Honorary Life)

Name \_\_\_\_\_ Mbr. ID# (If applicable): \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY THE POST ADJUTANT OR FINANCE OFFICER**

1. By signature below, I certify that the PUFL applicant named above is a member in good standing and holds a valid membership card. Annual dues were last paid for the \_\_\_\_\_ Membership year and were paid to Post # \_\_\_\_\_ In the Department of \_\_\_\_\_

2. Check one:

Member is applying at a PUFL fee based on our annual Post dues rate of \$ \_\_\_\_\_

With Post approval this member is applying at a PUFL fee based on the reduced Post dues rate of \$ \_\_\_\_\_

3. If applicable, this member is transferring from the above Post to (new) Post # \_\_\_\_\_ in the Department of \_\_\_\_\_

\_\_\_\_\_  
Signature of Post Adjutant or Finance Officer

\_\_\_\_\_  
Dept/Post #

\_\_\_\_\_  
Date Processed by Post

POST FORWARDS APPLICATION WITH PAYMENT TO DEPARTMENT HEADQUARTERS (RETAIN A COPY FOR POST RECORDS.)

**THIS SECTION TO BE COMPLETED BY NATIONAL HEADQUARTERS**

Member National Per Capita \_\_\_\_\_ Date Received at National \_\_\_\_\_

Post Dept Per Capita \_\_\_\_\_

Dept Post Per Capita \_\_\_\_\_

FORM #32-001 (JANUARY 2007)

^DETACH HERE^

APPLICANT'S RECEIPT

^DETACH HERE^

\_\_\_\_\_  
Name of Applicant \_\_\_\_\_ Payment Received \$ \_\_\_\_\_ Date Processed By Post \_\_\_\_\_

The member named above has applied for a Paid-Up-For-Life membership. The application has been certified by the Post and will be sent to the Department Headquarters with the payment noted above. After Department approval, it will be forwarded to National Headquarters for final processing. National will issue a permanent membership card in recognition of the member's status as a PUFL member of The American Legion.

THANK YOU FOR YOUR SUPPORT!! \_\_\_\_\_  
Signature of Post Adjutant or Finance Officer

## **HOW TO BE A PAID-UP-FOR-LIFE LEGION MEMBER**

Any existing member of The American Legion, in good standing can apply for PUFL membership, providing the member's Post is in a Department participating in the National Paid-Up- For-Life (PUFL) Membership Plan. (The Department of Kansas does not participate since it maintains its own plan.) To be in good standing, the member must have a valid membership card for the current year. After January 1, a member is delinquent if dues for the current year are not paid, and would need to pay current dues before being eligible to purchase a PUFL. Should a PUFL member hold membership in a Post whose charter has been canceled and the member is unable to effect a transfer, then the unused portion of the original fee will be refunded. The same rule will apply in the case of a member whose membership has been revoked by the Post. Except as stated, no refunds of PUFL membership fees will be made.

### **COST OF A PAID-UP-FOR-LIFE MEMBERSHIP**

A PUFL membership is based on two factors-the member's age and the amount of the total dues of the Post at the same time. The total dues of the Post include the Department and National per capita and the amount of the annual dues retained by the Post. The dues amount used to compute the cost may NOT be less than the sum of the Department and National per capita. The chart below shows the cost of a PUFL membership for any age and for most Post dues. Pick out you age group (your age at last birthday) then find your Post dues in the left-hand column and go across to your age column to find your cost. For example, if your dues are \$25.00 and you are 65 years old, your cost is \$352.

### **THE APPLICATION FORM**

The applicant fills out the top portion of the form, signs it, and turns it over to the Post Adjutant. Unless the membership is to be charged to Master card, Visa, Discover or American Express, payment by personal check or money order must accompany the application. If desired, arrangements may be made to pay the fee on time payment - enclose at least 10% of the total PUFL fee with the application. Coupons and envelopes will be sent to the member so monthly payments can be submitted until the balance is paid-in-full (must be paid within 12 months of the application date).

The Post Adjutant or Finance Officer must certify 1) the members is in good standing, 2) enter the last year for which dues are paid, 3) the Member ID#, and 4) the dues amount used to calculate the lifetime fee. After signing, the Post Adjutant or Finance Officer give the receipt to the applicant. The Post is encouraged to make a copy of the application for its records. The Post Membership Roster, and any other personal records should be marked to indicate the member has paid dues for life as of the date on which the applications is signed, or has started a Time Payment Plan.

