



# Keeping Membership Real

2024-2025 Membership Manual

**Chris Hamrick**  
*Department Commander*

**Bruce Carl**  
*Membership Chair*

**Training ★ Mentorship ★ Continuity**



# Foreword

This manual is prepared and designed primarily to assist the area/district/post membership teams and commanders in building a complete membership program. It includes:

- 1) Material to help build a membership campaign.
- 2) Basic outline of important membership dates for the Legion membership year.
- 3) Information on Department & National contests & awards throughout the entire year.

Information published in this manual is subject to change during the year. If that happens, replacement page(s) will be mailed to each post.

## Department Membership Contact Information

### Mailing Address:

The American Legion, Department of Florida  
PO Box 547859  
Orlando, FL 32854-7859

### Overnight Mailing Address:

The American Legion, Department of Florida  
1912-A Lee Road  
Orlando, FL 32810-5717

Chris Hamrick

Bruce Carl

JoAnn Collins

Judith Carn-Richards

Department Commander

Membership Chair

Membership / Post 400

Post Development Chair

[commander@floridalegion.org](mailto:commander@floridalegion.org)

[membership@legionmail.org](mailto:membership@legionmail.org)

[Jcollins@floridalegion.org](mailto:Jcollins@floridalegion.org)

[postdevelopment@floridalegion.org](mailto:postdevelopment@floridalegion.org)

**Membership/Post 400 Inquiries:** (800) 393-3378 or (407) 295-2631 ext. 228

**CyberPost 208:** [cyberpost208.floridalegion.org](http://cyberpost208.floridalegion.org)

**Department Website:** [www.floridalegion.org](http://www.floridalegion.org)

## National Membership Contact Information

Membership Inquiries: (800) 433-3318

MyLegion Support: (833) 253-9995

National Website: [www.legion.org](http://www.legion.org)

MyLegion Website: [www.mylegion.org](http://www.mylegion.org)



# Table of Contents

Foreword .....	1
Department Membership Contact Information .....	1
Table of Contents .....	2
Important Information and Notes .....	5
Department Membership PlanThe 2024-2025 Membership Plan .....	6
<b>Mission Statement:</b> .....	7
<b>Overall Objective:</b> .....	7
<b>Priorities:</b> .....	7
Communication .....	7
Increase Training/Education/Leadership Development .....	8
Post Creation, Development, and Revitalization .....	8
Membership Recruiting and Retention .....	8
Mentorship .....	9
Membership Opportunities Everywhere! .....	10
Increasing Your Post Membership: 11 Proven Steps to Use for Success .....	11
Top 5 Reasons Veterans and Their Families Join The American Legion .....	12
Top 5 Reasons Veterans and Their Families Renew Membership .....	12
Need Help in Recruiting and Retention? .....	13
<b>Frequently Asked Questions</b> .....	13
Membership: What can I do? What can we do? .....	15
The American Legion Post Community Injection Strategy .....	17
Membership Recruitment Flyers .....	18
Buddy Check .....	19
<b>How do I organize a Buddy Check?</b> .....	19
<b>Buddy Check Sample Scripts</b> .....	21
What You Can Do.....Membership Ideas .....	22
Unrenewed Member Sample Letter .....	23
Expired Member Sample Letter .....	24
DMS Transfer Sample Letter .....	25
Some Suggestions to Increase Membership .....	26



Strategic Membership Plan .....	27
<b>Department of Florida - Plan of Action &amp; Accountability Pledge .....</b>	<b>27</b>
<b>The Membership Strategic Plan:.....</b>	<b>27</b>
<b>Post 400, Post 208 and Direct Membership Solicitation (DMS) Members .....</b>	<b>28</b>
<b>What is "Cyber" Post 208? .....</b>	<b>28</b>
<b>What is DMS? .....</b>	<b>28</b>
Post Development & Revitalization.....	29
Process Membership .....	30
MyLegion.Org .....	31
<b>Registration .....</b>	<b>31</b>
<b>My Groups.....</b>	<b>31</b>
<b>Membership Processing.....</b>	<b>31</b>
<b>Important Notes on Membership Processing .....</b>	<b>32</b>
<b>Reports in Process.....</b>	<b>32</b>
<b>Reports .....</b>	<b>33</b>
<b>Labels .....</b>	<b>33</b>
<b>How to Find Members in My Area .....</b>	<b>33</b>
<b>Members Renew Online .....</b>	<b>33</b>
American Legion Membership Renewal Schedule 2024-2025 .....	34
Department Target Dates 2024-2025.....	35
National Membership Target Dates 2024-2025.....	35
Awards Information .....	36
Department and National Membership Awards Calendar .....	37
Department Awards .....	38
<b>Individual Awards .....</b>	<b>38</b>
<b>Post Awards.....</b>	<b>38</b>
<b>District/Area Commander Awards .....</b>	<b>39</b>
National Awards .....	39
<b>Special Individual Recognition .....</b>	<b>39</b>
<b>Post Awards.....</b>	<b>41</b>
<b>District Commander Awards.....</b>	<b>42</b>



Award Certification Forms .....	44
<b>Certification Form – Gold Brigade New Member Recruiter Award</b> .....	<b>45</b>
<b>Certification Form – Gold Brigade Fifth Consecutive Year Award</b> .....	<b>47</b>
<b>Certification Form Gold Brigade Sixth Consecutive Year Award</b> .....	<b>49</b>
<b>Certification Form – Gold Brigade Tenth Consecutive Year Award</b> .....	<b>51</b>
<b>Certification Form – Silver Brigade New Member Recruiter Award</b> .....	<b>53</b>
<b>Certification Form - Bronze Brigade New Member Recruiter Award</b> .....	<b>55</b>
<b>Certification Form – New Post Development Pin</b> .....	<b>57</b>
<b>Certification Form – Post Revitalization Recognition Letter</b> .....	<b>58</b>
<b>The American Legion Pioneer Award</b> .....	<b>59</b>
General Information and Forms.....	60
<b>Member Data Form</b> .....	<b>61</b>
<b>Member Data Form Instructions</b> .....	<b>62</b>
<b>Back Dues – Continuous Years</b> .....	<b>63</b>
<b>Instructions for Shipping 2025 Membership Cards</b> .....	<b>64</b>
<b>Authorization for Direct Deposit via ACH Credit</b> .....	<b>65</b>
<b>Request to Exclude Members from Renewal Notice Mailings</b> .....	<b>66</b>
<b>Report Honorary Life Membership Award</b> .....	<b>67</b>
<b>Request Legion Supplies</b> .....	<b>68</b>
<b>Request Promotional Items</b> .....	<b>69</b>
<b>Notification of Post Changes</b> .....	<b>70</b>
<b>Notification of Post Commander/Adjutant Change</b> .....	<b>71</b>
Department Address   Fax Number.....	72
Membership Eligibility Dates .....	73



# Important Information and Notes

As you are aware, the Department of Florida has begun processing membership through MyLegion.org. We have also sent out many informative pieces asking Posts to join us in this streamlined effort to make membership as painless as possible for Posts and Department.

1. Payments will be processed in the following manner.
  - a. Through MyLegion.org as established by National.
  - b. If your post continues to send cards for Department to process, the only payment method is sending a post check to the Department for the exact per capita for the number of cards.
    - i. Non-matching per capita will result in the return of cards and check as no accounts will be established for over or underpayments.
    - ii. Department will not accept credit cards for payment of membership.
    - iii. Posts are encouraged to start using mylegion.org as soon as possible as we will be eliminating the old way of submitting in the future.
  - c. If a member renews online using the National Website, their total payment is deposited into National's bank account.
    - i. Each month the Department will run a report for the previous month, which provides the post per capita owed to each post.
    - ii. On or about the 15<sup>th</sup> of the month following the renewals, National will send per capita payments to Department.
    - iii. Upon receipt of the funds, the Department will initiate an ACH transaction to the post for the credit amount due if bank account info is on file. If not, then a check will be issued.
    - iv. This process will also apply to duplicate payments.
2. The instructions and forms in this document will take precedence for the Department & National Awards Program in any instance where conflicting information exists in other Department & National publications.
3. This manual can be downloaded from the Florida website at <https://www.floridalegion.org/resources/legion-post-documents/membership/>.
4. Districts & Posts are encouraged to establish incentive programs designed to foster an atmosphere of further growth & post-development within the Legion Family.
5. All target-date accomplishments are based on each Post's total membership received and posted on the target date by the close of business.
6. Incomplete data will not be counted.
7. A NEW member is defined as an eligible veteran who was not a paid member in good standing for the previous membership year. Transfers from one post to another do not count as a new member. The post to which a member pays their current dues will receive credit for that member for the entire year. No credits or dues will be transferred to the new post. Post goals will not be altered should a member transfer to another post or pass away either before or after paying their dues.



# Department Membership Plan



# The 2024-2025 Membership Plan

**Mission Statement:** To increase membership and post development by creating a culture of growth.

**Overall Objective:** Grow membership progressively over the next five years and beyond using the following strategies: Create Brand Awareness; Communication; Training/Education/Leadership Development; Post Development and Revitalization; Membership Recruiting and Retention.

## **Priorities:**

**Create Brand Awareness** – Target members and non-members to create awareness of who we are and what we do. (Resolution 52)

### ***Tactics:***

1. Develop marketing expertise to lead a new marketing focus and develop a comprehensive marketing plan to increase the clarity of brand awareness of The American Legion as the Premier Veterans Service Organization.
2. Encourage new corporate partnerships with veteran-friendly organizations with the same values as The American Legion to increase the benefits of being a member. (ongoing)

**Communication** - Ensure accurate and essential information is disseminated to all members and the general public. (Resolution 51)

### ***Tactics:***

1. Utilize all internal media to encourage members to join us in this five-year membership plan.
2. Encourage Department to develop a media relations team.
3. Communicate The American Legion's story to the nation's military components, emphasizing eligibility.
4. Collect all members' email addresses to encourage correct, timely dissemination of information and any calls to action. (1st year & continuous)
5. Increase Public Service Announcements (PSA) in local media Channels.
6. Increase presence in social media.
7. Encourage three year renewals.





**Increase Training/Education/Leadership Development** - Improve knowledge of The American Legion by implementing education tools and encouraging leadership development at all levels. (Resolution 50 & 52)

***Tactics:***

Encourage the development of membership training teams and long-term plans for membership growth. Encourage growth of the ALIE Basic Training Course and Department Legion College.

**Post Creation, Development, and Revitalization** – Develop new posts, revitalize or consolidate existing posts to promote growth within The American Legion. (Resolutions 48, 49, 52)

***Tactics:***

1. Encourage post evaluations to identify areas that may need post revitalization.
  - a. Revitalize posts as identified.
  - b. Encourage the development of new posts where revitalization efforts have yet to be successful.
  - c. Form new posts in communities with significant veteran populations.
  - d. If two or more posts within a district want assistance, consider conducting a District Revitalization event.

**Membership Recruiting and Retention** – Increase membership by developing a comprehensive recruiting and membership retention strategy. (Resolutions 48, 49, 41)

***Tactics:***

1. Establish membership teams at all levels.
2. Develop a retention strategy at every level of the organization. **RETENTION MUST BE THE FIRST PRIORITY TO INCREASE OUR MEMBERSHIP.**
  - a. Implement a strategy for transferring members from Department HQ's post to traditional posts.
  - b. Increase emphasis on traditional recruitment. (Especially at post level)
  - c. Evaluate current reward and incentive programs at all levels, and recommend changes if needed.
  - d. Encourage all levels to develop a working relationship with senior military leaders to offer an opportunity to join TAL to all eligible members of the Active Duty, National Guard, and Reserves.
3. Ensure all new members feel welcome and are invited to participate.
4. Continue to enhance the membership renewal process. (MyLegion and others)
5. Having successfully completed the VA claims process, Service Officers are encouraged to invite eligible veterans to join The American Legion or renew their membership.



# Mentorship

Mentorship is key to the success of officers (at all levels) and committee chairs and is reflected in your Post, District, and Area. By not instructing others in the position, they go into the position with a diminished capacity, propelled throughout The American Legion. But where does that start?

