



## 2026-2027 Membership Manual

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*Department Commander*

Douglas “Doug” Hockenberry  
*Membership Chair*

**VETERANS. FAMILY. FRIENDS.**





Fellow Legionnaires,

Here we are at the start of the 2026-2027 American Legion Year, and I want to take this opportunity to introduce myself. I am Doug Hockenberry, and I will be serving as your Department Membership Chair for this year. I have had the pleasure of working with many of you over the years and for those whom I haven't yet met I look forward to meeting you, forging relationships and working together this new year.

As your Membership Chair I realize the magnitude and responsibility commensurate with this position. I also realize that I cannot do this job alone - I need your support, the support of each of you, if we are to be successful. Together we can accomplish all tasks set before us just as we did while serving our Great Nation. Collectively, we possess the skill sets, commitment, and determination to not only achieve our goals but exceed our goals and I look forward to the challenge ahead with you by my side.

I will do my utmost best to ensure I address your needs, field your questions, and help solve issues that will occur. I'm not going to sugarcoat it; there will be challenges along the way and with the likelihood of an updated version of MyLegion.org being introduced later in the year I anticipate there will be obstacles. I am confident that together we will learn to navigate our way through the updated version, overcoming those challenges resulting in a successful membership year for The Department of Florida.

In closing, I want you to know that the entire Membership Team will do everything we can to ensure your success at the Area, District, and Post level. I thank you for your time and look forward to the year ahead as we grow The Department of Florida American Legion. "Hang Tough"

"For God and Country"

Douglas M. Hockenberry  
Department Membership Chair 2026-2027



## Foreword

This manual is designed to assist and support Area, District, and Post Membership Teams, as well as Commanders, in developing a comprehensive membership program. It provides:

1. Resources for organizing an effective membership campaign.
2. Timelines and key membership dates for the 2026-2027 membership year.
3. Details on Department and National contests and awards available throughout the year.

Please note that the information included in this manual may be subject to change. If changes occur they will be disseminated throughout the department to each Area and District Chair as well as each post.

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MyLegion Support: (833) 253-9995  
National Website: [www.legion.org](http://www.legion.org)  
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## Important Information

The Department of Florida utilizes My.Legion.org to process membership.

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.
    - a. Non-matching per capita will result in the return of cards and checks as no accounts will be established for over or underpayments.
    - b. Department will not accept credit cards for payment of membership.
    - c. Posts are required to start using Mylegion.org this year.
  - C. If a member renews online using the National Website, their total payment is deposited into National's bank account.
    - a. Each month the Department will run a report for the previous month, which provides the post per capita owed to each post.
    - b. On or about the 15<sup>th</sup> of the month following the renewals, National will send per capita payments to Department.
    - c. 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.
    - d. 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 2026-2027 Membership Plan

**Mission Statement:** To increase retention of existing members and promote recruitment of new members along with post development through the unified commitment of Department, Area, District, and Post membership chairs working in concert with Department of Florida American Legion Family members to ensure our continued growth.

**Overall Objective:** Expand membership steadily over the next five years and beyond by implementing key strategies, enhancing brand awareness, strengthening communication efforts, increase training, education throughout the department, and leadership development, to include revitalizing and developing posts, while focusing on increased membership retention and recruitment.

## Priorities:

- Increase Membership Retention and Recruitment (*Resolutions 41, 48, 49*).

1. Implement membership teams at every level.
2. Prioritize retention strategies across all organizational levels. *Retention must be the top priority.*
  - Facilitate member transitions from Department HQ's Post 400 to traditional posts.
  - Emphasize traditional recruitment efforts, particularly at the post level.
  - Assess current reward and incentive programs and adjust as needed.
  - Cultivate relationships with senior military leaders to extend membership opportunities to eligible personnel on Active Duty, the National Guard, and Reserve components.
3. Ensure new members feel welcomed and engaged.

- Increase Communication with our members (*Resolution 51*) through phone calls, emails, texts, and newsletters, as well as our communities.

- Encourage Departments to form dedicated media relations teams.

1. Share The American Legion's story with military units, emphasizing membership eligibility.
2. Collect member email addresses to improve timely communication and action alerts.
3. Expand Public Service Announcements (PSAs) through local media outlets.
4. Strengthen engagement across social media platforms.
5. Promote three-year membership renewals.



- Promote Legion Family Programs (ALA, SAL, ALR).
- Educate our communities on the Children & Youth Programs we provide.
- Strengthen Brand Awareness. Engage members to enhance recognition of our mission. (*Resolution 52*)
  1. Develop marketing expertise to lead a renewed focus on marketing strategies and create a comprehensive plan to establish The American Legion as the foremost Veterans Service Organization.
  2. Foster corporate partnerships with veteran-friendly businesses that align with The American Legion's values to enhance membership benefits. (*Ongoing*)

**Training/Education/Leadership Development** – Enhance knowledge of The American Legion by implementing education tools and fostering leadership development at all levels. (*Resolutions 50 & 52*)

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

**Post Creation, Development, and Revitalization** – Establish new posts and strengthen existing ones to drive organizational growth. (*Resolutions 48, 49, 52*)

### **Tactics:**

Conduct post evaluations to identify areas requiring revitalization.

