

POST ADJUTANT'S TRAINING 2024

SONNY DECKER

POST ADJUTANT'S MANUAL

Download manual 2024 at

- **Officer's Guide & manual of Ceremonies**
- **Post Adjutant's manual**
 - **(Legion.org)**

ADJUTANT DUTIES

- **“You have been chosen to assist your commander in the wise and effective administration of that office and to serve not only your fellow Legionnaires, but also those whose relationship to the organization has led them to look for us for guidance and relief. You will find the duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our programs depends, to a great extent, upon you and your performance of the duties of your office.”**

THE ADJUTANT'S JOB

- **The adjutant's job (see pages 14, 51, and 87.)***
- **Suggestions for the adjutant (administrative, maintain membership...)***
- **Bulletins and periodicals (Records minutes, attention to detail...)***
- **SECTION I – POST CHARTERS (Pages 4-5)**
 - **•• Naming a post**
 - **•• Change of post name**
 - **•• Location change**
 - **•• Temporary and permanent charters**
 - **•• Supplemental charters, Tax-Exempt Status**

SECTION II – TAX EXEMPTION

PAGES 6-9

- **Submitting Form 990**
- **Tax Returns**
- **Tax-Exempt Status**
- **Tax on Unrelated Business Income Tax Form 990-T**
- **Incorporation (in the state of Florida)**
- **Inclusion Letter**

SECTION III – REPORTS (PAGE 12)

- • **Consolidated Post Reports (CPR)**
- • **Annual Post Data Report**
- • **Post Officer Certification**
- **(page 24 and go to MyLegion.org)***

SECTION IV MEMBERSHIP

PAGES 11- 22

- **Eligibility**
- **Direct membership Solicitation (DMS)**
- **Renewals**
- **2022 Renewal Notice Schedule**
- ***Continuous Membership Certification**
- **Member Data Form (MyLegion.org)**
- ***Transfer of membership**

ELIGIBILITY (PAGE 11)

- **Due to the July 30, 2019,**
- **signing of the Let Everyone Get Involved with Opportunities for National Service – The LEGION ACT – eligibility for membership in The American Legion has been changed from the former seven war eras to two:**
- **1. April 6, 1917 – Nov. 11, 1918, 2. Dec. 7, 1941 – current**
All other restrictions and limitations remain
- **No person may be a member at any one time of more than one post.**
- **A person who is expelled by a post**

MEMBERSHIP CONTINUE

- **Project Stay Active**
- **Membership Cards/Registers**
- **Honorary Membership**
- **Honorary Life Membership**
- **Paid-Up-For-Life (PUFL)**

SECTION V – MYLEGION.ORG

PAGES 23-25

- Membership tools
- Manuals and brochures
- Online membership processing
 - 1. Renew members
 - 2. Add a new member
 - 3. Transfer a member
 - 4. Finalize the transmittal

SECTION VI (PAGE 26)

NATIONAL EMERGENCY FUND (NEF)

- **Eligibility (page 26)**
 - **How to apply**
 - **Contributions**

SECTION VII

- **Basic Training (page 27)**
- **Each post should encourage its members to learn the American Legion History and its programs**
- **Is FREE and Legion & SAL**

SECTION'S

- **SECTION VIII – POST SERVICE OFFICER (page27)**
- **SECTION IX – FUNERAL HONORS (page 27)**
- **SECTION X –THE AMERICAN LEGION**
- **MAGAZINE & DISPATCH (page 28)**
- **SECTION XI –Military Awards, Decoration & Records (page 29)**

SECTION XI

MILITARY AWARDS, DECORATIONS & RECORDS

(page 30)

- The American Legion receives many requests
- **QUICK REFERENCE GUIDE** (page 31)
- **AMMUNITION** See the *Officer's Guide and Manual of Ceremonies*.

THANK YOU

Question?

Thank you

Sonny Decker