The beginning point in training. Personnel often will not even read their respective manuals. Most will not take the free “Basic Training” course or the free classes at conventions and conferences, nor will they seek even higher training such as at Department or National American Legion College. Plus, there’s other training like the District Revitalization, Americanism Program Conferences, and National Membership Workshop. Utilize available resources from the Department and National College for your training cadre.

Individuals must have the desire and the attitude to embark on these and follow through to completion. Are you excited and willing to get on board and set sail for a successful year? It’s a Team effort, but more than that. You are gaining the education which will enable you to excel in The American Legion.

Mentorship is essential to the success and future of The American Legion. My leadership philosophy is that a leader provides the group's direction and creates the excitement and enthusiasm to move in that direction. Will you be the leader that you can be? Then, set the course and make it happen.

Autrey James, class of 2014 (NALC), states four steps to implementing training:

- Identify your needs or goals.
- Develop learning objectives.
- Design and develop the program.
- Implement and evaluate.



# Membership Opportunities 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 Veteran 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 endless. With the renewed public interest in military affairs and 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 the lead in establishing support with the American Legion Family Support Network to service men 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, transfer Post 400 members, and retain your post members. A Strategic Plan for the year will gain new members at your post and retain members already in the Legion.



# Increasing Your Post Membership:

## 11 Proven Steps to Use for Success

1. Develop a Membership- Recruiting Team and use the team for scheduled post membership drives. The Post Membership Chairperson establishes goals and incentives for the Membership team. Post officers should recognize and reward team players responsible for achieving the membership goal(s). Buddy Check callers can help the team.
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. These lists are generated on the MyLegion website. [www.MyLegion.org](http://www.MyLegion.org)
3. Utilize the Total Force (Active Duty, Reserve, National Guard) as other good sources 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 posts 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 interests of the post membership.
6. Publish a monthly or quarterly post newsletter. With post members staying informed of activities, programs, and functions, they will be more active and enthusiastic.
7. Engage your members, 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 helps assign and match 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 post, their community, state, and nation.
10. Interact with civic and patriotic organizations that share a mutual interest in the community, the youth of the community, and Americanism programs.
11. Hold a Membership Rally at your post, at either a post level or District level. Make it fun, and have activities such as a Chili Cook-off, family games, Corn Hole, or other added events to make it cohesive for the entire post. Advertise in local newspapers, radio, or other sources. Make posters to post around the community and use word of mouth. Get the One Blood Bus to attend the event, do whatever you can to get attention, and bring members in.



## **Top 5 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 - Discover the 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.
1. Fill a need for Self-esteem - The organization has a positive image, providing an opportunity for volunteers to serve and be recognized for their services and work.
4. Be a source of information for veterans and their families.

## **Top 5 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 or other noted area.
2. Post functions, activities, and programs meet expectations. Post Activities are educational, enjoyable, and beneficial to the member.
3. Security of knowing member 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

### 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 that you care about those with whom you served.

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

*Answer:*

- a. Many American Legion members belong to more than one veteran organization, and assuredly many have felt those other organizations were more than adequate.
- b. 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. For example, discovering the initiative, The American Legion showed in pressuring the VA to recognize Agent Orange related illnesses for the Vietnam Veteran. Now, the Desert Storm Veterans issues with the Gulf War illness chose to join another Veteran service organization, an easy one.

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

*Answer:* Veterans interested in their earned VA benefits and the future of America are old enough. Age is not the criteria for membership. The criteria for membership is serving 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:*

- a. This is correct; you 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 Veterans, and now we need your help in lobbying to protect and save them.
- b. Your membership counts; Congress sees it as one more vote for 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 eyewear, 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: Others undoubtedly felt this way until they came to understand The American Legion Family. The American Legion Family is made up of the legionnaire and their 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 daughters, sisters, mothers, and spouses of a Legionnaire. So, yes, you may find yourself visiting the Posts' Clubroom and sitting next to non-veterans, but this doesn't mean they aren't members. On the contrary, 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 will be there for YOU today, doing what it was formed to do. The American Legion will serve you, the Veteran, and help your family in a time of need. The American Legion allows you 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 to live, and help build a strong future for America by teaching patriotism to our Nation's 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 Nation's 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 before your current annual dues expire.*

**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 must I 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.*



## Membership: What can I do? What can we do?

We hear about membership at the beginning of every year and then throughout the year, some of us every week or less. And though The American Legion is an organization filled with a myriad of programs focused on our Veterans and youth in our communities throughout our Nation. Without a membership, we as an organization would cease to exist, and there is a real threat, one that has been lurking around this great and long-established group that started over 100 years ago.

**There has been a steady drop in membership. What can we, as volunteers, many of us who are just average citizens with limited financial resources, do?** As an individual, pay your annual dues, which is all that is asked of most of us. Yes, there are promotions to be a PUFL (Paid-up for Life), which has both long- and short-term benefits. But what can most of us dedicated Legionnaires do, or at least those committed to continuing that commitment set in place so many years ago? We can pay our dues at the start of the Legion's Fiscal year, July 1st.

Doing so has many benefits, both logistically and financially. Logistically, it causes a burden on those having to do excessive hours monitoring the membership of their post or at the Department and National. And financially, the continued sending of renewal notices throughout the year.

**We know that we are going to renew, so why the delay?** So many are restricted and/or on a budget, but we also know the American Legion's impact on our great Nation. Pay your dues early to save those millions of dollars on several notices. That money could be used more wisely towards the many directions the Legion is focused on and the people we help.

**So why am I so winded about this?** Many of us just wanted to do something. Whether just for veterans in general, or a commitment towards a specific group or groups of our society, it was a commitment, nonetheless. Some of us even volunteer for these specific areas, putting hours and effort into them. Some put in many hours, and we all have our passions. But there are only so many hours that one can dedicate to their endeavors, whether The American Legion or other groups we seek to help, knowing their want and need.

Yes, many in the Legion are struggling, and we as a Family are always sensitive toward that, but the call is out to the majority and not the few who are committed but struggling. We are Family, and as a family, we help those who are.

This is no different from others in our family, with the Auxiliary, Sons of the Legion, and the Riders. We are family, and as family, we pull those struggling out of the water. Together we can accomplish many great things. All Posts are unique and diverse, but we are all family, nonetheless.

**So far, we have addressed renewals and the cost incurred through staying committed to our goal of helping our veterans and the Nation. But what about the reduction of membership nationwide?** What can be done about that at each level of The American Legion? That answer is new members. We





go about our daily lives and come across veterans daily without thinking about it. We see a bumper sticker or someone wearing a garment or hat indicating they're either a veteran or related to a veteran. This is where recruitment comes in. It does not take much, just a 30 to 60-second conversation of "What you see in The American Legion" that you present at that monument in time.

**Did you know that there is a massive number of veterans that are never asked to join?** This is very true. Most of them are our youngest demographic group. And out of that group, the largest untapped group is female veterans; many never get asked to join the fight. They served just like the rest of us. Many excelled beyond their male counterparts but remained unrecognized for their valiant effort and patriotism. Do not let them go unnoticed. Bring them in as the Comrades that they are, veterans who gave their oath to defend this great Nation.

Remember, we have lifted the restriction, preventing many from joining our great organization. All honorably discharged and active-duty veterans qualify.

We are The American Legion, and with its family (Auxiliary, SAL, and Riders), we can see victory and be "All For One Membership". Together this Army, with its collective fortitude, can be the driving force that makes a difference. Although we suffer a 3.12% attrition rate, those veterans who have succumbed to age or meet the final call from their injuries, the national average is at a 15% decrease per post, so a 20% increase is needed to maintain our headway. Plus, some have waned away from the ideas of helping our veterans and the programs of The American Legion.

We need to ensure and assure them that the fight is true and they are not only needed but appreciated as well. Just like the days following Pearl Harbor, let us refocus on what we are in the fight for, and through increasing the size of Our Armed Forces, we prevailed.



# The American Legion

## Post Community Injection Strategy

**Have you tried going to various businesses (particularly larger ones) and speaking to their Human Resources Department or Owner?** Ask if you could post veteran information and posters with American Legion brochures. These types of resources are available from Department, and the posters can be downloaded from [www.floridalegion.org](http://www.floridalegion.org), with an area where you can place your post information. These are great tools for recruitment and the advancement of The American Legion. Different versions are available, one with Uncle Sam and one with the Legion Family (see next page). Using every resource you have, businesses are very veteran-friendly and will be very receptive to you. Plus, you may find another venue to seek support for your post programs and events.

You will find that most businesses, whether large auto dealerships or small Mom & Pop businesses are places to try. These venues could also sponsor your post for your programs or other events. Additionally, most businesses have allocated funds towards community entities like The American Legion, AM Vets, VFW, etc ... Tap into these and get your post as one of their annual donations. They are there for the asking. Just Ask.

There are also other venues for community injection:

EMT of the Year, Firefighter of the Year, Law Enforcement of the Year, Teacher of the Year. These are ways to show that your post is committed to being an active community group, get out there, and shine like a lighthouse.

Then there are other courses of action:

Programs like Boy's State, Youth Law Cadet, JROTC, and School Awards.

Are you presenting the awards directly into the recipients' hands?

You're trying to show the community you're there and that you care. So why would you drop off awards? Present them.

By being active in your community through local businesses, you can catch the fish not normally in your pond, so go fishing in all the ponds around you. You would be surprised to see what you can catch. With this approach, you not only gain new post members but support key elements that work on the front lines, which when you are presenting the mentioned awards at ceremonies, you show the spectators that The American Legion is there and is committed to their Community, State, and Nation.

# Membership Recruitment Flyers

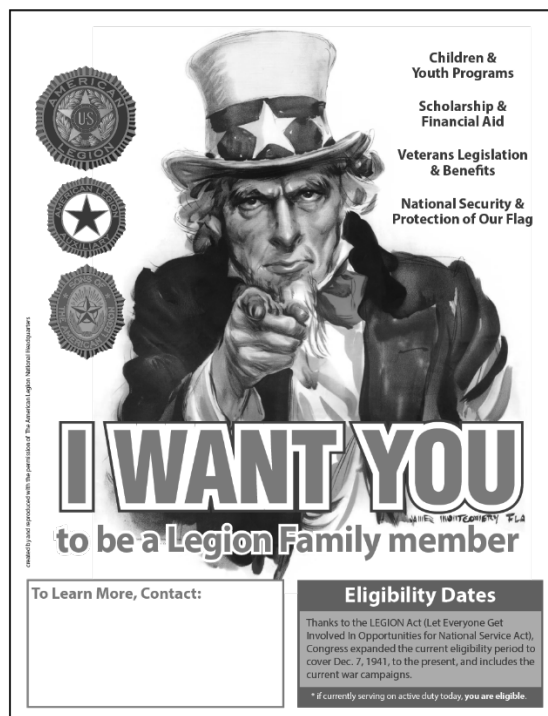


**I WANT YOU**  
to be a Legionnaire

Children & Youth Programs  
Scholarship & Financial Aid  
Veterans Legislation & Benefits  
National Security & Protection of Our Flag

**To Learn More, Contact:**

**Eligibility Dates**  
Thanks to the LEGION Act (Let Everyone Get Involved In Opportunities for National Service Act), Congress expanded the current eligibility period to cover Dec. 7, 1941, to the present, and includes the current war campaigns.  
*\* If currently serving on active duty today, you are eligible.*

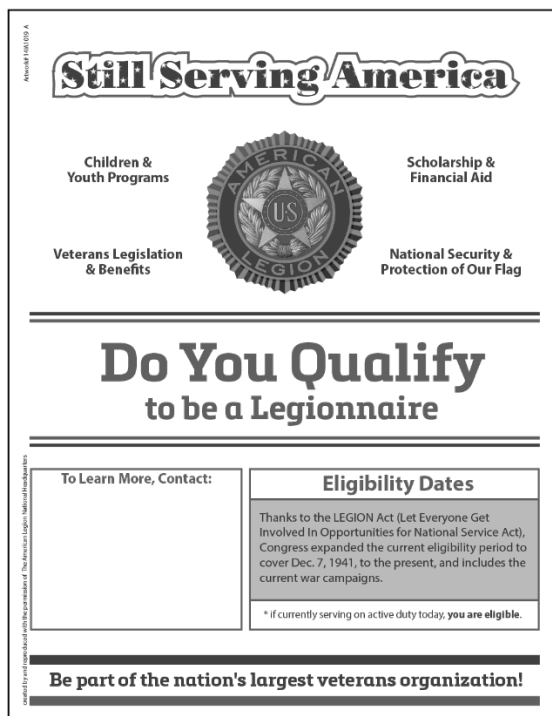


**I WANT YOU**  
to be a Legion Family member

Children & Youth Programs  
Scholarship & Financial Aid  
Veterans Legislation & Benefits  
National Security & Protection of Our Flag