- Revitalize existing posts as needed.
- Establish new posts where revitalization efforts have yet to succeed.
- Develop posts in communities with large veteran populations.
- If multiple posts within a district require assistance, organize a District Revitalization event.

## **Mentorship**

Mentorship plays a vital role in the success of officers at all levels and committee chairs, shaping the strength of your Post, District, and Area. Without proper mentoring, individuals step into their roles with limited capacity, impacting The American Legion as a whole. But where does mentorship begin? It all starts with training. Too often, personnel neglect to read their respective manuals or take advantage of free training opportunities—whether it's the "Basic Training" course, sessions at conventions and conferences, or advanced education through Department or National American Legion College. Additional valuable training includes District Revitalization, Americanism Program Conferences, and the National Membership Workshop. Leveraging resources from the Department and National College ensures a well-equipped training cadre.



Success depends on individuals having the drive and commitment to pursue these opportunities and see them through to completion. Are you ready to embark on this journey and set sail for a productive year? While success is a team effort, it's also about personal growth—gaining the knowledge that will empower you to thrive within The American Legion.

Mentorship is the foundation for progress and longevity within The American Legion. Leadership, in my view, is about setting direction while inspiring enthusiasm and momentum. Will you step up to be the leader you are meant to be? Set the course, take action, 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 stands as the largest and one of the most respected veterans' organizations worldwide. Today, it confronts critical challenges such as the War on Terrorism, Homeland Security, the Department of Veteran Affairs' CARES initiatives, and the ongoing support of military families across Active Duty, Guard, and Reserve components of the United States Armed Forces.

Legionnaires have made a powerful impact across America, standing alongside the families of fallen warriors at military funerals and spearheading programs like *Heroes to Hometown*, which assists dedicated service members returning from the battlefield as they navigate recovery from severe injuries, including traumatic head wounds and amputations.

The opportunities ahead are limitless. With renewed public interest in military affairs, veterans' healthcare, the Flag Amendment, and growing national support for service members, The American Legion is well-positioned for expansion. The *DMS Plus* program has demonstrated its effectiveness in identifying and reaching a new wave of veterans from every war era. These individuals must be contacted and integrated into local posts.

Strengthened by a robust membership, The American Legion continues to lead efforts addressing issues affecting women in the military, advocating for veterans impacted by Desert Storm-related illnesses, and providing unwavering support through the *American Legion Family Support Network* to service members and their families deployed across the globe. These challenges will not disappear, and experience has shown that sustained membership growth is essential to meeting present and future demands.

Keep in mind: A thriving membership campaign relies on teamwork to attract new members, transition Post 400 members, and maintain engagement within your post. Developing a strategic plan for the year will not only bring in new members but also strengthen retention efforts for those already part of The American Legion.



# Increasing Your Post Membership:

## 11 Proven Steps to Use for Success

### Membership Growth and Engagement Strategies

1. **Establish a Membership Recruiting Team** – Assemble a dedicated team to lead post membership drives. The Post Membership Chairperson sets clear goals and incentives for the team, while post officers recognize and reward those who contribute to membership growth. Buddy Check callers can also support recruitment efforts.
2. **Develop and Maintain a Prospect List** – Create a targeted list of local veterans, including delinquent post members and active or lapsed Department Headquarters members. Recruitment teams should engage these prospects through personal outreach, leading to renewals, reinstatements, or transfers. Lists can be generated via MyLegion at [www.MyLegion.org](http://www.MyLegion.org).
3. **Leverage the Total Force** – Engage Active Duty, Reserve, and National Guard personnel as potential members. Growth is fueled by fostering connections and providing services to active-duty personnel and their families. Host dinners, family events, and special functions to honor and support service members.
4. **Maximize Media Outreach** – Successful posts utilize various media channels, including websites, newspapers, community bulletin boards, and broadcast stations, to promote meetings, activities, and events through Public Service Announcements (PSAs). For additional guidance, refer to The American Legion's Public Relations Handbook at [this link](#).
5. **Align Activities with Membership Interests** – Ensure sponsored activities reflect members' interests. Keep programs adaptable, making adjustments as needed to stay relevant to the evolving needs of the post community.
6. **Maintain Regular Communication** – Publish monthly or quarterly newsletters to keep members informed of activities, programs, and events. When members stay engaged, their enthusiasm and participation increases.
7. **Enhance Member Engagement** – Ensure meetings are informative, enjoyable, and well-organized. Meetings should be conducted efficiently and in alignment with The American Legion's By-Laws and Manual of Ceremonies.
8. **Foster a Welcoming Environment** – A designated Post Welcoming Committee should greet new members, introduce them to the group, and facilitate mentorship assignments to help new recruits integrate smoothly.
9. **Embrace The American Legion Family Concept** – Encourage collaboration among The American Legion, Legion Auxiliary, and Sons of The American Legion. A unified approach strengthens efforts to benefit the post, community, state, and nation.
10. **Collaborate with Civic and Patriotic Organizations** – Engage with local groups that share common interests in youth programs, Americanism initiatives, and overall community support. Strengthening these partnerships expands impact.
11. **Host a Membership Rally** – Organize a rally at the post or district level to generate excitement. Incorporate fun activities such as Chili Cook-offs, family games, and competitions like Corn Hole to foster camaraderie. Promote the event through newspapers, radio, posters, and word of mouth. Consider inviting the One Blood Bus or other outreach initiatives to enhance visibility and attract participation.