## Rate Chart

DUES	AGE GROUP													
	24 & Under	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85 & Over
\$21	\$732	\$696	\$657	\$614	\$567	\$517	\$463	\$407	\$351	\$296	\$244	\$195	\$152	\$123
\$22	\$766	\$729	\$688	\$644	\$594	\$542	\$485	\$427	\$367	\$310	\$255	\$204	\$159	\$129
\$23	\$801	\$762	\$719	\$673	\$621	\$566	\$507	\$446	\$684	\$324	\$267	\$213	\$166	\$135
\$24	\$836	\$795	\$751	\$702	\$648	\$591	\$529	\$466	\$401	\$338	\$279	\$223	\$174	\$141
\$25	\$871	\$829	\$782	\$731	\$676	\$616	\$552	\$485	\$418	\$352	\$290	\$232	\$181	\$147
\$26	\$906	\$862	\$813	\$761	\$703	\$640	\$574	\$504	\$434	\$366	\$302	\$241	\$188	\$153
\$27	\$641	\$895	\$845	\$790	\$730	\$665	\$596	\$524	\$451	\$380	\$313	\$251	\$195	\$159
\$28	\$976	\$928	\$876	\$819	\$757	\$689	\$618	\$543	\$468	\$394	\$325	\$260	\$202	\$165
\$29	\$1010	\$961	\$907	\$848	\$784	\$714	\$640	\$563	\$484	\$408	\$337	\$269	\$210	\$171
\$30	\$1045	\$994	\$938	\$878	\$811	\$739	\$662	\$582	\$501	\$422	\$348	\$278	\$217	\$176
\$31	\$1080	\$1027	\$370	\$907	\$838	\$763	\$684	\$601	\$518	\$436	\$360	\$288	\$224	\$182
\$32	\$1115	\$1060	\$1001	\$936	\$865	\$788	\$706	\$621	\$534	\$451	\$372	\$297	\$231	\$188
\$33	\$1150	\$1094	\$1032	\$965	\$892	\$812	\$728	\$640	\$551	\$565	\$383	\$306	\$239	\$194
\$34	\$1185	\$1127	\$1064	\$995	\$919	\$834	\$750	\$660	\$568	\$479	\$395	\$316	\$246	\$200
\$35	\$1219	\$1160	\$1095	\$1024	\$946	\$862	\$772	\$679	\$585	\$493	\$06	\$325	\$253	\$206
\$36	\$1254	\$1193	\$1126	\$1053	\$973	\$886	\$794	\$698	\$601	\$507	\$418	\$334	\$260	\$212
\$37	\$1289	\$1226	\$1157	\$1082	\$1000	\$911	\$816	\$718	\$618	\$521	\$430	\$343	\$268	\$218
\$38	\$1324	\$1259	\$1189	\$1112	\$1027	\$936	\$838	\$737	\$635	\$535	\$441	\$353	\$275	\$223
\$39	\$1359	\$1292	\$1220	\$1141	\$1054	\$960	\$860	\$757	\$651	\$549	\$453	\$362	\$282	\$229
\$40	\$1394	\$1326	\$1251	\$1170	\$1081	\$985	\$882	\$776	\$668	\$563	\$464	\$371	\$289	\$235
Other*	\$34.84	\$33.14	\$31.28	\$29.25	\$27.02	\$24.62	\$22.06	\$19.40	\$16.70	\$14.08	\$11.61	\$9.28	\$7.23	\$5.88

\*If the Post dues are not shown on the chart, compute the cost by multiplying the actual dues by the amount in the “Other” line, using the one at the bottom of your age column. For example, age 62 and annual dues of \$27.50 (multiply \$27.50 X \$16.70=\$459 {rounded to the nearest dollar}). If you use this method to compute the cost, double check your multiplication to verify the fee...this will avoid unnecessary correspondence and delay.

Note: If the member has paid dues in advance to the Post, the dues amount may be deducted from the total fee, provided the PUFL application is received at National prior to January 1<sup>st</sup>, the commencement of the new membership year. It is the responsibility of the Post to ensure the dues are deducted prior to submitting the application and PUFL fee. This deduction should be noted in the top margin of the front of the PUFL application..

