

# Memo

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DATE: November 17, 2015

TO: Post Commanders

FROM: Michael McDaniel, Department Adjutant

SUBJECT: Unused Membership Cards

This memo is a reminder that Posts are required to return all unused membership cards to Department no later than the end of the calendar year (December 31<sup>st</sup>). This includes all unused pre-printed blank membership cards and any extra cards provided to the Post throughout the year. Please turn in all unused **2015** membership cards by January 30, 2016 to avoid the assessed \$21.00 fee per membership card.

Although the following “Membership Card Verification Form” is not required this year, it would be helpful if it is included. This form will be required when returning unused 2016 membership cards.

Thank you in advance for your assistance and understanding. Please contact the Department at 407-295-2631 if you should have any questions or concerns.