## Top 5 Reasons Veterans and Their Families Join The American Legion

1. **Shared Interests and Connection** – Exchange ideas, concerns, and discussions with fellow veterans who understand your experiences.
2. **Security and Support** – Access valuable benefits, including Service Officer assistance, discounts on various services, and collective strength in lobbying efforts.
3. **Social Engagement** – Build relationships with others who enjoy similar activities, events, and experiences, fostering camaraderie.
4. **Personal Growth and Recognition** – Be part of an organization that upholds a positive image and provides opportunities to volunteer, serve, and be acknowledged for contributions.
5. **Reliable Source of Information** – Stay informed on essential topics affecting veterans and their families through trusted resources and guidance.

## Top 5 Reasons Veterans and Their Families Renew Membership

1. **Recognition and Prestige** – Members gain acknowledgment for holding leadership positions or contributing to meaningful projects. Being part of a respected and reputable organization adds to their sense of accomplishment.
2. **Fulfilling Activities and Programs** – Post events, functions, and initiatives meet member expectations, offering educational, enjoyable, and valuable experiences that strengthen engagement.
3. **Reliable Support and Security** – Membership provides confidence in valuable benefits, helpful Service Officers, and meaningful legislative efforts that advocate for veterans' rights and needs.
4. **Opportunities for Connection and Expression** – Members can share ideas, goals, and personal experiences while engaging with others who have similar perspectives and interests.
5. **Access to Valuable Information** – The American Legion's media resources—including its magazine, Legion Dispatch, department and post newsletters, and website articles—deliver relevant, insightful, and accessible information that benefits veterans



# 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 membership in The American Legion plays a vital role in advocating for veterans' benefits. When The Legion represents veterans before Congress, your membership strengthens our collective voice, demonstrating that you support the rights and entitlements earned through service. By renewing, you show that you care—not only about your benefits but also about those who served alongside you.*

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

**Answer:**

*Many American Legion members actively participate in multiple veteran organizations, recognizing the unique strengths of each. While other groups may provide meaningful support, The American Legion offers distinct advantages.*

*The Legion's dedication to community-based initiatives—such as Americanism programs, youth outreach, and scholarships—sets it apart. Additionally, its advocacy efforts have led to significant achievements, such as pressuring the VA to acknowledge Agent Orange-related illnesses for Vietnam veterans. More recently, Desert Storm veterans facing Gulf War illness challenges have chosen The American Legion for its strong track record of supporting veterans' needs.*

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

**Answer:**

*Age is not a determining factor for membership. If you served honorably in the U.S. Armed Forces during a time of war or conflict, you are eligible to join. Veterans who care about their earned VA benefits and the future of America are always "old enough" to make a difference. Your membership strengthens the organization's ability to advocate for veterans' rights and national interests.*

### 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:**

*While membership in The American Legion is not required to receive VA benefits, these benefits exist because The Legion fought tirelessly to secure them for veterans. Now, we need your support to help safeguard and preserve these hard-earned protections for all who have served.*

*Your membership carries weight—Congress recognizes every member as another voice advocating for veterans' rights, ensuring continued access to the benefits you and others have earned through service.*



**5. Why should I become a member when my brother-in-law already shares his magazine with me?**

**Answer:**

*While it's great that your brother-in-law shares his magazine, membership in The American Legion offers far more than just reading material. He can't pass along the full experience—post activities, camaraderie, and exclusive member benefits. These include discounts on eyewear, prescription medications, hotels, vacations, car rentals, and special post events. With over 2.7 million dues-paying members enjoying these perks, membership provides both tangible benefits and a meaningful connection to the veteran community.*

**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:**

*While this concern is understandable, many members come to appreciate **The American Legion Family** once they learn more about its purpose. **The American Legion Family** includes not only veterans but also their family members who actively support the organization.*

- **Sons of The American Legion (SAL)** – Made up primarily of sons and grandsons of Legionnaires.
- **The American Legion Auxiliary** – Includes daughters, sisters, mothers, and spouses of Legionnaires.