## NATIONAL AWARDS

### Post Honor Ribbons

**Honor Ribbons** will be awarded to all Posts whose membership for the current membership year (as of December 31), achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year just ending. These posts will be certified by department and will be submitted to National by the last day of January.

### Certificate of Meritorious Service \*All-Time - High Award”

This **certificate** will be awarded to all Posts who have, by December 31, enrolled an advance membership for the membership year equaling or surpassing the Post’s **previous All-Time High membership**. The report form is on page 30 of this manual.

### District Commander’s New Post Achievement Award

District Commanders who achieve the goal of creating new American Legion Posts in their respective Districts and have the new Post Temporary Charter Application on file at National Headquarters by May 11, 2010 will qualify for a framed certificate to show their accomplishments.

### District Commander’s Achievement Award and District Honor Ribbon

All District Commanders whose membership by May 11, 2010 **exceeds** the previous year’s membership by **at least the number of Posts in the District** will be awarded the District Commander’s Achievement Framed Certificate Award. In addition the District will receive an Honor Ribbon for its District Colors.

### District Commanders “Race to the Top” Competition (Cut-off date is March 31)

Competition will be divided into five categories based on the membership of the District without regard to geographic locations. District Commanders will compete in each of the following categories based on the final membership year totals and a top District Commander for the National Award will be selected from each of the five categories. Post Ribbons will be given to each top District Commander for all American Legion Posts in those districts.

Second and Third place awards will also be presented in each category. The District Commanders will be awarded gift certificate in the amount of \$500.00 for second place or \$375 for third place, but no additional ribbons will be awarded for the Posts in these districts. **Must be 100% to qualify.**

<i>Category I</i>	<i>15 - 1499 members</i>
<i>Category II</i>	<i>1500 - 2999 members</i>
<i>Category III</i>	<i>3000 - 4999 members</i>
<i>Category IV</i>	<i>5000 - 7499 members</i>
<i>Category V</i>	<i>7500 + members</i>

**First Place Award – The 500 Trip** will be presented to the top District Commander and guest in each category whose District membership on March 31 represents the greatest percentage **over** the final previous year membership of that District. **Cannot be less than 100 percent to qualify.** The First Place award entitles winner and guest to an all expense paid trip for five days to attend the Indianapolis 500 Race, including round-trip airfare, tickets to the Indianapolis 500, and first-class hotel accommodations for four nights. These District Commanders will also be awarded Post “Race-To-The-Top” Ribbons for each of the district’s Posts during their weekend in Indianapolis.

**Second Place Awards** will be presented to the District Commander in each category whose District membership on March 31 represents the second highest percentage over final previous year membership of that District. **The Commanders’ district cannot be less 100% to qualify.** Winners will receive a **\$500 Check.**

**Third Place Awards** will be presented to the District Commander in each category whose District membership on March 31 represents the third highest percentage over the final previous year membership of that District. **The Commanders district cannot be less than 100% to qualify.** Winners will receive a **\$375 Check.**

## **SPECIAL INDIVIDUAL RECOGNITION ACHIEVEMENT AWARDS**

### **Department “Recruiter of the Year**

Each American Legion Post will have the opportunity to submit the name of the Recruiter from their Post who has signed up the highest number of new members for the 2009 – 2010 membership year by May 5, 2010. (Use form on page 40)

The Top New Recruiter, properly certified from each Post, will be awarded a certificate with his/her accomplishment inscribed thereon.

The Recruiter who has signed up the highest number of new members will be submitted to National to be entered in the National “Recruiter Of the year” contest.

**MAIL IN TIME TO REACH DEPARTMENT HEADQUARTERS ON OR BEFORE:  
MAY 5, 2010**

### **National “Recruiter of The Year”**

The individual certified with the highest number of **NEW Members** recruited from among all the Departments will be declared “**National Membership Recruiter of the Year**”. The award will consist of an expense paid trip to the National convention. The trip includes, for the Legionnaire and guest, round-trip air transportation, hotel accommodations for 6 days/5nights, and reserved seating tickets to the National Commander’s Banquet for Distinguished Guests.