**To Learn More, Contact:**

**Eligibility Dates**  
Thanks to the LEGION Act (Let Everyone Get Involved In Opportunities for National Service Act), Congress expanded the current eligibility period to cover Dec. 7, 1941, to the present, and includes the current war campaigns.  
*\* If currently serving on active duty today, you are eligible.*



**Still Serving America**

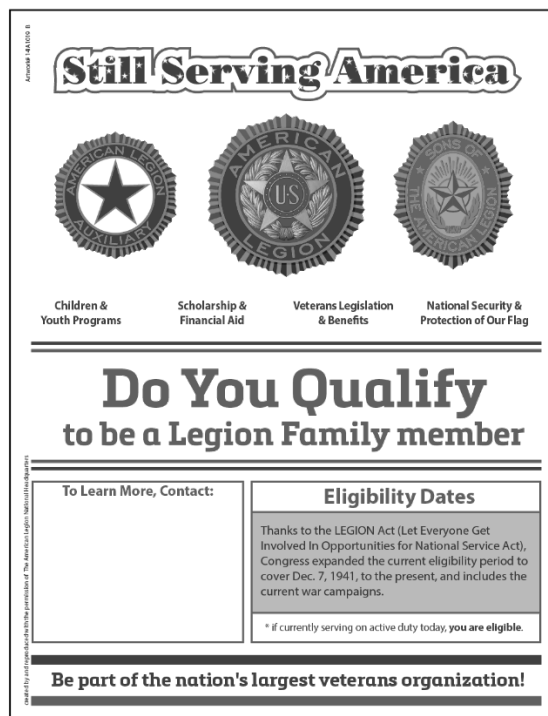
Children & Youth Programs  
Scholarship & Financial Aid  
Veterans Legislation & Benefits  
National Security & Protection of Our Flag

**Do You Qualify**  
to be a Legionnaire

**To Learn More, Contact:**

**Eligibility Dates**  
Thanks to the LEGION Act (Let Everyone Get Involved In Opportunities for National Service Act), Congress expanded the current eligibility period to cover Dec. 7, 1941, to the present, and includes the current war campaigns.  
*\* If currently serving on active duty today, you are eligible.*

**Be part of the nation's largest veterans organization!**



**Still Serving America**

Children & Youth Programs  
Scholarship & Financial Aid  
Veterans Legislation & Benefits  
National Security & Protection of Our Flag

**Do You Qualify**  
to be a Legion Family member

**To Learn More, Contact:**

**Eligibility Dates**  
Thanks to the LEGION Act (Let Everyone Get Involved In Opportunities for National Service Act), Congress expanded the current eligibility period to cover Dec. 7, 1941, to the present, and includes the current war campaigns.  
*\* If currently serving on active duty today, you are eligible.*

**Be part of the nation's largest veterans organization!**

Download your copy at <https://www.floridalegion.org/resources/legion-post-documents/membership/>



# Buddy Check

The Buddy Check is a personal contact program established to ensure post members are not only kept close by maintaining communication with them at least twice a year, namely around Veterans' Day and The American Legion Birthday, but throughout the year. Several resources are available to help and guide your post to begin or reinstate the program on the National and Department's website.

The welfare of our members and their spouses is the primary concern on each call. Ask how they are doing, if there is anything the post can do for them, and if they need a ride to a post meeting or a VA appointment. Most of all, keep in mind to thank them at the start and end of the call, and though they may need to renew their membership, not to dwell on that, as it may seem that's the only reason for the call, the call is to check on them, maybe they are recovering from surgery or some other illness. When members get comfortable making these same types of calls, the "*Buddy Check Warriors*" can be used to make similar calls, such as lapsed membership. Accessing post reports with detailed and specific listings from the MyLegion website can provide targeted approaches for these calls. Be prepared and have information, post mailing address, programs in which your post is actively involved, and other post-focused initiatives. Even when our post members cannot reach other post members, we leave a message with contact information, stating the reason for the call and letting them know we are there for them.

Every post is unique. Just get a team of committed members who have a helping others personality. A little encouragement will develop a Call Warrior even if they're initially timid. They're probably ones also you can count on for other post functions.

## How do I organize a Buddy Check?

**Gather up a team** to call or, if possible, personally visit members and former members of The American Legion and other veterans in your community. If each member in a team of 10 calls just 10 Legionnaires or veterans, 100 veterans can be reached in one sitting.

**Use MyLegion.org to get contact information.** The American Legion is currently limited in the amount of veteran information that can be attained without the aid of VA, but rolls of members and former members available on MyLegion.org can always produce names and referrals to other veterans. Most posts have rosters of current and expired members at their fingertips. If posts can legally obtain other veteran names, they are urged to do so.

Save the file of members, and those whose memberships have expired, onto a spreadsheet or copy and paste into a Word file to distribute among Buddy Check team members. **Print several copies of the lists.**

**Divide up the call list among your team members.** Some may have personal connections with members or former members and would be best suited to make that particular Buddy Check.



**Make a list of local resources** that includes services like financial aid, employment opportunities, veterans services, home and auto repair, caregiver services, transportation services and any other known benevolent resources for veterans and their families. Having these resources at your fingertips will give the caller confidence to address the needs of veterans, whatever they may be.

**Start calling**, either from a quiet place inside the post home or from your own residence – to see how members and former members are doing. Ask if they need anything and invite them to any post event or activity coming up on the calendar.

**Use the spreadsheet to record Buddy Check calls and** identify those who haven't been members for several years.

If you are making it a group effort, where many members of a Buddy Check team are calling on a particular night or time, **invite the local media** to show The American Legion reaching out to veterans and their families in the community. This not only shows The American Legion in a positive light; it also spreads awareness of the Buddy Check program for those in need or wishing to assist.

Make sure you **thank the member or former member** in the beginning and end of your call.

If the member or former member wishes to renew, be sure to **have your post's payment procedure at your fingertips**, the address to send a check or offer to stop by in person to pick up the dues, which is another opportunity to connect.

**Leave contact information** in case the member or former member can't take the call or needs anything in the future.



# Buddy Check Sample Scripts

The following scripts can help you and your team make buddy checks on members and former members. Use these, modify them, or draft your own before reaching out.

Remember the most important part of the call is to see if the veteran and family are OK, if the Legion can help and invite them to celebrate any planned centennial events or activities.

## **For Members and Former Members:**

Hi, [MEMBER'S NAME]. This is [YOUR NAME] from your American Legion Post [XYZ]. I want to thank you for your service to this great nation and your [PAST/CURRENT] membership in the organization ... also to see how things are going for you and your family.

The American Legion is doing its part to help the Department of Defense and the Department of Veterans Affairs provide information and resources, as well as a welcoming environment to all veterans.

I'm calling to see if there is anything that your American Legion Family can assist you or your family with, or if there are any resources that I may be able to help you with?

Remember, your fellow Legionnaires are always here for you.

And I also wanted to let you know that we're getting ready for our [NAME OF EVENT] event [DATE/EVENT] and want to invite you and your family to celebrate with us.

Thanks again for your service. If you need anything, call me anytime at [PHONE NUMBER] or email me at [EMAIL ADDRESS] If you know of any other veteran in need, please let me know! Let's stay in touch!

## **For Non-Member Veterans:**

Hi, [Veteran's NAME]. This is [YOUR NAME] from your American Legion Post [XYZ].

I'm calling to see if there is anything that your American Legion Family can assist you or your family with. The American Legion is joining forces with the Department of Defense and the Department of Veterans Affairs to provide information and resources, as well as a welcoming environment to all veterans.

Remember, your fellow veterans are always here for you. Less than 1% of all Americans will ever serve in the United States Armed Forces, so we veterans understand each other's needs perhaps better than anyone else.

I may be able to direct you to resources that aid in critical matters such as health care, counseling, financial assistance and VA claims if you need them.

It is my honor to continue serving this nation by serving those who served, so if you ever need anything from The American Legion, do not hesitate to ask. We may not personally be able to solve your problem, but we can get you to the right resources.

Thanks again for your service. If you need anything, call me anytime at [PHONE NUMBER] or email me at [EMAIL ADDRESS] Let's stay in touch!

*Access these scripts online and modify them to suit your needs: [www.legion.org/membership](http://www.legion.org/membership).*



## What You Can Do.....Membership Ideas

Ask your relatives and neighbors if they belong. This is an oversight many times.

Present American Legion programs to other clubs such as Rotary, Elk's, Civitan, Kiwanis, etc.

Talk to Active Duty and Guard Reserve Units, many times Guard Units do not realize they qualify to be members. Find out if they were deployed (active duty for one or more days)

Watch for local newspaper announcements of recent graduates from Basic Training and call their families.

Set up an American Legion booth at local community events, festivals, fairs, shopping malls and storefronts.

Posts can obtain a list of names of Headquarters/Post 400 members in their community by contacting Department Headquarters, or preferably from the MyLegion website.

Posts can obtain a list of names of Headquarters/Post 400 members in their community by contacting Department Headquarters, or preferably from the MyLegion website.

Have a Labor Day Kick ... off Campaign and include your American Legion Auxiliary and SAL.

Have an "Open House" for all veterans in the community.

Start a S.A.M. Club (Sign A Member) and have incentives for post members who sign up new members (get a T-shirt, or sign up 30 new members and get a Legion Cap, etc.)

Ask your bank if you can set up a "Veterans Week" display with an information table/area.

Conduct telephone campaigns. Scripts are available on the National website. These scripts can be fully customized, so it's worded in your own words, giving a more relaxed conversation.

Have a Jukebox Jamboree.

Hold a dart tournament.

Plan a motorcycle charity ride.

Anything that gathers anyone in your area, even if they are not a veteran, know one, or they have children, is a key component of The American Legion.



# Unrenewed Member Sample Letter

Good morning fellow Legionnaire,

I hope this letter finds you in good health. The reason for this letter is two-fold. One is to make sure you are doing okay, and to see if there is anything the Post can do for you. We understand many of the members do not come to the Post, so it is difficult for us to know your situation. If you are struggling, please know that the Post is here for you, and will try to assist you the best we can. Just give us a call!

The second reason is that in going through the Post roster, I noticed you have not renewed your membership for the coming year. Your current card has now expired and if you don't renew, you will lose all privileges at American Legion Posts around the world, including the canteen, games, and any other events that the Posts may be having. You will also lose all the other benefits that are available to you as a Legion member. Please check with your Post to make sure they have all of your updated information.

Your renewal is very important to both the Post and the Department of Florida. When you renew your membership, it assists the Post with activities and projects that support our Children and Youth, Veterans', and the local community. Every year our National Commander makes a report to Congress. This report is a comprehensive overview of how many dollars, volunteer hours, programs, etc. the Legion donates to our Veterans and community. The reason for this is that they chartered us and can take us away if we are not performing up to their standards. We are the largest Veteran's organization in the world, and we set a high standard for ourselves. We still follow the four Pillars that were originally set forth by our founders in 1919.

Please consider renewing your membership by going online, mailing it to the Post, or dropping it off at the Post. If there is anything we can do for you, please let us know!

Thank you for your service and for being a member of the American Legion.

Respectfully Yours,

---

Signature

---

Print Name and Title





# Expired Member Sample Letter

Good morning fellow Legionnaire,

I hope this email finds you in good health. The reason for this email is two-fold. One is to make sure you are doing okay, and to see if there is anything the Post can do for you. We understand many of the members do not come to the Post, so it is difficult for us to know your situation. If you are struggling, please know that the Post is here for you, and will try to assist you the best we can. Just give us a call!