*So, while you may encounter individuals in the Clubroom who are not veterans, they are likely dedicated family members who share the mission of honoring and assisting those who served. Their contributions strengthen the Legion's impact in communities and ensure ongoing support for veterans.*

**7. What is the American Legion going to do for me?**

**Answer:**

*Since 1919, The American Legion has stood by veterans, advocating for their rights and providing unwavering support. Today, it continues that mission—for you. As a member, The Legion serves you and your family, offering assistance in times of need and ensuring your voice is heard alongside nearly three million fellow veterans who have served during periods of war or conflict.*

*Through membership, you contribute to improving veterans' benefits, strengthening communities, and fostering patriotism among America's youth. The American Legion is more than just an organization—it's a network of dedicated individuals working together for a better future. Now is your chance to be part of the Nation's largest wartime veterans' organization.*



**8. Does my membership allow me access to other posts across the country?**

***Answer:***

*Yes! Your membership grants you and your family access to any American Legion post across the country from the smallest to the largest – no one can be denied visiting any post nationwide. Whether you're traveling or relocating, you're always welcome to visit and enjoy the same camaraderie and conveniences as the post you frequent back home.*

**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:***

*Participation is entirely up to you. While some members take an active role in service programs, others prefer a more reserved involvement. The American Legion encourages every member to engage at a level that suits their interests and comfort, ensuring that all can contribute in their own meaningful way.*



# The Importance of Membership in The American Legion

Membership discussions arise at the start of each year and continue periodically—sometimes weekly, sometimes less frequently. While The American Legion offers a broad range of programs dedicated to supporting veterans and youth nationwide, its strength and longevity depend on a committed membership base. Without active participation, the organization risks fading, despite more than a century of dedicated service.

## Addressing Declining Membership:

The steady decline in membership raises an important question: What can we, as volunteers—many of us average citizens with limited financial resources—do? The simplest and most impactful action is paying annual dues. While some may choose to become Paid-Up-For-Life (PUFL) members, which provides long-term benefits, every Legionnaire committed to sustaining the organization can start by renewing their dues at the beginning of the fiscal year on July 1st.

Paying dues early offers both logistical and financial benefits. Logistically, it reduces the burden on those tasked with membership tracking at post, department, and national levels. Financially, it minimizes the cost of repeated renewal notices throughout the year.

Since most members plan to renew, delaying serves no benefit. While financial constraints are understandable, many recognize The American Legion's profound impact on our nation. By renewing early, millions of dollars once spent on multiple notices can instead be redirected toward vital programs and initiatives supporting veterans and their families.

## The Heart of Volunteerism and Commitment:

Why so much emphasis on this? Because for many of us, involvement in The American Legion is rooted in a desire to give back—whether supporting veterans in general or focusing on a specific cause. Some dedicate countless hours to volunteering, while others contribute in ways that align with their capacity and passion.

Despite challenges, The American Legion remains a family, and families support each other. This is no different from The American Legion Auxiliary, Sons of The American Legion, and The Legion Riders. Together, we lift one another up. Each post may be unique and diverse, but we remain united in mission and purpose.

## Strengthening Membership Nationwide:

Beyond renewals, addressing the nationwide decline in membership requires active recruitment. Every day, we encounter veterans—whether through a bumper sticker, a hat, or a shirt signaling their service. This is where a brief 30 to 60-second conversation can make all the difference.



Did you know many veterans are never asked to join? This is particularly true of younger veterans. The most untapped demographic is female veterans, many of whom never receive an invitation to join. These women served with the same commitment and courage as their male counterparts—some even excelling beyond them—yet they often go unrecognized for their sacrifice. We must ensure they are welcomed as Comrades, as veterans who took the same oath to defend this nation.

### **An Inclusive Legion:**

The restrictions preventing many from joining our great organization have been lifted. All honorably discharged and active-duty veterans qualify. Together, The American Legion and its family (Auxiliary, SAL, and Riders) can achieve "All For One Membership."

While we face a 3.12% attrition rate due to age or injuries, the national average is at a 15% decrease per post—meaning at least a 20% increase is required to maintain stability. Some members may have drifted away from Legion ideals, but we must remind them of our mission and purpose.

### **Renewing Our Commitment to Veterans:**

Just as the nation rallied after Pearl Harbor, we must refocus on the fight ahead. Strengthening our ranks and standing united allows us to overcome any challenge—just as history has shown us.



## 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, most 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. Many businesses set aside funds to support community organizations such as The American Legion, AMVETS, and the VFW. Take advantage of these opportunities and position your initiative as a recipient of their annual donations. They are there for the asking. Just Ask.

There are also other venues for community injection:

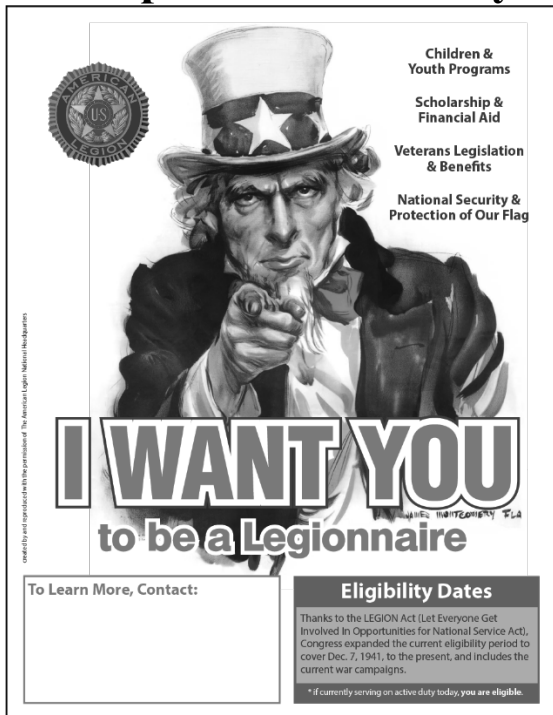
EMT of the Year, Firefighter of the Year, Law Enforcement of the Year, Teacher of the Year. These are ways to show that your post is committed to being an active community group, getting out there, and shining like a lighthouse.