Awards for the National “Recruiter of the year” will be presented to the next highest 26 individuals:

1 - \$1000 Award Certificate for Emblem Sales

10 - \$150 Award Certificates for Emblem Sales

15 - \$100 Award Certificates for Emblem Sales

## **THE GOLD BRIGADE**

*A Legionnaire who recruits 50 or more NEW members into The American Legion by **May 05, 2010**, 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. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special publication announcements in The Dispatch and in special articles in other publications. Members of the Gold Brigade will be recognized by the National Commander during the National Convention. The gifts awarded to a Gold Brigader will depend on the number of times he/she has qualified for this award. (Use form on page 41)*

FIRST time Gold Brigader will receive:

-Gold Brigade Patch

-Special Gold Brigade Cap Pin

-Gold Brigade Certificate

Choice of:

-Designer Jacket

-Polo Shirt

-Sweater with a Gold Brigade Logo

SECOND time (or more) Gold Brigader will receive:

-Gold Brigade Patch

-Gold Brigade Certificate

-”Hash mark” for jacket sleeve

-Choice of:

-Designer Jacket

-Polo Shirt

-Sweater with Gold Brigade Logo

## **FIFTH CONSECUTIVE YEAR AWARD**

A Gold Brigader who has won the Gold Brigade Award for 5 consecutive years (to include the current membership year) is eligible for a distinctive Gold Brigade Blazer. A Legionnaire may only qualify for this award once every 5 years. (Use form on page 42)

## **SIXTH CONSECUTIVE YEAR OR MORE AWARD**

A Gold Brigader who has earned the Gold Brigade Award for at least 6 consecutive years or more (including the current year) is eligible for a \$150 Check. (Use form on page 43)

## **THE SILVER BRIGADE**

A Legionnaire who recruits 25 to 49 NEW members into The American Legion by May 05, 2010 will qualify for this award. A silver pin and certificate will be awarded. (Use form on page 44)

***Note: A recruiter cannot be awarded both Silver and Gold Brigade awards during the same membership year***

## **DEPARTMENT AWARDS**

### **INDIVIDUAL MEMBER AWARDS**

#### **DEPARTMENT COMMANDER'S PIN**

A Department Commander's Pin will be awarded to Legionnaires who sign up twenty-five (25) new or thirty-five (35) renewals. (see page 45 for form)

#### **MEMBERSHIP CHAIRMAN'S PIN**

A Membership Chairman's Pin will be awarded to Legionnaires who sign up five (5) new or fifteen (15) renewals. (see page 46 for form)

#### **MEMBERSHIP STAR PIN**

A Membership Star Pin will be awarded to the Legionnaires who sign up fifteen (15) new or twenty (20) renewals. (see page 47 for form)

#### **DEPARTMENT'S NEW MEMBER RECRUITMENT**

Sign up a NEW MEMBER and received \$5.00 for each one. They must be a NEW MEMBER. **Members who have let their dues lapse do not qualify as new.** A NEW MEMBER form must be completed and submitted along with a membership card and dues. Department will keep records of all entries received. Checks will be issued at Fall – Conference and at Department Convention. (see page 48 for form)

### **POST COMMANDERS AWARDS**

55% Goal ~ Commanders of Posts reaching their 55% goal by **October 7<sup>th</sup>, 2009** will receive a special gift from the Department Commander.

Cash Grab ~ There will be a Cash Grab at Mid-Winter Conference in each of the size categories. The Post Commander with the highest percentage of membership in each of the seven size categories by Wednesday, **November 04, 2009**, will have an opportunity for a "Cash Grab" during Mid-Winter Conference.

### POST MEMBERSHIP

Category I	15 - 50
Category II	51 - 125
Category III	126 - 200
Category IV	201 - 400
Category V	401 - 750
Category VI	751 - 1,000
Category VII	1,001 - over

80% Goal ~ Commanders of Posts reaching their 80% goal by **January 06, 2010** will receive a special gift from the Department Commander.

90% Goal ~ Commanders of Posts reaching their 90% goal by **March 03, 2010** will receive a special gift from the Department Commander.

100% Goal ~ Each Post reaching 100% by **May 05, 2010** will receive a 100% Banner Ribbon, Department 100% pins and National 100% pins.

100% + 1 member Goal ~ Commanders of Post reaching 100% + 1 member by **May 19, 2010** will receive a special gift from the Department Commander.

