



Department
of Florida



POST ADJUTANT TRAINING

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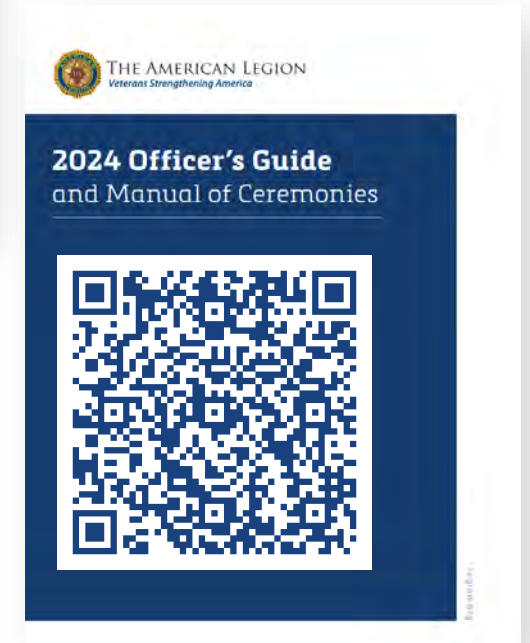
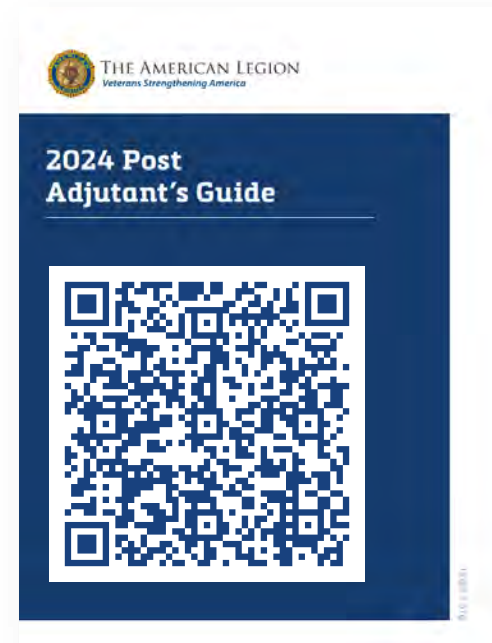
2025 DEPARTMENT OF FLORIDA

FALL CONFERENCE

Manuals

Download at
bit.ly/adjutantguide

- *2025 Officer's Guide and Manual of Ceremonies*
- *2025 Post Adjutant's Guide*



Adjutant Duties

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

Adjutant's Job

- **Suggestions for the Adjutant**
(Administrative, Membership Maintenance ...)
- **Bulletins and Periodicals**
(Record Minutes, Attention to Detail ...)
- ***Section I: Post Charters, pages 4-5***
 - Naming A Post
 - Change of Post Name
- ***The Adjutant's Job, pages 14, 51, 87***
 - Location Change
 - Temporary and Permanent Charters
 - Supplemental Charters, Tax-Exempt Status