The second reason is that in going through the Post roster, I noticed you have not renewed your membership for the coming year. Your current card has now expired and if you don't renew, you will lose all privileges at American Legion Posts around the world, including the canteen, games, and any other events that the Posts may be having. You will also lose all the other benefits that are available to you as a Legion member.

Your renewal is very important to both the Post and the Department of Florida. When you renew your membership, it helps out the Post with activities and projects that support our Children and Youth, Veterans', and the local community. Every year our National Commander makes a report to Congress. This report is a comprehensive overview of how many dollars, volunteer hours, programs, etc. the Legion donates to our Veterans and community. The reason for this is that they chartered us and can take us away if we are not performing up to their standards. We are the largest Veteran's organization in the world, and we set a high standard for ourselves. We still follow the four Pillars that were originally set forth by our founders in 1919.

Please consider renewing your membership by going online, mailing it to the Post, or dropping it off at the Post. If there is anything we can do for you, please let us know!

Thank you for your service and for being a member of the American Legion.

Respectfully Yours,

---

Signature

---

Print Name and Title



# DMS Transfer Sample Letter

Dear ( Member's Name ),

My name is (YOUR NAME), from American Legion Post (POST NUMBER). First, I would like to say “Thank You” for becoming a member of the largest and most powerful veteran service organization in the world. I noticed that you have joined the American Legion through our DMS program and are a member of Post 400, the administrative “Holding” post where your membership is currently in an “At Large” status at the National Level.

We would like you to consider transferring to a local Post. This post is American legion Post ( POST NUMBER ), located at ( POST ADDRESS ). By transferring your membership to a local Post, not only can you connect with other veterans, but a portion of your dues will be kept local, and you’ll be part of the true strength of our organization. Your membership will also allow you to have a voice and a vote in the operations and activities of the Post and support active duty military and all veterans, from Washington D.C to our great state of Florida and down to YOUR / OUR local community.

We realize not all our members can be active at the Post due to other responsibilities, health, etc. However, just paying your dues to the local Post allows them to work the programs of the Florida American Legion in the local community.

I would like to invite you to stop by and visit our Post and attend our next meeting. Visit our family and see how we accomplish our mission of providing assistance to our members with VA benefits and claims, involve our youth in the great programs of The American Legion and stay true to supporting military families and veterans. Our meetings are held on the (state meeting information day and time).

List here what events and programs your Post does \_\_\_\_\_

I’m looking forward to meeting you in person soon. When you arrive, please bring with you one of the following for verification purposes:

- DD -214 w/ Honorable Discharge
- Retired/Active duty Military ID
- Florida Driver License showing the “V” or “Veteran Designation

Thank you for your service and being a member of the American Legion,

Respectfully Yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title



## Some Suggestions to Increase Membership

- **Post Open House:** Invite the public to your Post home to explain the programs and activities of The American Legion and the services being provided to your community. This should dispel any false image or stereotype. Put up tabletop booths with promotional materials on the various commission and activities of The American Legion. Have enough materials for distribution. Invite someone from a local VA hospital regional office, Vet Center, the SBA, or the PTA to answer questions and provide appropriate handouts where indicated. Invite the public to meet and greet your sponsored Special Olympics Team, American Legion Baseball Team, National High School Oratorical Champion, a well-recognized local hero who is a member of The American Legion, etc. Having your committee chair and Post Service Officer available to explain their operations is also important. Schedule your Open House so it is separate from other community events. Publicize widely and well in advance (i.e., newspaper, radio, TV, all appropriate public places, posters, and neighborhood leaflets). Conduct a special raffle that night (for guests and members): two times a year, in September and February.
- **"Appreciation" Dinner:** Hold a special dinner (and social event) to show your support and appreciation for all veterans by having your members invite/sponsor an eligible veteran guest. Have a distinguished member of the community be the guest speaker (preferably a veteran, definitely a veteran's advocate). Help ensure the evening's success by preparing a brief but appropriate agenda. Distribute promotional materials and publicize them properly.
- **Establish Contact with Other Community Organizations:** As part of an ongoing outreach program to raise awareness and improve the image of The American Legion in your community, contact other fraternal and civic groups. Ask for time on their meeting agendas to address their membership on some aspect of your Post's program. (Many of these groups are looking for guest speakers and would most likely be glad to oblige).
- **V.I.P. Involvement:** Enlist the aid of local or state personalities in promoting the good works of your post and district. Try and relate their appearance to the local or state projects you have decided to undertake (i.e., Mayor and Governor Proclamations, appearances, speeches, and events).
- **Related projects could be in the form of:** Membership Teams: Work with your membership teams (2&3 members to a team) to increase their membership by Dec 31st with a telephone round-up (new members and/or renewals). Half the team makes calls while the remaining members stand by with vehicles to pick up the dues immediately. A Door-to-Door Membership Drive: Target one or more neighborhoods in your community; divide up the street and conduct a door-to-door canvassing effort. Good planning and organization (advance publicity, prepared introductory remarks for all canvassing, and a follow-up listing of the results) will significantly aid your chances for success, providing an evaluation of your effectiveness.



# Strategic Membership Plan

## Department of Florida - Plan of Action & Accountability Pledge

Having a volunteer organization built upon its members who have pledged to a specific committee, chairmanship, or office:

What does this mean concerning an individual's level of responsibility and accountability?

How can one achieve their goals, and just what are they?

By accepting or agreeing to the task at hand, there is a level of self-accountability.

To be effective, effort must be applied, and with that, the more applied, the more results will be seen.

## The Membership Strategic Plan:

- Weekly communication to your next up level (by phone, email, etc.) of actions/results
- Weekly conference calls for the Department Chair, with updates from lower levels
- Weekly emails following Department conference call noting goal results and/or difficulties.
- What adjustments are needed to regain any lost goals to bring them up to or past goals agreed upon?
- Assessments of long-term and short-range goals, where they started, and if achieved.
- Meeting quarterly with the Department Chair in their operational areas to assess progress.
- Calculated and determined adjustments to the plan for effective results from the Membership Chair.

For projected membership goals to be attained, and for long-term sustained results, adjustments must be applied in a manner that is not so aggressive, so that it discourages advancements among District levels. Which is determined by each posts' strengths or weaknesses, to which those posts which are not holding the line and need (post membership) forces from along their District lines to help maintain their goals.

It is the responsibility of each District to provide the training and additional forces for victory so that as a decisive and determined group, the entire Department will see and maintain, and shine as an example to National, thus, our great nation, both our veterans who we seek to serve and the communities each post operates within.

There will be specific District, Area, and Department training, but **Commitment, Accountability, and Responsibility** are key to achieving the goals. As a Team and a Family that has raised our right hand and swore to the office or chairpersonship they hold, The American Legion will only ask what each member has given their word to uphold and the **Duties** of their perspective position. Action is a must.



## **Post 400, Post 208 and Direct Membership Solicitation (DMS) Members**

Access to these members is directly available through the My Legion website, but posts can request them to be mailed to their post from Department. I encourage District Commanders and/or District Membership Chairpersons to provide them upon request, but this should not take the initiative from posts to do so on their behalf. National updates the DMS every Thursday. Therefore, there may or may not be any members in your area, and there usually aren't significant changes to Post 400 or Post 208. If you receive a "request to transfer" from a member, it must be attached to the Member Data Form (MDF) if the members signature cannot be provided. When transferring these members into your post and they have already paid their current year's dues to Department or National, you will not receive credit for them, as with any other post transfer. But note they might have an AD code (that's 1 or 2 years in the Legion), and they have already paid their current year's dues, they will count toward your post's Target Goals. Call Department Headquarters if you need clarification on this. It is important not to send a membership card for a member who has paid their dues for the current year to another post and their transfers into your post. You only need to send the MDF to complete the transfer into your post. This will eliminate duplicate payments returned from National.

## **What is "Cyber" Post 208?**

It is an online Post that provides online chats with fellow veterans and a search engine that helps one find military friends and members who share the same interests, a Legion Social network, per se. Additionally, members of Post 208 can create their own personalized page and upload and share pictures and videos. As well as interacting with other veterans by introducing topics from personal to VA matters by creating blogs.

## **What is DMS?**

The DMS program is a form of direct marketing used to solicit membership in The American Legion. Mailing lists are rented from commercial list brokers and compared to our membership files to remove members' names from the rented lists. Contacted prospects wishing to join complete an application form, certifying dates of service in the U.S. Armed Forces, the character of discharge, a branch of service, and birth date, then submit the form with payment. National Headquarters sends a membership card signed electronically with the signature of the National Adjutant, a welcome letter, and other information. These new members are placed into the Department Headquarters post of their state in accordance with the current policies of the National Executive Committee. Lists of the DMS or headquarters post members in the area are available from Department Headquarters or through MyLegion.org. Utilizing these lists is an excellent way to increase post membership, boosting American Legion engagement in the community and giving veterans a louder voice in Congress. For the DMS program to truly be effective, these new members must be personally contacted and invited to transfer to a local post. Ultimately, every post receiving a transfer is responsible for verifying the member's eligibility using a DD 214 or other official proof of honorable military service.



# Post Development & Revitalization

Post development and revitalization (PD&R) is a way for The American Legion to reassert itself into the local community. The 21st Century Report states there should be an American Legion post near every high school, and we are trying to meet this challenge. If there are communities that do not have a post within it, post development is a great way for The American Legion to become an asset in the local community. There are times when membership in a local post has declined and interest in the programs is non-existent. A revitalization effort can help reenergize and breathe life back into a post so the post can become viable once again.

Did you ever stop to think what an active American Legion Post means to a community or a neighborhood? Or how many veterans and young people are being shortchanged if there isn't one? No service officer to help with claims, or hospitalization, or death benefits. No high school students at Boys State or participating in the Oratorical Contest. No access to "Need a Lift" by high schools and libraries. No Baseball teams. Most importantly, no place for veterans to make themselves heard.

The Department Post Development and Revitalization Chair, with the help of Department Leadership and National's Regional Membership Liaison, can help with any district-wide or post development and revitalization efforts. Whether it is providing timelines and material or being on the ground to train and conduct the development and revitalization effort, we are here to assist in those endeavors.

To determine where a post should belong in a community, or where a post should be revitalized within a community, a Post/Community Evaluation should be conducted first. An evaluation anticipates an organization will participate in meaningful activities within the community. The evaluation is not necessarily to just rate your post, although this could be a very valuable tool, but how an American Legion Post would interact within a community. The suggested evaluation can be found in the National Post Development and Revitalization Manual.

If you feel there are communities that would benefit from a district or post development or your post needs help with revitalization, please read National Post Development and Revitalization Manual and contact Department Revitalization Chair Judith Richards at (954) 298-3720 or [Revitalization@legionmail.org](mailto:Revitalization@legionmail.org) or National's Southeast Region Membership Liaison Ken George at (317) 630-1376 or [kgeorge@legion.org](mailto:kgeorge@legion.org) to discuss ways to accomplish this task.



# Process Membership



# MyLegion.Org

## Registration

American Legion leadership, post and Sons of The American Legion squadron membership is accessed through individual MyLegion.org accounts. **MyLegion.org accounts are to be registered with the email address on your individual membership record that National Headquarters has on file. Registering with an email not listed as your primary email will not provide access to membership details, leadership resources or permissions.** To register an account:

- Go to MyLegion.org
- Click "Register" in the upper right-hand corner
- Enter your email in the Register window and click Next. A Verify Account window opens. Leave this page open. Go to your email and retrieve the OTP (One Time Password).
- Enter the OTP and click Verify.
- Click Next and you will be logged in.
- Go to My Account to view membership details.

## My Groups

Adjutants and commanders at the post, squadron, county, district and detachment level have access to My Groups. These administrative officers have authority to assign permission to others. My Groups provides the capability to:

- Export and print electronic membership roster.
- Email members.
- View and edit member information.
- Access membership functions such as view members, members renewed online, registered members, global member lookup, reports and labels, process membership, Consolidated Post Reports and Consolidated Squadron Reports, and officer materials.

## Membership Processing

Online membership processing is only available for posts and squadrons.

To add a new member or renew a member expired longer than one year - begin with add/transfer member. If the expired member wants to submit past dues, contact Department Headquarters. If a member has been expired for more than five years, you would enter them as a new member.