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? Remember you're trying to show the community you're there and that you care. So why would you drop off awards? Present them in person during awards ceremonies.

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



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

**I WANT YOU**  
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.

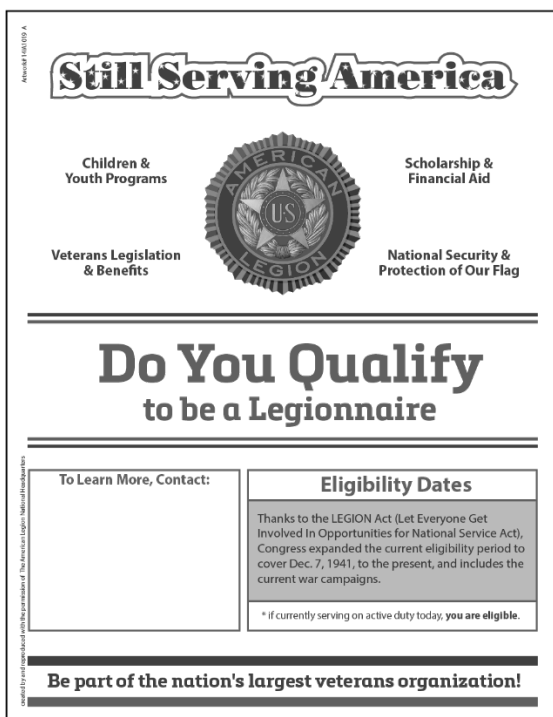


**Children & Youth Programs**  
**Scholarship & Financial Aid**  
**Veterans Legislation & Benefits**  
**National Security & Protection of Our Flag**

**I WANT YOU**  
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.



**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**  
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**National Security & Protection of Our Flag**

**Do You Qualify**  
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\* 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/>

AMERICAN  
LEGION

Department  
of Florida

WE WANT  
**YOU**  
JOIN US TODAY



**Are you an honorably  
discharged Veteran or  
currently serving in the  
U.S. Military?**

If so, the American Legion  
wants you to join the nation's  
largest Veterans' organization.

- ✓ Veterans Legislation and Benefits
- ✓ National Security and Flag Protection
- ✓ Children and Youth Programs
- ✓ Scholarships and Financial Aid
- ✓ Community Engagement



For more information about The American  
Legion, please contact your local Post or  
visit our website at [www.floridalegion.org](http://www.floridalegion.org).





## 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, it is recommended to leave that out of the initial conversation, 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 enjoy helping others. A little encouragement will develop a Call Warrior even if they're initially timid. They're the ones you can also count on for other post functions.

## How do I organize a Buddy Check?

**Gather up a team** to make calls 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 the VA but rolls of members and former members are 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.**

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.

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 can be reworded in your own words, giving you the ability to have a more relaxed conversation.

Have a Jukebox Jamboree.

Hold a dart tournament.

Plan a motorcycle charity ride.

Any gathering in your community, whether attendees are veterans or not, can be valuable to The American Legion. They may have connections to veterans or families with children, making these events an essential part of the organization's outreach and impact.



## Unrenewed Member Sample Letter

Hello 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 our members do not come to the Post, and in many cases not able to do so. As such, we want to know if there is anything we can do for you. Please know that the Post is here for you, we are 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 that you have not renewed your membership. You may not realize it, but your current membership card has expired which means you lose all privileges to visit American Legion Posts around the world. This includes the canteen, games, and any other events that Posts may have. Additionally, all the years you have with The American Legion will be lost and I'm sure you would not want to lose your seniority; not to mention losing all the other benefits that are available to you as a Legion member. Please check with your Post to make sure they have all your updated information.

Your continued membership 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', their families, 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 communities. 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 continue to follow the four Pillars that were originally set forth by our founders in 1919.

So, I ask that you please consider renewing your membership with The American Legion. You can do this by going online, mailing it to the Post, or dropping it off at the Post. In the meantime, please know that we are here for you and available to assist.

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

Hello 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 our members do not come to the Post, and in many cases not able to do so. As such, we want to know if there is anything we can do for you. Please know that the Post is here for you, we are 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 that your membership has expired. You may not realize it, but having an expired membership means you lose all privileges to visit American Legion Posts around the world. This includes the canteen, games, and any other events that Posts may have. Additionally, all the years you have with The American Legion will be lost and I'm sure you would not want to lose your seniority; not to mention losing all the other benefits that are available to you as a Legion member. Please check with your Post to make sure they have all your updated information.

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So, I ask that you please consider renewing your membership with The American Legion. You can do this by going online, mailing it to the Post, or dropping it off at the Post. In the meantime, please know that we are here for you and available to assist.