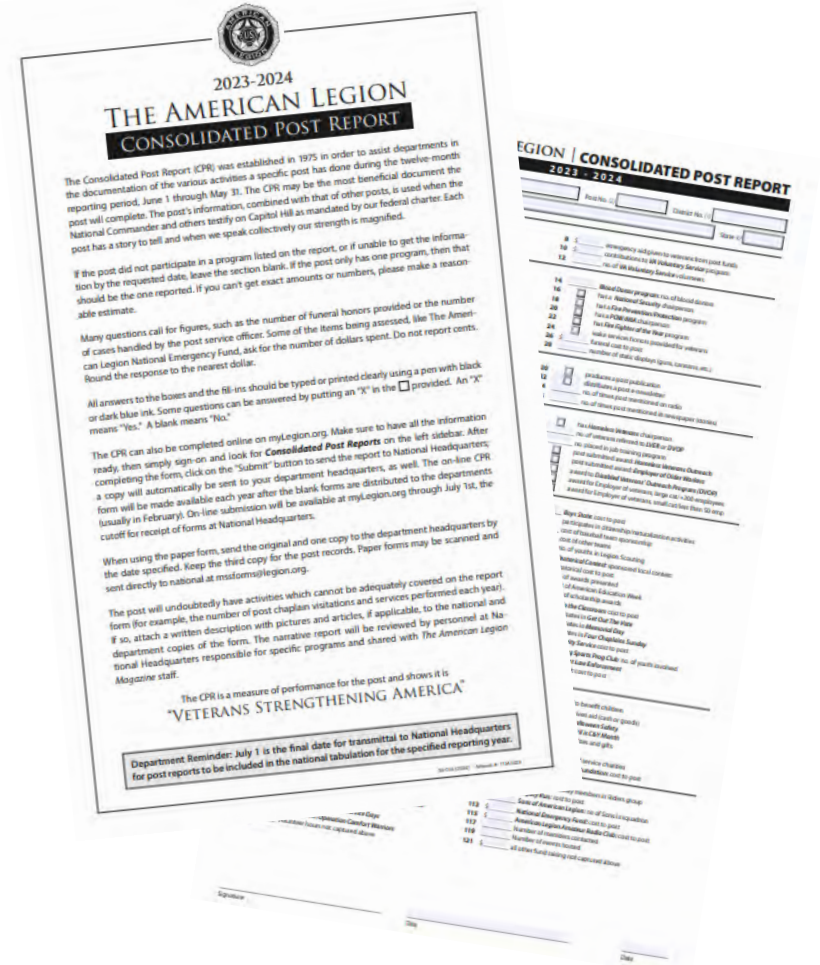
Tax-Exempt

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

The image shows a sample of Form 990-T, Exempt Organization Business Income Tax Return, for the year 2023. The form is titled "Form 990-T Exempt Organization Business Income Tax Return (and proxy tax under section 6033(e))". It includes sections for organization information, tax computation, and tax payments. The year 2023 is printed in a large font in the top right corner.

Reports

- Consolidated Post Reports (CPR)
- Annual Post Data Report
- Post Officer Certification



Section IV: Membership

- Eligibility
- Direct membership Solicitation (*DMS*)
- Renewals
- 2024 Renewal Notice Schedule
- Continuous Membership Certification
- Member Data Form ([MyLegion.org](https://mylegion.org))
- Transfer of membership

The screenshot shows the American Legion website's login and registration interface. At the top left is the American Legion logo. Below it, the word "Login" is on the left and "Register" is on the right. There are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. To the left of the button is a "Remember Me" checkbox. To the right are links for "Request One Time Password", "Forgot Password?", and "Forgot Username?". Below these links is an "OR" separator. At the bottom, there are six social media login buttons: Microsoft, Google, LinkedIn, Facebook, and Twitter.

Section IV: Membership

- Buddy Checks
- **BE THE ONE**
- Membership Cards/Registers
- Honorary Membership
- Honorary Life Membership
- Paid-Up-For-Life (PUFL)



Eligibility

Due to the July 30, 2019, signing of the *Let Everyone Get Involved with Opportunities for National Service – **The LEGION ACT*** – eligibility for membership in The American Legion has been changed from the former seven war eras:

- April 6, 1917-Nov. 11, 1918 and Dec. 7, 1941-Current. All other restrictions and limitations remain.
- No person may be a member at any one time of more than one post.
- A person who is expelled by a post

Section V: MyLegion.org

- **Membership Tools**
- **Manuals and Brochures**
- **Online Membership Processing**
 - Renew Members
 - Add New Members
 - Transfer Members
 - Finalize Transmittal

Section VI: National Emergency Fund (NEF)

- Eligibility, *page 26*
- How to apply Contributions



Section VII: Basic Training

- Each post should encourage its members to learn the American Legion History and its programs
- Is FREE for Legion & SAL



Sections

- **Section VIII:** Post Service Officer, *page 28*
- **Section IX:** Funeral Honors, *page 28*
- **Section X:** *The American Legion Magazine & Dispatch*, *page 29*
- **Section XI:** Military Awards, Decorations, & Records, *page 30*

Section XI: Military Awards, Decorations, & Records

- The American Legion Receives Many Requests
- Quick Reference Guide, *page 31*
- Ammunition - See the Officer's Guide and Manual of Ceremonies

Questions?



**Please leave
feedback.**