The listing in post transmittal only displays names of members eligible for current year and one year previous. Paid members will not display in this listing.





To renew a member. Search the member and click in the box to the left of their renewal year. A box will appear to check "Current or former member." Enter the member's ID and last name. Their name is added to the batch and summary recalculates. If you need to remove a member from the batch, just unclick the box to the left of their name.

To add a new member. Click "Add/Transfer Member" tab. A box will appear to check "New member - never been a TAL or SAL member." Individuals can create a MyLegion.org account prior to becoming a member. They are assigned an ID number that will become permanent if they join.

To transfer a new member. Click "Add/Transfer Member" tab. A box will appear to check "Current or former member." Enter member ID and last name to save member to transmittal.

To view members in the transmittal, hit List Selected button.

Online membership processing is designed for payment to be processed with a post or squadron account. Not with individual credit cards.

### **Important Notes on Membership Processing**

- Previous transmittal history is in progress to be available soon.
- Payment information for transmittal processing was not converted from the previous MyLegion.org platform. After finalizing the first transmittal, a hold will prevent a second submission until the first transmittal completes. This hold is to ensure payment information is stored correctly and to prevent multiple declines in the event the first transmittal is rejected.
- To update payment information, contact My Legion support by email to [mylegion@legion.org](mailto:mylegion@legion.org).
- Declined transmittals will require new bank information to be entered prior to submitting the next batch.
- Processing time is three to nine days.
- There is a \$10,000 batch limit for transmittal. Amounts higher than that should be broken down to separate transmittals that meet the limit.
- Transmittals are to be finalized within 14 days. Open transmittals not submitted within 14 days will be sent a reminder and then are deleted if no action is taken. All transmittals will then have to be re-entered. When transmittals are done in the timely manner, members will not receive future renewal notices, and they will receive their membership card in a timely.

### **Reports in Process**

- Paid and headquarters transfer report also is expected to be ready the first week of June.
- Expired listing
- Deceased member history
- CPR summary for district and county
- Detachment reports



## Reports

Rosters and reports are generated in My Groups. The My Groups menu identifies the membership group to be managed.

- The left menu option has a link for Reports and Labels.
- Consolidated reports are also located on the left menu.
- View Members provides the current membership listing.
- This is also the location to view and manage membership Reports available prior to the new My Legion interface are in progress.
- The current report area includes the most used reports for managing members, revitalization, and communications.

## Labels

Mailing labels can be produced 30 per sheet labels in standard 3 column, 10 row format.

## How to Find Members in My Area

To create a listing of HQs post member information, begin in Reports and Labels - Find Members in My Area.

- This report provides contact information for members in your headquarters post only within a designated area defined by zip code.
- When using this report, the zip code must be entered first.
  - Only zip codes within your group's state is included. This report is not to be used to locate members in other departments. You can select a few zip codes or all. It may take a few minutes to generate the zip code list. After the zip codes have been selected you can select last paid year and "View Report".

The report generates and is sorted alphabetically. It includes contact information on file at national headquarters. This listing can be exported to save or print using the export icon.

This report can be used for revitalization. Contact these members and ask them to transfer.

## Members Renew Online

This report provides date range parameters.

- Using the small calendar icons, select the date range and View Report.
- The report generates. The current report includes all online transmittals. The Amount paid defines if the member paid online.
- The paid amount reflects what was paid to National.
- This listing can be exported to save or print using the export icon.



# American Legion Membership Renewal Schedule 2024-2025

## CUT OFF DATES

MAY 15, 2024

---

SEPTEMBER 11, 2024

---

OCTOBER 16, 2024

---

DECEMBER 11, 2024

---

FEBRUARY 12, 2025

---

APRIL 9, 2025

---

## RENEWAL MAIL DATES

JULY 1-8, 2024

---

OCTOBER 5-11, 2024

---

NOVEMBER 9-15, 2024

---

JANUARY 4-10, 2025

---

MARCH 1-7, 2025

---

May 3-9, 2025

---

Transmittals not received by the cutoff date may not prevent a subsequent renewal notice from being delivered at or around the renewal date.

Please note, renewals transmitted and **received by the cutoff** (which is also a National Target Date) will be updated prior to printing renewal notices, assuming they can be successfully scanned. Membership that must be hand-keyed (new members and renewals that can't be scanned) will take longer to process.

Please transmit as early and as often as possible in advance of the Target Dates to help avoid delays in processing.



## Department Target Dates 2024-2025

Target Date	Designation	Required %
September 5, 2024	Early Bird Kickoff	50%
October 9, 2024	Fall Meetings	55%
November 6, 2024	Veterans Day	65%
December 4, 2024	Pearl Harbor Day	75%
January 8, 2025	Mid-Winter	80%
February 5, 2025	President's Day	85%
March 5, 2025	Legion Birthday	90%
April 2, 2025	Children & Youth	95%
May 7, 2025	Armed Forces Day	100%
May 31, 2025		100+1 Mbr%

Department target dates are the first Wednesday of the month unless there is a holiday falls on that day or at the beginning of that week. Since Labor Day falls on a Monday, the September target date will be on a Thursday. **Some target dates were moved to the second week to maximize end of year renewal notices.** To maximize the December renewal notice, the January target date will be on the second Wednesday of the month.

## National Membership Target Dates 2024-2025

Target Date	Designation	Required %
September 11, 2024	Early Bird/NEF Kickoff	50%
October 16, 2024	Fall Meetings	55%
November 14, 2024	Veterans Day	65%
December 11, 2024	Pearl Harbor Day	75%
January 15, 2025	Mid-Winter	80%
February 12, 2025	President's Day	85%
March 12, 2025	Legion Birthday	90%
April 9, 2025	Children and Youth	95%
May 14, 2025	Armed Forces Day	100%
Delegate Strength	30 day prior to National Convention	

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week. Since Veterans Day falls on a Monday, the November target date will be on Thursday. **Some target dates were moved to the third week to maximize end of year renewal notices.** To maximize the December renewal notice, the January target date will be on the third Wednesday of the month.



# Awards Information



# Department and National Membership Awards Calendar

September 5, 2024	50%	Early Bird Kickoff – Dept. Target Date
September 30, 2024	Highest%	Post Highest Percentage Category Awards (Dept. Award)
October 9, 2024	55%	Fall Meetings – Dept. Target Date
November 6, 2024	65%	Veterans Day – Dept. Target Date District/Area Commander 65% Award (Dept. Award)
December 4, 2024	75%	Pearl Harbor Day – Dept. Target Date
December 31, 2024	Early 100%	National Awards: Post Honor Ribbons Certificate of Meritorious Service – Post All-Time High Award
January 8, 2025	80%	Mid-Year – Dept. Target Date
February 5, 2025	85%	President’s Day – Dept. Target Date
March 5, 2025	90%	Legion Birthday – Dept. Target Date
March 31, 2025	100%	District Commanders “Race to the Top” (National Award)
April 2, 2025	95%	Children & Youth – Dept. Target Date
May 7, 2025	100%	Armed Forces Day – Dept Target Date National Awards: Recruiter of the Year Gold Brigade Award Gold Brigade Fifth, Sixth, and Tenth Consecutive Year Award Silver Brigade Award Bronze Brigade Award Post Retention Award District Commanders New Post Award District Commanders Achievement Award & Honor Ribbon Department Awards: Top New Member Recruiter Award Membership Recruiter Pin 100% Certificate, Ribbon, Pin, & Coin
May 31, 2025	100+1%	Dept. Target Date Department Awards: 100% +1 Plaque Post Highest Percentage Category Awards 100% +1 & Highest Percentage District/Area Commander Award
Anytime During the Year Awards		National Awards: New Post Development Pin Pioneer Award Five Consecutive Years All-Time High Post Revitalization Recognition Letter Post Retention Award 100% District Commander Pin



# Department Awards

## Individual Awards

### Department Recruiter of the Year Award

The Legionnaire certified with the highest number NEW MEMBERS will be declared Recruiter of the Year. The award includes a plaque and two (2) paid nights, at the Department Convention. The winner of the award **MUST ATTEND the Department Convention in order to receive compensation.** Department Headquarters will determine the Department Recruiter of the Year by reviewing the Brigade Awards submission forms submitted on or before May 7th. The Department Recruiter of the Year will be submitted for the National Recruiter of the Year Award (See National Awards section). The top recruiter certified from each Post will receive a certificate from Department Headquarters, noting their accomplishment. In addition, membership recruiter pins will also be awarded based on Brigade Awards submissions. (pages 45-56)

Each Legionnaire who recruits 15 or more new member between July 1, 2024, and May 7, 2025, will receive National’s 2025 Recruiter Pin and one of the following pins:

- 15 -24 members will receive a Gold Membership Recruiter Pin
- 25 -49 members will receive a Gold Membership Recruiter Pin with a Sapphire Stone
- 50 -75 members will receive a Gold Membership Recruiter Pin with a Ruby Stone
- 76 and above will receive a Gold Membership Recruiter Pin with a Diamond Stone

## Post Awards

### Post Highest Percentage of Membership Award

The Post with the highest percentage of membership in each of the five categories by Sept 30, 2024, receives \$200. The Post with the highest percentage of membership in each of the five categories by May 31, 2025, receives \$200. No forms are needed. Department verified.

Post Categories	
Category I	15-199 members
Category II	200-499 members
Category III	500-999 members
Category IV	1,000 – 1,499 members
Category V	1,500 plus members

### Post Membership Achievement Awards

All posts achieving 100% membership by May 7<sup>th</sup> will receive a certificate, 100% Department ribbon, up to four (4) 100% Department pins, and four (4) 100% Department coins. All Posts achieving 100+ 1 by May 31, 2025, will receive a plaque. No forms are needed. Department verified.



## District/Area Commander Awards

### **65% Membership District/Area Commander Achievement Award**

The District Commanders and Area Commanders who achieve 65% by Nov 1, 2024, receive a check for \$125.00 at the Department Fall Conference.

### **100%+1 & Highest Percentage of Membership District/Area Commander Achievement Award**

The District Commanders and Area Commanders who achieve 100% +1 by May 31, 2025, receive a check for \$125.00 at the Department Convention. The District Commander and Area Commander with the highest percentage will also receive 2 tickets to the Commander's Banquet.

### **District Commanders' New Post Achievement Award**

District Commanders who create a new American Legion post in their respective districts and have the new posts' temporary charter application on file at National Headquarters by May 7, 2025, will receive a check for \$200 and the new post will receive a check for \$300.

# National Awards

## Special Individual Recognition

### **100% Post Commander & Post Adjutant Pins**

All Post Commanders and Post Adjutants of the posts achieving 100% membership by May 7<sup>th</sup> will receive a 100% Commander Pin and 100% Adjutant Pin. No forms needed. Department verified.

### **National Recruiter of the Year**

Department Headquarters will determine the top new member recruiter by reviewing the Brigade Awards submission forms and certifying the winner to National Headquarters. The top new member recruiter, properly nominated and certified from each Department, will be awarded a framed certificate, from National, noting his or her accomplishment. The individual with the highest number of new members recruited from among all the Departments will be declared National Membership Recruiter of the Year. The award includes a trip to the National Convention: six days and five nights for the Legionnaire and guest, round-trip air transportation, hotel accommodations and reserved seating tickets to the National Commanders' Banquet for Distinguished Guests (**pages 45-56**).

Monetary awards will be presented to the next highest 26 individuals:

- One \$1,000 check
- 10 \$150 award checks (third place)
- 15 \$100 award checks (fourth place)





### **The Gold Brigade Award**

A Legionnaire who recruits 50 or more NEW members into The American Legion by the Department May goal date, 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 through special announcements at National Convention, in The Dispatch, online and in other media. The gifts awarded to a Gold Brigade recipient will depend on the number of times the member has qualified for their separate respective awards. Certification forms to Department Headquarters on or before May 7, 2025 (pages 45-46).