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 based on the address information you provided when you joined The American Legion and based on that address American Legion Post ( POST NUMBER ), located at ( POST ADDRESS ) is in your area. By transferring your membership to a local Post, you are able to connect with other veterans and enjoy the activities and events of the local post. Your membership in a local post also allows you to have a voice and a vote in the operations and activities of the Post while supporting our active-duty military personnel and all veterans, from Washington D.C to our great state of Florida, to include your local community.

We realize not all our members can be active at the Post due to family, school, work, or health issues. Please know that by paying your dues to the local Post you enable them to better carry out and work the programs of the Florida American Legion in your local community.

I would like to invite you to stop by and visit the 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



## Sample Text Message Script for DMS Transfers:

*Dear [Member's Name],*

*First and foremost, thank you for your service to our great nation! I am reaching out on behalf of the American Legion Department of Florida to offer you the opportunity to transfer your current membership to a local post in your area.*

*This transfer comes at no cost to you, as you are already a member of a National holding Post. By joining a brick-and-mortar Post in Florida, you'll be strengthening both your local community and the state's presence in The American Legion.*

*With your approval, I can process the transfer today. Simply reply "Yes" or "No" to this message, and I will place you in [Post #].*

*Thank you for your membership, your time, and your service to our country. We deeply appreciate your commitment to The American Legion!*

### **Response if they agree to transfer their membership to a local Post:**

*Thank you for your response, for verification purposes please bring proof of Service such as a DD214, Retired Military ID, or Driver's License with a Veteran Designation to the Post.*

## Sample Text Message Script for Renewals:

*Dear [Member's Name],*

*I hope this message finds you well and in good health. First and foremost, thank you for your service to our Great Nation!*

*I'm reaching out to encourage you to renew your Post membership today. Your membership matters and helps up to maintain our goals. Additionally, your renewal plays a vital role in continuing to support veterans' programs and services throughout the community.*

*You can renew your membership in one of two ways:*

- *Online at [mylegion.org](http://mylegion.org) (Be sure to use the same email associated with your registration and include your Post number.)*
- *In person at your Post, where you can pay your dues directly.*



*We truly appreciate your ongoing support in this effort. If you would like to transfer to another Post, we're happy to assist with that as well.*

*Thank you again for your time, commitment, and service.*

*Best regards,  
[Title] [Name]  
American Legion Department of Florida*

## **Sample Text Message Script for Department Wide Membership Drives:**

*Dear [Member's Name],*

*I hope this message finds you well. First and foremost, thank you for your service to our Great Nation!*

*Our Post is actively participating in a Department-wide membership drive, working to strengthen our numbers and ensure continued support for veterans' programs and services. Your renewal is essential in helping us reach our goal.*

*You can renew your membership through one of the following ways:*

- *Online at [mylegion.org](http://mylegion.org) (Be sure to use the same email associated with your registration and include your Post number.)*
- *In person at your Post, where you can pay your dues directly.*

*If you're interested in transferring to another Post, we're happy to assist with that as well.*

*Thank you for your time, dedication, and continued commitment to The American Legion. We appreciate your support!*

*Best regards,  
[Title] [Name]  
American Legion Department of Florida*



## 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 level up (by phone, email, etc.) of actions/results.
- Weekly conference calls with the Department Chair from Area and District Chairs with updates from their respective districts/posts.
- Weekly emails following Department conference calls noting goal results and/or challenges.
- What adjustments are needed to regain/meet any lost goals.
- Assessments of long-term and short-range goals.
- Meeting quarterly with the Department Chair in their operational areas to assess progress.
- Recommend adjustments to area/district membership plans to increase effectiveness.

For projected membership goals to be attained, and for long-term sustained results, adjustments must be applied in a manner that is realistic, so that it does not discourage growth among District levels. Each post's strengths and weaknesses determine its stability. Posts that are struggling may require additional membership support from their District/Area to achieve their objectives and ensure success.

Department, Area, and Districts are responsible for providing its members with the necessary training and resources to ensure success. By working together, the Department can meet its goal for mission success, and ultimately serve the veterans, their families, and the communities where each post operates.

### Post 400 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.



If you receive a "request to transfer" from a member, it must be attached to the Member Data Form (MDF) if the member's 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 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 fantastic 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, hospitalization, or death benefits. No students from the local high school are attending Boys State or participating in the Oratorical Contest. No Legion Baseball teams. Most importantly, there is no place for veterans to make themselves heard.



Those missed opportunities would be an immense loss in assisting veterans, promoting National Security and Americanism, and educating the next generation on character-building values.

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 establish where a post should be placed within a community or whether it should be revitalized, conducting a Post/Community Evaluation is essential. This evaluation helps ensure that the organization will engage in meaningful community activities. While it can serve as a valuable tool for assessing a post's effectiveness, its primary purpose is to determine how an American Legion Post can best integrate and contribute to the 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 Mike Walker at (317) 630-1372 or [mwalker@legion.org](mailto:mwalker@legion.org) to discuss ways to accomplish this task.



# 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 deleted if no action is taken. All transmittals will then have to be re-entered. When transmittals are done in a timely manner, members will not receive future renewal notices, and they will receive their membership card in a timely manner.