### DISTRICT/AREA AWARDS

District Commanders turning in a New Post Charter by Delegate Cut-off will receive a check for \$200 and each New Post will receive a check for \$300 to help get their post started.

The District and Area Commanders achieving the highest percentage of membership in each size category by November 4, 2009, will receive reimbursement for two nights stay at Fall Conference in Nov, 2009.

### DISTRICT MEMBERSHIP

Category I	15 - 5,000
Category II	5,001 - 7,000
Category III	7,001 - over

**55% GOAL** ~ Each District and Area Commander who reach the 55% goal by **October 7, 2009** will receive a special gift from the Department Commander.

**65% GOAL**~ Each District and Area Commander with the highest percentage of membership by November 4, 2009 in each size category will received reimbursement for 2 nights stay at Fall Conference.

**90% GOAL** ~Each District and Area Commander who reaches their 90% goal by **March 3, 2010**, will receive a special gift from the Department Commander.

**100% plus 1 Member GOAL** ~ The District and Area Commanders achieving the highest percentage of membership in each of the size categories by May 19, 2010, will have an opportunity for a “Cash Grab” at Department Convention.

**TOP RECRUITER AWARDS POST/ DEPARTMENT/ NATIONAL**

Mail to: Department Headquarters, PO Box 547859, Orlando, FL 32854-7859

The TOP NEW MEMBER RECRUITER of membership enrolled for 2009-2010 as of May 05, 2010, and transmitted to *Department of Florida Headquarters* is: (PLEASE TYPE OR PRINT)

**KEEP COPY FOR YOUR RECORDS**

NAME \_\_\_\_\_ POST # \_\_\_\_\_ MEMBER ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, ST, ZIP+4 \_\_\_\_\_

NUMBER OF NEW MEMBERS ENROLLED \_\_\_\_\_ PHONE # \_\_\_\_\_

**\*Attach list of names and I.D. numbers of new members\***

Next highest new member Recruiter (Make additional copies if needed)

NAME/POST # \_\_\_\_\_ MEMBER ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, ST, ZIP+4 \_\_\_\_\_

NUMBER OF NEW MEMBERS ENROLLED \_\_\_\_\_ PHONE # \_\_\_\_\_

**\*Attach list of names and I.D. numbers of new members\***

\_\_\_\_\_  
Post Adjutant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Adjutant Signature

\_\_\_\_\_  
Date

**MAIL IN TIME TO REACH DEPARTMENT HEADQUARTERS  
ON OR BEFORE *MAY 11, 2010***

# CERTIFICATION FORM “GOLD BRIGADE” NEW MEMBER RECRUITER AWARD

**RETAIN A COPY FOR YOUR RECORDS**

**MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 11, 2010**

The following member of the Department of Florida qualifies for the “Gold Brigade” Award for enrolling 50 or more **NEW MEMBERS** into The American Legion by **May 05, 2010**.

**\*ATTACH A LIST OF NEW MEMBERS FOR EACH NOMINATION FORM\***

First time qualifiers for the “Gold Brigade” receive:

A “Gold Brigade” cap pin, certificate, “Gold Brigade” patch, and choice of a jacket, sweater, or polo shirt with the “Gold Brigade” logo.

Second time qualifiers for the award receive:

A “Gold Brigade” certificate, patch, a “hash mark” for the sleeve, and the choice of either another “Gold Brigade” jacket, sweater, or polo shirt with the Gold Brigade” logo.

**PLEASE CHECK THE APPROPRIATE BOX(ES):**

This “Gold Brigade” award will be my:

A. ( ) First “Gold Brigade” Award

B. ( ) Other (Specify 2nd or 3rd time qualified):

IF you checked box “A” or “B” do you want: ( ) Jacket ( ) Sweater ( ) Polo Shirt

Circle size: ( S M L XL XXL XXXL)

Name/ID #: \_\_\_\_\_ Post # \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip+4 \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Number of New Members enrolled (minimum50) \_\_\_\_\_

Post Adjutant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Can not be after May 11,2010)

Address: \_\_\_\_\_

Department Adjutant: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION FORM

### GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD

The following member of the Department of Florida qualifies for the prestigious fifth consecutive year “Gold Brigade” Award for enrolling fifty or more new members into The American Legion by May 5, 2010 for the last five years. This award is a distinctive Blazer for the “Gold Brigader”.