<b>First Time Gold awardees will receive:</b>	Gold Brigade Patch Special Gold Brigade Cap Pin Gold Brigade Certificate
<b>Choice of:</b>	Designer Jacket Polo Shirt Sweater w/ a Gold Brigade Logo
<b>Second through fourth Time awardees will receive:</b>	Gold Brigade Certificate
<b>Choice of:</b>	“Hash Mark” for jacket sleeve Designer Jacket Polo Shirt Sweater w/ Gold Brigade Logo
<b>Seventh Time and beyond awardees will receive:</b>	Gold Brigade Certificate “Hash Mark” for jacket sleeve
<b>Choice of:</b>	Designer Jacket Polo Shirt Sweater w/ Gold Brigade Logo

### **Gold Brigade Fifth Consecutive Year Award**

Any recipient who has earned the Gold Brigade award for five consecutive years to include the current membership year by the Department May goal date, is eligible for a distinctive blue Gold Brigade blazer. A Legionnaire may only qualify for this award once every 5 years. Certification forms are due to Department Headquarters on or before May 7, 2025 (pages 47-48).

### **Gold Brigade Sixth Consecutive Year or More Award**

Any recipient who has earned the Gold Brigade award for six consecutive years to include the current membership year by the Department May goal date, is eligible for a \$150 check and an American Legion Cap with the label "Master Recruiter," a Gold Brigade plaque, a cap pin and hash mark. Certification forms are due to Department Headquarters on or before May 7, 2025 (pages 49-50).



### **Gold Brigade Tenth Consecutive Year or More Award**

Any recipient who has earned the Gold Brigade award for ten consecutive years to include the current membership year by the Department May goal date, is eligible for a distinctive blue Gold Brigade blazer. This is a one-time award. Certification forms are due to Department Headquarters on or before May 7, 2025 (pages 51-52).

### **The Silver Brigade Award**

A Legionnaire who recruits 25 to 49 NEW members (excluding any transfers) into The American Legion by the Department May goal date, will qualify for this award. A silver pin and certificate will be awarded. Note: Silver and Gold Brigade awards cannot be awarded to a recruiter during the same membership year. Certification forms are due to Department Headquarters on or before May 7, 2025 (pages 53-54).

### **The Bronze Brigade Award**

A Legionnaire who recruits 15 to 24 NEW members (excluding any transfers) into The American Legion by the Department May goal date, will qualify for this award. A bronze brigade patch and certificate will be awarded. Note: Bronze, Silver and Gold Brigade awards cannot be awarded to a recruiter during the same membership year. Certification forms are due to Department Headquarters on or before May 7, 2025 (pages 55-56).

### **New Post Development Pin**

The New Post Development Pin is available to any individual who assists with the initial start-up of a new post. These volunteers can be nominated for this pin at any time throughout the year (page 57).

### **Post Revitalization Recognition Letter**

Individuals who assist in revitalizing a post will receive a recognition letter from the National Commander for their hard work (page 58).

### **Pioneer Award**

The National Membership & Post Activities Committee created the Pioneer Award on May 5, 1965, to recognize those directly involved with new post formation. However, recognition and awarding of this citation are the new posts' responsibility. Completed certification forms should be returned to Department Headquarters for approval prior to being forwarded to National Headquarters (page 59).

## **Post Awards**

### **Post Honor Ribbon**

Honor ribbons are awarded to all posts whose membership for the current membership year (as of December 31<sup>st</sup>) achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year ending. Department will certify eligible Posts to National.



**Certificate of Meritorious Service/ All-Time High Award**

This certificate is awarded to all posts that have, by December 31<sup>st</sup>, enrolled an advance membership for the membership year equaling or surpassing the posts' previous all-time high membership. Department will certify eligible Posts to National.

**Five or More Consecutive Years/ All-Time High Post Award**

Department Headquarters will certify to the National Headquarters all posts that retain Five (or more) Consecutive Year All-Time High. The post will receive a citation issued by the National Headquarters. After a post has won the award for five consecutive years of all-time highs, it continues to win the award each year thereafter as long as each years' membership set a new all-time high.

**Post Membership Retention Award**

This award recognizes posts for their ability to renew their previous years' membership. To qualify, the post must have at least the minimum number of members to maintain their post charter and retain at least 90% of their previous year's membership by the May target date. The accompanying certificate for this award will reflect retention categories of over 90, 95 and 100%. Department will certify eligible Posts to National.

**Post Revitalization Recognition Letter**

A revitalized post will receive a letter from the national commander welcoming them back into The American Legion (page 58).

**District Commander Awards**

**District Commander "Race to the Top" Competition**

(Cut-off date is March 31<sup>st</sup>) Competition is 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 also be awarded to each top District Commander for all posts in those districts. Second and Third place awards will also be presented in each category. The District Commanders will be awarded checks in the amount of \$500 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. Department will certify eligible District Commander's to National.

<b>Race to the Top Categories</b>	
Category I	15-1,499 members
Category II	1,500 – 2,999 members
Category III	3,000 – 4,999 members
Category IV	5,000 – 7,499 members
Category V	7,500 plus members



**First place award:** The top District Commander and guest in each category whose district membership on March 31st represents the greatest percentage over the final previous years' membership will receive a trip to the 106<sup>th</sup> National Convention in Tampa, FL. **The district cannot be less than 100% to qualify.** Each winner and guest are entitled to a trip to the national convention as a distinguished guest of the national commander, including round-trip airfare, tickets to the Nation Commanders' Banquet, and hotel accommodations for six days and five nights. These District Commanders will also receive Legion caps signifying they are Race to the Top winners, awarded on stage at the National Convention with ribbons for each of the districts' posts.

**Second place:** The District Commanders in each category whose district membership on March 31<sup>st</sup> represents the second-highest percentage over final previous year membership will receive a \$500 check. **The district cannot be less than 100% to qualify.**

**Third Place:** The District Commanders in each category whose district membership on March 31<sup>st</sup> represents the second-highest percentage over final previous year membership will receive a \$375 check. **The district cannot be less than 100% to qualify.**

#### **District Commanders' New Post Achievement Award**

District Commanders who create a new American Legion post in their respective Districts and have the new posts' temporary charter application on file at National Headquarters by May 7, 2025, will receive a framed certificate. Department will certify eligible District Commanders to National.

#### **District Commander Achievement Award and District Honor Ribbon**

All District Commanders whose May target date membership exceeds the previous years' membership by at least the number of posts in that district will be awarded the District Commander Achievement Award framed certificate. In addition, the district will receive a District Honor Ribbon for its district colors. Department will certify eligible District Commanders to National.

#### **100% District Commander Pin**

This special pin is worn only by those legionnaires who as District Commanders accomplished at least 100% of their assigned District membership goals. Department will certify eligible District Commanders to National.



# Award Certification Forms

**2024-2025  
Certification Form  
Gold Brigade New Member Recruiter Award**



Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

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 7, 2025.

**Attach a list of new members (use the form on next page to list members)**

<b>This "Gold Brigade" award will by my:</b> PLEASE CHECK THE APPROPRIATE BOX(ES):								
<input type="checkbox"/> First "Gold Brigade" award <input type="checkbox"/> Second to fourth award (specify occurrence) _____								
<input type="checkbox"/> Seventh time and beyond (specify occurrence) _____								
<b>Check one:</b> <input type="checkbox"/> Jacket <input type="checkbox"/> Polo Shirt <input type="checkbox"/> ¼ Zip Unisex Sweater								
<b>Ladies' Jacket / Polo</b>	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 3XL		
<b>Men's Jacket / Polo</b>	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 3XL	<input type="checkbox"/> 4XL	<input type="checkbox"/> 5XL
<b>Men's Jacket - Tall</b>	<input type="checkbox"/> L	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 4XL	<input type="checkbox"/> 4XL	<input type="checkbox"/> 5XL	<input type="checkbox"/> 6XL	
<b>¼ Zip Unisex Sweater</b>	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 3XL	<input type="checkbox"/> 4XL	

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

Address \_\_\_\_\_

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

NUMBER OF NEW MEMBERS ENROLLED \_\_\_\_\_ Phone# (\_\_\_\_\_) \_\_\_\_\_  
*(minimum 50)*

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***

**2024-2025  
 Certification Form  
 Gold Brigade New Member Recruiter Award**



1	26	51
2	27	52
3	28	53
4	29	54
5	30	55
6	31	56
7	32	57
8	33	58
9	34	59
10	35	60
11	36	61
12	37	62
13	38	63
14	39	64
15	40	65
16	41	66
17	42	67
18	43	68
19	44	69
20	45	70
21	46	71
22	47	72
23	48	73
24	49	74
25	50	75

***\*DUPLICATE FORM AS NECESSARY\****

**2024-2025  
 Certification Form  
 Gold Brigade Fifth Consecutive Year Award**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
 PO Box 547859  
 Orlando, FL 32854

Fax: (407) 299-0901  
 Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

The following member of the Department of Florida qualifies for the prestigious fifth consecutive year Gold Brigade Award for enrolling 50 or more new members into the American Legion by May 7, 2025.

**Attach a list of new members (use the form on next page to list members)**

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

**Note:** This navy-blue blazer replaces the Gold Blazer of previous years.

**Men's Blazer Cut:**  Short  Regular  Long  
 Specify Even Size (36-58) \_\_\_\_\_

**Ladies' Blazer Cut:**  Regular  Tall  
 Specify Even Size (0-28) \_\_\_\_\_

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

Post# \_\_\_\_\_ Years of being a Gold Brigadier \_\_\_\_\_ thru \_\_\_\_\_

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

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***



**2024-2025  
 Certification Form  
 Gold Brigade Fifth Consecutive Year Award**



1		26		51	
2		27		52	
3		28		53	
4		29		54	
5		30		55	
6		31		56	
7		32		57	
8		33		58	
9		34		59	
10		35		60	
11		36		61	
12		37		62	
13		38		63	
14		39		64	
15		40		65	
16		41		66	
17		42		67	
18		43		68	
19		44		69	
20		45		70	
21		46		71	
22		47		72	
23		48		73	
24		49		74	
25		50		75	

**2024-2025  
Certification Form  
Gold Brigade Sixth Consecutive Year Award**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

The following member of the Department of Florida qualifies for the sixth consecutive year or more “Gold Brigade” Award for enrolling 50 or more New Members into The American Legion by May 7, 2025.

This award is a \$150 check and a “Master Recruiter” Legion cap, along with a Gold Brigade plaque, cap pin, and hash mark.

**Attach a list of new members (use the form on next page to list members)**

<b>Crown Type:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Fort Knox <input type="checkbox"/> Women’s Crown		<b>Lining:</b> <input type="checkbox"/> Lined <input type="checkbox"/> Unlined	
Cap Size: _____		<b>Mandatory Insignia:</b> Yes   Orange	

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

Post# \_\_\_\_\_ Post City \_\_\_\_\_ Years qualifying for Gold Brigade \_\_\_\_\_

Number of new members enrolled \_\_\_\_\_ (*minimum 50*)

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***

**2024-2025  
 Certification Form  
 Gold Brigade Sixth Consecutive Year Award**



1	26	51
2	27	52
3	28	53
4	29	54
5	30	55
6	31	56
7	32	57
8	33	58
9	34	59
10	35	60
11	36	61
12	37	62
13	38	63
14	39	64
15	40	65
16	41	66
17	42	67
18	43	68
19	44	69
20	45	70
21	46	71
22	47	72
23	48	73
24	49	74
25	50	75

**2024-2025  
 Certification Form  
 Gold Brigade Tenth Consecutive Year Award**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
 PO Box 547859  
 Orlando, FL 32854

Fax: (407) 299-0901  
 Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

The following member of the Department of The Florida qualifies for the prestigious tenth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May 7, 2025.

The recipient will receive a navy-blue blazer with the tenth-year Gold Brigade logo, tenth-year cap pin, hash mark and Gold Brigade plaque. A Legionnaire may only qualify for this award on their tenth consecutive year.

**Men's Blazer Cut:**  Short  Regular  Long

**Specify Even Size (36-58)** \_\_\_\_\_

**Ladies' Blazer Cut:**  Regular  Tall

**Specify Even Size (0-28)** \_\_\_\_\_

**Attach a list of new members (use the form on next page to list members)**

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

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

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

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

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***

**2024-2025  
 Certification Form  
 Gold Brigade Tenth Consecutive Year Award**



1	26	51
2	27	52
3	28	53
4	29	54
5	30	55
6	31	56
7	32	57
8	33	58
9	34	59
10	35	60
11	36	61
12	37	62
13	38	63
14	39	64
15	40	65
16	41	66
17	42	67
18	43	68
19	44	69
20	45	70
21	46	71
22	47	72
23	48	73
24	49	74
25	50	75

**2024-2025  
Certification Form  
Silver Brigade New Member Recruiter Award**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

The following member in the Department of Florida qualifies for the “Silver Brigade” Award for enrolling 25 to 49 NEW MEMBERS into The American Legion by May 7, 2025.