### Reports in Process

- Paid and headquarters transfer reports are also expected to be ready in 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.
- 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 members 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 are 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.



## Membership Renewal Schedule 2026-2027

| CUTOFF DATES       | RENEWAL MAIL DATES  |
|--------------------|---------------------|
| MAY 13, 2026       | JULY 1-8, 2026      |
| SEPTEMBER 10, 2026 | OCTOBER 3-9, 2026   |
| OCTOBER 14, 2026   | NOVEMBER 7-13, 2026 |
| DECEMBER 9, 2026   | JANUARY 2-8, 2027   |
| FEBRUARY 10, 2027  | MARCH 2-9, 2027     |
| APRIL 14, 2027     | May 1-7, 2027       |

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 Membership Goal Dates 2026-2027

| Target Date       | Designation        | Required % |
|-------------------|--------------------|------------|
| September 2, 2026 | Early Bird Kickoff | 50%        |
| October 7, 2026   | Fall Meetings      | 55%        |
| November 4, 2026  | Veterans Day       | 65%        |
| December 2, 2026  | Pearl Harbor Day   | 75%        |
| January 6, 2027   | Mid-Winter         | 80%        |
| February 3, 2027  | President's Day    | 85%        |
| March 3, 2027     | Legion Birthday    | 90%        |
| April 7, 2027     | Children & Youth   | 95%        |
| May 5, 2027       | Armed Forces Day   | 100%       |
| May 31, 2027      |                    | 100+1 Mbr% |

Department target dates are the first Wednesday of the month unless there is a holiday that falls on that day or at the beginning of that week.

## National Membership Goal Dates 2026-2027

| Target Date        | Designation                          | Required % |
|--------------------|--------------------------------------|------------|
| September 10, 2026 | Early Bird/NEF Kickoff               | 50%        |
| October 14, 2026   | Fall Meetings                        | 55%        |
| November 12, 2026  | Veterans Day                         | 65%        |
| December 9, 2026   | Pearl Harbor Day                     | 75%        |
| January 13, 2027   | Mid-Winter                           | 80%        |
| February 10, 2027  | President's Day                      | 85%        |
| March 10, 2027     | Legion Birthday                      | 90%        |
| April 14, 2027     | Children and Youth                   | 95%        |
| May 12, 2027       | Armed Forces Day                     | 100%       |
| Delegate Strength  | 30 days 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 in which case the target date is that Thursday.

Since Labor Day falls on a Monday, the September target date will be on Thursday. Since Veterans Day falls on the second Wednesday of the month, the November target day will be on Thursday.



# Awards Information



## Department and National Membership Awards Calendar

|                                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 2, 2026              | 50%        | <b>Early Bird Kickoff – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| September 30, 2026             | Highest%   | Post Highest Percentage Category Award (Department)                                                                                                                                                                                                                                                                                                                                                                                                                              |
| October 7, 2026                | 55%        | <b>Fall Meetings – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| November 4, 2026               | 65%        | <b>Veterans Day – Dept. Target Date</b><br>District/Area Commander 65% Award (Department)                                                                                                                                                                                                                                                                                                                                                                                        |
| November 15, 2026              | Highest%   | Post Membership Drive Incentive Category Award (Department)                                                                                                                                                                                                                                                                                                                                                                                                                      |
| December 2, 2026               | 75%        | <b>Pearl Harbor Day – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| December 31, 2026              | Early 100% | <u>National:</u><br>Post Honor Ribbons<br>Certificate of Meritorious Service – Post All-Time High Award                                                                                                                                                                                                                                                                                                                                                                          |
| January 6, 2027                | 80%        | <b>Mid-Year – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| February 3, 2027               | 85%        | <b>President’s Day – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| March 3, 2027                  | 90%        | <b>Legion Birthday – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| March 15, 2027                 | Highest%   | Post Membership Drive Incentive Category Award (Department)                                                                                                                                                                                                                                                                                                                                                                                                                      |
| March 31, 2027                 | 100%       | District Commanders “Race to the Top” (National)                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| April 7, 2027                  | 95%        | <b>Children &amp; Youth – Dept. Target Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| May 5, 2027                    | 100%       | <b>Armed Forces Day – Dept Target Date</b><br><u>National:</u><br>Recruiter of the Year<br>Gold Brigade, Silver, & Bronze Recruiter Awards<br>Post Membership Retention Award<br>District Commander New Post Award<br>District Commander Achievement Award & Honor Ribbon<br>100% Post Commander & Post Adjutant Pin<br><u>Department:</u><br>Top New Member Recruiter Award<br>District Commander New Post Award<br>Membership Recruiter Pin<br>100% Certificate, Ribbon, & Pin |
| May 31, 2027                   | 100+1%     | <b>Dept. Target Date</b><br><u>Department:</u><br>100% +1 Plaque<br>Post Highest Percentage Category Award<br>100% +1 & Highest Percentage District/Area Commander Award                                                                                                                                                                                                                                                                                                         |
| Anytime During the Year Awards |            | <u>National:</u><br>New Post Development Pin<br>Pioneer Award<br>Five Consecutive Years All-Time High<br>Post Revitalization Recognition Letter<br>100% District Commander Pin                                                                                                                                                                                                                                                                                                   |



## Department Awards

### Individual Awards

#### **Department Recruiter of the Year Award**

The Legionnaire certified with the highest number of 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 5th. 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.