A Legionnaire may only qualify for this award once every five years

#### **\*Attach a list of new members\***

**Circle one:**

Men’s Blazer(Cut) Short, Regular, Portly (Stout), Long, X-Long, XX-Long

Even Sizes (34-54) \_\_\_\_\_Size

Ladies Blazer(Cut) Short, Regular, Long, X-Long, XX-Long

Even Sizes (4-20)\_\_\_\_\_Size

Please type or print legibly

Name\_\_\_\_\_ Post #\_\_\_\_\_ Member ID#\_\_\_\_\_

Phone#(\_\_\_\_\_)\_\_\_\_\_

Years of being a Gold Brigader: \_\_\_\_\_thru\_\_\_\_\_

Post Adjutant\_\_\_\_\_Date\_\_\_\_\_

Department Adjutant: \_\_\_\_\_Date\_\_\_\_\_

MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 11, 2010

## CERTIFICATE FORM

### GOLD BRIGADE SIXTH CONSECUTIVE YEAR OR MORE AWARD

The following member of the Department of Florida qualifies for the prestigious sixth consecutive year "Gold Brigade" Award for enrolling fifty or more new members into The American Legion by May 5, 2010 for the last six years or more.

This award is a \$150 **Visa Gift Card** issued by the First National Bank of Omaha.

**\*Attach a list of new members\***

Please type or print legibly

Name \_\_\_\_\_ Post # \_\_\_\_\_ Member ID# \_\_\_\_\_

Phone# (\_\_\_\_\_) \_\_\_\_\_

Years of being a Gold Brigader \_\_\_\_\_ thru \_\_\_\_\_

Post Adjutant \_\_\_\_\_ Date \_\_\_\_\_

Department Adjutant: \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 11, 2010**

**CERTIFICATION FORM**  
**“SILVER BRIGADE” NEW MEMBER RECRUITER AWARD**

**\*ATTACH A LIST OF NEW MEMBERS\***  
**RETAIN A COPY FOR YOUR RECORDS**

**MUST BE RECEIVED AT DEPARTMENT HEADQUARTERS BY**  
**MAY 11, 2010**

The following member of the Department of Florida qualifies for the “Silver  
Brigade” Award for enrolling 25-49 NEW MEMBERS into Department  
Headquarters by May 5, 2010

Silver Brigaders will receive a Silver Pin and A Silver Certificate.

Name: \_\_\_\_\_ Post # \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip+4 \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Number of New Members enrolled ( 25 to 49 ) \_\_\_\_\_

Post Adjutant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Department Adjutant: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 11, 2010**

## DEPARTMENT COMMANDER'S PIN

Date \_\_\_\_\_

MAILTO:        Membership Awards, The American Legion  
                  PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up twenty-five new members or thirty-five renewals in Post # \_\_\_\_\_.

**KEEP A COPY FOR YOUR RECORDS.**

\_\_\_\_\_  
 Adjutant Signature

\_\_\_\_\_  
 Street address

\_\_\_\_\_  
 City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**This form can be used repeatedly throughout the year as people qualify. Pins will be mailed starting in March, 2010. Mail in any time, but not later than Department Convention.**

**DUPLICATE AS NECESSARY**

## MEMBERSHIP CHAIRMAN'S PIN

MAILTO: Membership Awards, The American Legion  
 PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up five new members or fifteen renewals in  
 Post # \_\_\_\_\_.

**KEEP A COPY FOR YOUR RECORDS.**

---

Adjutant Signature

---

Street address

---

City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**This form can be used repeatedly throughout the year as people qualify. Pins will be  
 mailed starting in March, 2010**

**Mail in any time, but not later than Department Convention.**

**DUPLICATE AS NECESSARY**

## MEMBERSHIP STAR PIN

**MAILTO:** Membership Awards, The American Legion  
 PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up fifteen new members or twenty - five renewals in  
 Post # \_\_\_\_\_.