**Attach a list of new members (use the form on next page to list members)**

Silver Brigadiers receive a Silver Pin and a Silver Certificate.

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

Address \_\_\_\_\_

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

Phone ( \_\_\_\_\_ ) Member ID# \_\_\_\_\_

Number of **NEW MEMBERS** enrolled (25 to 49) \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

A “NEW” member is defined as ANY eligible veteran who was not a paid member, in good standing, for the previous membership year. Transfers do not count as new members.

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***

**2024-2025  
 Certification Form  
 Silver Brigade New Member Recruiter Award**



1		26		51	
2		27		52	
3		28		53	
4		29		54	
5		30		55	
6		31		56	
7		32		57	
8		33		58	
9		34		59	
10		35		60	
11		36		61	
12		37		62	
13		38		63	
14		39		64	
15		40		65	
16		41		66	
17		42		67	
18		43		68	
19		44		69	
20		45		70	
21		46		71	
22		47		72	
23		48		73	
24		49		74	
25		50		75	

***\*DUPLICATE FORM AS NECESSARY\****

**2024-2025  
Certification Form  
Bronze Brigade New Member Recruiter Award**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

The following member in the Department of Florida qualifies for the “Bronze Brigade” Award for enrolling 15 to 25 NEW MEMBERS into The American Legion by May 7, 2025.

**Attach a list of new members (use the form on next page to list members)**

Silver Brigadiers receive a Silver Pin and a Silver Certificate.

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

Address \_\_\_\_\_

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

Phone ( \_\_\_\_\_ ) Member ID# \_\_\_\_\_

Number of **NEW MEMBERS** enrolled (15 to 25) \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

A “NEW” member is defined as ANY eligible veteran who was not a paid member, in good standing, for the previous membership year. Transfers do not count as new members.

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

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

**\*MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 7, 2025\***



**2024-2025  
 Certification Form  
 Bronze Brigade New Member Recruiter Award**



1	26	51
2	27	52
3	28	53
4	29	54
5	30	55
6	31	56
7	32	57
8	33	58
9	34	59
10	35	60
11	36	61
12	37	62
13	38	63
14	39	64
15	40	65
16	41	66
17	42	67
18	43	68
19	44	69
20	45	70
21	46	71
22	47	72
23	48	73
24	49	74
25	50	75

***\*DUPLICATE FORM AS NECESSARY\****

**2024-2025  
Certification Form  
New Post Development Pin**



This recognition, in the form of a specially designed cap/lapel pin, is for any individual who assists in starting a new American Legion post.

These individuals may be nominated at any time once the temporary charter has been submitted.

Sent to: Department Headquarters  
Attn: Membership  
P.O. Box 547859  
Orlando, FL 32854-7859

Fax: 407-299-0901  
Email: JCollins@floridalegion.org

Date \_\_\_\_\_

The Department of Florida requests New Post Development Pins for the following individual (s) for assisting in the in the development of Post \_\_\_\_\_.

Name of individual (s) who assisted in starting this new post:

---

---

---

---

---

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

\_\_\_\_\_  
Post or District Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***\*DUPLICATE FORMS AS NECESSARY\****

**2024-2025  
 Certification Form  
 Post Revitalization Recognition Letter**



Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Mail to: Department of Florida  
 PO Box 547859  
 Orlando, FL 32854

Fax: (407) 299-0901  
 Email: membership@floridalegion.org

**KEEP A COPY FOR YOUR RECORDS**

These letters are awarded to the revitalized post and those individuals who assisted in the revitalization effort.

The Department of Florida requests a “Welcome Back” letter for Post \_\_\_\_\_.

Names of individual(s) who assisted in the revitalization of this post.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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

\_\_\_\_\_  
 Post or District Officer Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**2024-2025**

**The American Legion Pioneer Award**

**KEEP A COPY FOR YOUR RECORDS**

Mail to: Department of Florida  
PO Box 547859, Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

Post Commander \_\_\_\_\_

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

The American Legion has authorized insurance of a citation titled “The American Legion Pioneer Award.” Your post may make nominations for this award immediately after securing a temporary charter.

This award is a way to recognize an individual who has made the greatest contribution in helping to get your post chartered and ensuring a successful operation.

You can play an important role in giving proper recognition both to the nominee and to your post. If your post would like to nominate someone, provide the information requested below and return this form to your department headquarters for certification and forwarding to National Headquarters.

\_\_\_\_\_ Post \_\_\_\_\_ located at \_\_\_\_\_

Department of Florida, was chartered on \_\_\_\_\_, 20 \_\_\_\_\_

Nomination for The American Legion Pioneer Award is hereby made for \_\_\_\_\_

This Post believes the above nominee deserves the Pioneer Award because \_\_\_\_\_

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

Attest:

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

\_\_\_\_\_  
Post Commander Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post Name and Number

The above information is certified as correct:

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Department



# General Information and Forms



Email to IT / Member Support Services:

MSSforms@legion.org

(Please use ink and print clearly using UPPERCASE letters)

Member ID # (9-digit)		Dept.	Post #
First Name	MI	Last Name	Suffix

**MEMBERSHIP RECORD CHANGE**

- Deceased
- Honorary Life Membership Code:  Add  Delete
- Member above holds an elected office or appointment within the Department or District

<b>NAME CORRECTION</b>			
First Name	MI	Last Name	Suffix

<b>NEW ADDRESS</b>			
Line 1			
Line 2			
City		State	ZIP Code
Home Phone		Cell Phone	

<b>EMAIL ADDRESS</b>	

<b>DATE OF BIRTH</b>
MM/DD/YYYY

<b>CONTINUOUS YEARS OF MEMBERSHIP</b>	
# Years	Last Paid Membership Year

Member Transferring <b>FROM:</b>	Department (Alpha Code)	Former Post #
Member Transferring <b>TO:</b>	Department (Alpha Code)	New Post #

<b>GENDER</b>	
<input type="checkbox"/> Male	<input type="checkbox"/> Female

<b>WAR ERA</b> (Mark all that apply)			
<input type="checkbox"/> Global War on Terrorism	<input type="checkbox"/> Panama	<input type="checkbox"/> Vietnam	<input type="checkbox"/> WWII
<input type="checkbox"/> Gulf War	<input type="checkbox"/> Grenada/Lebanon	<input type="checkbox"/> Korea	<input type="checkbox"/> Other Conflicts

<b>BRANCH OF SERVICE</b>						
<input type="checkbox"/> Air Force	<input type="checkbox"/> Army	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> Marines	<input type="checkbox"/> Merchant Marines (WWII only)	<input type="checkbox"/> Navy	<input type="checkbox"/> Space Force

\_\_\_\_\_  
Signature – Post Adjutant  
*(Required for Transfers, Deceased, Honorary Life and Cont. Years changes)*

\_\_\_\_\_  
Signature – Member  
*(Required for Transfers)*

**SEE INSTRUCTIONS ON NEXT PAGE**

# THE AMERICAN LEGION | MEMBER DATA FORM INSTRUCTIONS

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

Information that is illegible or incomplete is subject to error. Your help in ensuring the accuracy of the information reported is appreciated and will assist National Headquarters in maintaining a more accurate database for members of The American Legion.

The Member Data Form should be used to report:

- Name/Address Changes
- Date of Birth
- Email Additions or Changes
- Continuous Years Changes
- Post Transfers
- Deceased Members

The Member ID Number, Post Number and the name of the Department is required for a Member Data Form to be processed 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.
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. Department or National Headquarters will transfer the member's record to the new post, provided that member's current record is on file and provided the information on the transfer is complete.
5. No member may transfer to another post if the member has disciplinary actions within their post and this post has notified National Headquarters of the situation.

### **ROUTE THE MEMBER DATA FORM AS FOLLOWS:**

1. Email copy to the department headquarters then national headquarters IT / Member Support Services [MSSforms@legion.org](mailto:MSSforms@legion.org)
2. Send copy to the transferring post
3. Post keeps copy 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 years change.

# Back Dues Continuous Years



Please complete this form for members wishing to regain their missing years. Please list the correct number of years for each year being regained. Include \$34 for each year of back dues with this form.

Membership ID# \_\_\_\_\_ Post# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Year Paid	Continuous Years	Year Paid	Continuous Years
		<b>Total# of Continuous Years</b>	



# Back Dues Continuous Years



Please complete this form for members wishing to regain their missing years. Please list the correct number of years for each year being regained. Include \$34 for each year of back dues with this form.

Membership ID# \_\_\_\_\_ Post# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Year Paid	Continuous Years	Year Paid	Continuous Years
		<b>Total# of Continuous Years</b>	



# Instructions for Shipping 2025 Membership Cards



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901

Email: [membership@floridalegion.org](mailto:membership@floridalegion.org)

Membership cards will be available at Department Convention. If your post will not have a representative at the 2025 Convention and wish to have the membership cards picked up 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 May 31, 2025. Membership cards will be shipped after Convention. No cards will be shipped if the post owes any money, has not turned in the required paperwork, (Post Officers 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 AS UPS WILL NOT DELIVER TO A PO BOX**

Select one:

<input type="checkbox"/> We will not be attending Department Convention: Ship Cards to: _____ ID# _____ Post# _____ District # _____ Street Address _____ City _____ State _____ Zip _____
--

<input type="checkbox"/> We, or an authorized person, will pick up membership cards at Department Convention: _____ is authorized to pick up membership cards for Post# _____ District # _____ Signature _____ Title _____ ID# _____ Phone (____) _____
---

**\* MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 31, 2025\***

# Authorization for Direct Deposit via ACH Credit

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Mail to: Department of Florida  
PO Box 547859  
Orlando, FL 32854

Fax: (407) 299-0901  
Email: membership@floridalegion.org

Direct Deposit via ACH is the deposit of funds directly into a Post bank account. For example; credit owed, duplicate payments, membership incentives, raffle proceeds, etc.

**Check All That Apply:**    Membership    Raffle Proceeds

I (we) hereby authorize The American Legion, Department of Florida to electronically credit my (our) Account as follows:

**Select One:**    Checking Account    Savings Account

at the depository financial institution named below (“DEPOSITORY”). I (we) agree that ACH transactions I (we) authorize comply with all applicable laws.

Depository Name \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Name(s) on the Account \_\_\_\_\_

**Frequency of credit(s) will be MONTHLY.**

I (we) understand that this authorization will remain in full force and effect until I (we) notify The American Legion, Department of Florida that I (we) wish to revoke this authorization. I (we) understand that The American Legion, Department of Florida requires at least:

Name(s) \_\_\_\_\_

Date \_\_\_\_\_

Signature(s) \_\_\_\_\_

**\*\*\*ENCLOSE A VOIDED CHECK\*\*\***

NAME ADDRESS CITY, STATE ZIP	0123 01-23456789
	DATE _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
<b>VOID</b>	
BANK NAME ADDRESS CITY, STATE ZIP	
FOR _____	
⑆012345678⑆	0123456789012⑆
Routing Number	Account Number
	0123

# Request to Exclude Members from Renewal Notice Mailings



Use this form and the Report Honorary Life Membership Award form 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 Adjutant (required)*

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

- 1)  Please "X" the box if this member has been awarded an Honorary Life Membership by this Post. (See "Notes" below)

Member's Name \_\_\_\_\_

Address \_\_\_\_\_

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

- 2)  Please "X" the box if this member has been awarded an Honorary Life Membership by this Post. (See "Notes" below)

Member's Name \_\_\_\_\_

Address \_\_\_\_\_

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

- 3)  Please "X" the box if this member has been awarded an Honorary Life Membership by this Post. (See "Notes" below)

Member's Name \_\_\_\_\_

Address \_\_\_\_\_

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

**MAIL TO:** The American Legion, Department of Florida, Membership, P.O. Box 547859, Orlando, FL 32854-7859

**FAX TO:** 407-299-0901

**EMAIL TO:** Membership@floridalegion.org

**Notes:** This form is used to report members who should no longer receive renewal notices due to a special or unusual circumstances; their records will be appropriately coded in order to suspend renewal notices. (Example: A member who is in a healthcare facility and has requested the notices to be discontinued.) This form should also be used to report members who have been awarded an **Honorary Life Membership** by their Post. Do not use this form for any other purpose.

