

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*****