**KEEP A COPY FOR YOUR RECORDS.**

---

Adjutant Signature

---

Street address

---

City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**This form can be used repeatedly throughout the year as people qualify. Pins will be  
 mailed, starting in March, 2010**

**Mail in any time, but not later than Department Convention.**

**DUPLICATE AS NECESSARY**

## New Member Recruitment Form

**Post Officer:** Complete this form and submit to Department Headquarters with the membership card (DO NOT STAPLE to card) and dues for each New Member signed up between, July 1, 2009 and May 19,2010. The Recruiter will receive \$5.00 for each New Member payable by check at Fall Conference in November, 2009 and at Department Convention in June, 2010. Members whose membership has lapsed do not qualify as new.

**KEEP COPY FOR YOUR RECORDS**

---

---

**I certify that**

**Legionnaire** \_\_\_\_\_, **ID#** \_\_\_\_\_

**Member of Post No.** \_\_\_\_\_, **has recruited a New Member and is eligible for \$5.00. The new member's name is** \_\_\_\_\_.

\_\_\_\_\_  
**Post Officer's Signature**

\_\_\_\_\_  
**Date**

---

---

**I certify that**

**Legionnaire** \_\_\_\_\_, **ID#** \_\_\_\_\_

**Member of Post No.** \_\_\_\_\_, **has recruited a New Member and is eligible for \$5.00. The new member's name is** \_\_\_\_\_.

\_\_\_\_\_  
**Post Officer's Signature**

\_\_\_\_\_  
**Date**

---

---

**I certify that**

**Legionnaire** \_\_\_\_\_, **ID#** \_\_\_\_\_

**Member of Post No.** \_\_\_\_\_, **has recruited a New Member and is eligible for \$5.00. The new member's name is** \_\_\_\_\_.

\_\_\_\_\_  
**Post Officer's Signature**

\_\_\_\_\_  
**Date**

**Duplicate as Needed**

## Membership Card Verification Form

Complete this form and send it to Department Headquarters with all unused membership cards between Department Convention and Dec 31, 2010.

There will be a \$21.00 charge for any cards not accounted for.

Post # \_\_\_\_\_ is turning in membership cards for the year

Post Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

# of Preprinted Cards issued (*refer to last page of post greenbar register*) \_\_\_\_\_

# of Extra Blank Cards issued (*by Department during year*) \_\_\_\_\_

# of Members Renewal (*preprinted and hand typed*) \_\_\_\_\_

# of New Members and Transfers \_\_\_\_\_

# of Cards used as *Replacement* cards \_\_\_\_\_

# of Cards Unaccounted for: (Please list the *serial number* and/or *Member ID#* with an explanation) Use back if more space is needed. The serial number is found on the far right hand side of greenbar register.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Total cards used \_\_\_\_\_ Total cards returned \_\_\_\_\_

# Instructions For Shipping 2011 Legion Membership Cards

Date \_\_\_\_\_

To: American Legion Dept of Florida  
Attn: Membership  
PO Box 547859  
Orlando FL 32854-7859

Membership Cards will be available at Department Convention. If your Post will not have a representative at the 2010 Convention and wish to have the membership cards picked by an authorized person from your Post, or District, or if you want them shipped, please complete this form and return to Department Headquarters on or before Wednesday, June 2, 2010. **Membership cards will be shipped after Convention.** No cards will be shipped if the Post owes any money, has not turned in the PO Report, Consolidated Post Report, the Addendum, or if their SAL Squadron owes any money

**CARDS WILL BE SHIPPED VIA UPS.  
DO NOT USE A PO BOX NUMBER**

**We will not be attending Department Convention.**

Please ship cards to: \_\_\_\_\_

Post #: \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Do not ship. The cards for Post \_\_\_\_\_ will pick up cards at Convention.

\_\_\_\_\_ is authorized to pick up membership cards

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ID# / Title

Phone # \_\_\_\_\_

**Return on or before June 2<sup>nd</sup>**

## Membership Eligibility Dates

### World War I

April 6, 1917 to November 11, 1918

### World War II

December 7, 1941 to December 31, 1946

### Korean War

June 25, 1950 to January 31, 1955

### Vietnam War

February 28, 1961 to May 7, 1975

### Grenada and Lebanon

August 24, 1982 to July 31, 1984

### Panama

December 20, 1989 to January 31, 1990

### Persian Gulf

August 2, 1990 to a date decided by US Government

### US Merchant Marine

December 7, 1941 to December 31, 1946

(Must apply for veterans status)

For more information refer to the Post Officers Guide