Do not use this form to report PUFL members, or existing Honorary Life members, since they're already automatically excluded from all renewal notice mailings.

Once a member's record is coded to be excluded from direct renewal mailings, it will continue to reflect that code until National receives an authorized request to allow renewal notices to resume.

**\*\*\* Do Not use Member Data Form to report new "MH" members\*\*\***

**\*\*\*Do Not include PUFL or Deceased Members in this list\*\*\***

# Report of Honorary Life Membership Award



**Mail to:** Honorary Life Membership Notification  
The American Legion Magazine  
PO Box 1055  
Indianapolis, IN 46206

*Mail a copy to Department Headquarters*

**READ CAREFULLY:**

I hereby report the following Honorary Life Membership award(s) for publication in The American Legion Magazine. This report is submitted according to the following guidelines:

- 1) Each Honorary Life Membership listed below was awarded by our Post at absolutely no cost to the member. In each instance, the Post has made provisions to pay the member's entire Department and National dues for the remainder of their life (unless the member chooses to transfer to another post).
- 2) Due to space limitations, The American Legion Magazine cannot publish the names of the members who have purchased their own Life Membership under the provision of National's Paid-Up-For-Life (PUFL) program or from and that no such members' name is listed below. Only lifetime memberships purchased by the Post and awarded to the member will be published.
- 3) Reports of Honorary Life Memberships are accepted for publication only when certified by the signature below of the current Post Commander, Adjutant, or Finance Officer.

**TYPE OR PRINT CLEARLY**

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

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

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

Member Name	Member Card ID # (Required)	Year Awarded

I hereby certify that I have read the above criteria regarding publication of Honorary Life Members and that the members listed above are fully qualified.

Signature \_\_\_\_\_ Title \_\_\_\_\_

*(Post Commander, Adjutant or Finance Officer only)*

# Request Legion Supplies



Complete (print or type) the form below and send to:

The American Legion, Department of Florida

or

**Fax:** (407) 299-0901

Attn: Membership

**Email:** [membership@floridalegion.org](mailto:membership@floridalegion.org)

PO Box 547859

Orlando, FL 32854-7859

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

Requestor \_\_\_\_\_ ID# \_\_\_\_\_

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

*(Shipping Address, No PO Boxes)*

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

Quantity	Stock No.	Description
	30-009	Membership Applications Pads (10 per pad)*
	30-185	Why You Should Belong (50 per pack)**
		National's Join Our Family Brochure (100 per pack)
		Department's Join Our Family Brochure (50 per pack)*
		How Belonging Benefits You*
		Membership Door Hangers

\*Available at [floridalegion.org](http://floridalegion.org). \*\*Available at [legion.org](http://legion.org).

**These forms are only available online:**

*Member Data Form\*, Paid Up for Life Brochure\*\*, and Your American Legion/SAL Benefits\*\*.*

**Allow 1-2 weeks for delivery**

---

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

---

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

# Request Promotional Items



## 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 (print or type) the form below and send to:

The American Legion, Department of Florida

or

**Fax:** (407) 299-0901

Attn: Recruiting Supplies

**Email:** [membership@floridalegion.org](mailto:membership@floridalegion.org)

PO Box 547859

Orlando, FL 32854-7859

**Note:** Quantity is limited.

Post# \_\_\_\_\_ Date \_\_\_\_\_ Event Name \_\_\_\_\_

### Please send items to:

Name \_\_\_\_\_ ID# \_\_\_\_\_

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

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

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

We reserve the right to limit quantities depending on supplies in stock. Allow approximately **two weeks** for delivery.

---

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

---

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

# 2024-2025 Notification of Post Changes



**USE THIS FORM, to report changes made to any of the following items, after you have sent in the 2024-2025 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 \_\_\_\_\_ Post # \_\_\_\_\_

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

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

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

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

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

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

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

Post Email \_\_\_\_\_

Post Website \_\_\_\_\_

For a change of Program Chairmen use appropriate forms in the Post Administrative Manual.  
For a change of Commander and or Adjutant use *Notification of Post Commander/Adjutant Change* form.

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

The American Legion, Department of Florida

or

**Fax:** (407) 299-0901

Attn: Roster

**Email:** [events@floridalegion.org](mailto:events@floridalegion.org)

PO Box 547859

Orlando, FL 32854-7859

2024-2025

# Notification of Post Commander/Adjutant Change



**USE THIS FORM TO REPORT A CHANGE IN THE FOLLOWING OFFICERS AFTER YOU HAVE SENT IN THE 2024-2025 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 \_\_\_\_\_ Post # \_\_\_\_\_

**Change is for:**     Commander     Adjutant

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

Former Officer Member ID# \_\_\_\_\_

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

New Officer Member ID# \_\_\_\_\_

Address \_\_\_\_\_

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

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The American Legion, Department of Florida

or

**Fax:** (407) 299-0901

Attn: Roster

**Email:** [events@floridalegion.org](mailto:events@floridalegion.org)

PO Box 547859

Orlando, FL 32854-7859





# Department Address | Fax Number

ALABAMA	PO Box 1069 Montgomery, AL 36101   <b>Fax</b> 334-262-9694
ALAKSA	1550 Charter Cir Anchorage, AK 99508   <b>Fax</b> 907-278-0041
ARIZONA	4701 N 19th Ave Ste 200 Phoenix, AZ 85015   <b>Fax</b> 602-264-0029
ARKANSAS	PO Box 3280 Little Rock, AR 72203   <b>Fax</b> 501-375-4236
CALIFORNIA	1601 7th St Sanger, CA 93657   <b>Fax</b> 559-272-5157
COLORADO	7465 E 1st Ave Ste D Denver, CO 80230   <b>Fax</b> 303-366-7618
CONNECTICUT	269 Main St Lower Level, Cromwell, CT 06416   <b>Fax</b> 303-366-7618
DELAWARE	PO Box 930 Seaford, DE 19973   <b>No Fax</b>
D.C.	2112 Varnum St Ne Washington, DC 20018   <b>Fax</b> 202-450-1998
FRANCE	36 Boulevard de Lo, Saint Avold, France 57500   <b>No Fax</b>
GEORGIA	3035 Mt Zion Rd Stockbridge, GA 30281   <b>Fax</b> 678-289-8885
HAWAII	612 Mccully St Honolulu, HI 96826   <b>Fax</b> 808-947-3957
IDAHO	901 W Warren St Boise, ID 83706   <b>Fax</b> 208-342-1964
ILLINOIS	PO Box 2910 Bloomington, IL 61702   <b>Fax</b> 312-980-4675
INDIANA	5440 Herbert Lord Rd Indianapolis, IN 46216   <b>Fax</b> 317-237-9891
IOWA	720 Lyon St Des Moines, IA 50309   <b>Fax</b> 515-282-7583
KANSAS	1314 Sw Topeka Blvd Topeka, KS 66612   <b>Fax</b> 785-232-1399
KENTUCKY	PO Box 2123 Louisville, KY 40201   <b>Fax</b> 502-587-6356
LOUISIANA	PO Box 3749 Baton Rouge, LA 70821   <b>Fax</b> 225-219-1941
MAINE	5 Verti Dr Winslow, ME 04901   <b>Fax</b> 207-872-0501
MARYLAND	101 N Gay St Rm E Baltimore, MD 21202   <b>Fax</b> 410-752-3822
MASSACHUSETTS	State House Rm 546-2 Boston, MA 02133   <b>Fax</b> 501-375-4236
MEXICO	PO Box 669004 Miami Springs, FL 33266   <b>No Fax</b>
MICHIGAN	212 N Verlinden Ave Ste A Lansing, MI 48915   <b>Fax</b> 517-689-6100
MINNESOTA	20 W 12th St Rm 300a Saint Paul, MN 55155   <b>Fax</b> 651-291-1057
MISSISSIPPI	PO Box 688 Jackson, MS 39205   <b>Fax</b> 662-262-4241
MISSOURI	PO Box 179 Jefferson City, MO 65102   <b>Fax</b> 573-893-2980
MONTANA	PO Box 6075 Helena, MT 59604   <b>Fax</b> 406-226-7462
NEBRASKA	PO Box 5205 Lincoln, NE 68505   <b>Fax</b> 402-464-6330
NEVADA	737 Veterans Memorial Dr Las Vegas, NV 89101   <b>No Fax</b>
NEW HAMPSHIRE	121 S Fruit St Concord, NH 03301   <b>Fax</b> 603-856-8943
NEW JERSEY	171 Jersey St Bldg 5 2nd Fl Trenton, NJ 08611   <b>Fax</b> 609-394-1532
NEW MEXICO	1215 Mountain Rd Ne Albuquerque, NM 87102   <b>Fax</b> 505-247-0478
NEW YORK	1304 Park Blvd Troy, NY 12180   <b>Fax</b> 518-427-8443
NORTH CAROLINA	PO Box 26657 Raleigh, NC 27611   <b>Fax</b> 919-832-6428
NORTH DAKOTA	PO Box 5057 West Fargo, ND 58078   <b>Fax</b> 701-293-9951
OHIO	PO Box 8007 Delaware, OH 43015   <b>Fax</b> 740-362-1429
OKLAHOMA	PO Box 53037 Oklahoma City, OK 73152   <b>Fax</b> 405-949-5573
OREGON	PO Box 1730 Wilsonville, OR 97070   <b>Fax</b> 503- 685-5008
PENNSYLVANIA	800 N Front St Wormleysburg, PA 17043   <b>Fax</b> 717- 975-2836
PHILIPPINES	370 Batangas St Balibago, Angeles City, Philippines 2009   <b>No Fax</b>
PUERTO RICO	PO Box 363874 San Juan, PR 00936   <b>Fax</b> 787-792-5947
RHODE ISLAND	PO Box 1191 Pawtucket, RI 02862   <b>No Fax</b>
SOUTH CAROLINA	103 Legion Plaza Road Columbia, SC 29210   <b>Fax</b> 803-213-9902
SOUTH DAKOTA	PO Box 67 Watertown, SD 57201   <b>Fax</b> 605-886-2870
TENNESSEE	318 Donelson Pike Nashville, TN 37214   <b>Fax</b> 615-391-5099
TEXAS	PO Box 140527 Austin, TX 78714   <b>Fax</b> 512-472-0603
UTAH	PO Box 148000 Salt Lake City, UT 84114   <b>Fax</b> 801-521-9191
VERMONT	PO Box 396 Montpelier, VT 05601   <b>Fax</b> 802-223-0318
VIRGINIA	1708 Commonwealth Ave Richmond, VA 23230   <b>Fax</b> 804-358-1940
WASHINGTON	PO Box 3917 Lacey, WA 98509   <b>Fax</b> 360-491-7442
WEST VIRGINIA	PO Box 3191 Charleston, WV 25332   <b>Fax</b> 304- 343-7592
WISCONSIN	PO Box 388 Portage, WI 53901   <b>Fax</b> 608-745-0179
WYOMING	PO Box 3011 Cheyenne, WY 82003   <b>Fax</b> 307-635-7093



# Membership Eligibility Dates

An individual is eligible for membership in the corporation (The American Legion) only if the individual –

- 1) Has served in the Armed Forces of -
  - a. the United States at any time during -
    - i. the period from April 6, 1917, through November 11, 1918; or
    - ii. any time after December 7, 1941; or
  - b. a government associated with the United States during a period or time referred to in subclause (a) of this clause and was a citizen of the United States when the individual entered that service; and
- 2) was honorably discharged or separated from that service or continues to serve honorably during or after that period or time.



The American Legion  
Department of Florida  
PO Box 547859  
Orlando, FL 32854

Office: (407) 295-2631  
Toll-Free: (800) 393-3378  
Fax: (407) 299-0901

[www.floridalegion.org](http://www.floridalegion.org)