Each Legionnaire who recruits 15 or more new members between July 1, 2026, and May 5, 2027, will receive National's 2027 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, 2026, receives \$200. The Post with the highest percentage of membership in each of the five categories by May 31, 2027, receives \$200. No forms are needed. Department verified.

#### **Department Wide American Legion Membership Drive Incentive**

Following the Department-wide Membership Drive on November 1, 2026, and March 1, 2027, the Post with the highest percentage of membership in each of the five categories achieving the highest increase in membership by November 15, 2026, and March 15, 2027, will receive \$150.00. No forms are needed. Department verified. This incentive recognizes outstanding efforts in membership growth and engagement within the organization.

| 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    |



### **100% Membership Post Achievement Awards**

All posts achieving 100% membership by May 5<sup>th</sup> will receive a certificate, 100% Department ribbon, and up to (4) 100% Membership Pins. No forms are needed. Department verified.

### **100%+1 Membership Post Achievement Awards**

All Posts achieving 100+ 1 by May 31, 2027, 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 November 4, 2026, will be recognized on stage at Fall Conference and receive a framed certificate.

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

The District Commanders and Area Commanders who achieve 100% +1 by May 31, 2027, will be recognized on stage at the Department Convention and receive a framed certificate. The District Commander and Area Commander with the highest percentage will also receive a special dinner with the Department Commander in recognition of their outstanding leadership.

### **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 5, 2027, will receive a framed certificate, and the new post will receive a check for \$500.

## **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 5<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.



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 5, 2027.

|                                               |                                                                                |
|-----------------------------------------------|--------------------------------------------------------------------------------|
| <b>First Time Gold awardees will receive:</b> | Gold Brigade Patch<br>Special Gold Brigade Cap Pin<br>Gold Brigade Certificate |
| <b>Choice of:</b>                             | Designer Jacket<br>Polo Shirt<br>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<br>Designer Jacket<br>Polo Shirt<br>Sweater w/ Gold Brigade Logo |

|                                                       |                                                               |
|-------------------------------------------------------|---------------------------------------------------------------|
| <b>Seventh Time and beyond awardees will receive:</b> | Gold Brigade Certificate<br>“Hash Mark” for jacket sleeve     |
| <b>Choice of:</b>                                     | Designer Jacket<br>Polo Shirt<br>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 5, 2027.



### **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 5, 2027.

### **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 5, 2027 (pages 53-54).

### **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 5, 2027 (pages 55-56).

### **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 5, 2027.

### **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.

### **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 60).

### **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.



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 60).

## **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.

#### **Race to the Top Categories**

|            |                    |
|------------|--------------------|
| 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 108<sup>th</sup> National Convention in Kansas City, Missouri. **The district cannot be less than 100% to qualify.** Each winner and guest is entitled to a trip to the national convention as a distinguished guest of the National Commander, including round-trip airfare, tickets to the National 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 the 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 the 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 5, 2027, 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

**2026-2027**  
**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 5, 2027.

**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) _____<br><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 5, 2027\***

**2026-2027**  
**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\****

**2026-2027**  
**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](mailto: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 5, 2027.

**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 5, 2027\***

**2026-2027**  
**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 |  |

# 2026-2027 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](mailto: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 5, 2027.

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 5, 2027\***

**2026-2027**  
**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 |  |

**2026-2027**  
**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](mailto: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 5, 2027.

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 5, 2027\***

**2026-2027**  
**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 |  |

**2026-2027**  
**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](mailto: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 5, 2027.

**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 5, 2027\***

**2026-2027**  
**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\****

**2026-2027**  
**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](mailto: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 24 NEW MEMBERS into The American Legion by May 5, 2027.

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

Bronze Brigadiers receive a Bronze Pin and a Bronze 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 5, 2027\***

**2026-2027**  
**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\****

**2026-2027**  
**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: [membership@floridalegion.org](mailto:membership@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:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

**2026-2027**  
**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](mailto: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.

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---

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**2026-2027**

## **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](mailto:membership@floridalegion.org)

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

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

The American Legion has authorized issuance 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](mailto: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

**NAME CORRECTION**

|            |    |           |        |
|------------|----|-----------|--------|
| First Name | MI | Last Name | Suffix |
|------------|----|-----------|--------|

**NEW ADDRESS**

|            |            |          |
|------------|------------|----------|
| Line 1     |            |          |
| Line 2     |            |          |
| City       | State      | ZIP Code |
| Home Phone | Cell Phone |          |

**EMAIL ADDRESS**

|  |
|--|
|  |
|--|

**DATE OF BIRTH**

MM/DD/YYYY

**CONTINUOUS YEARS OF MEMBERSHIP**

# Years

Last Paid Membership Year

|                                  |                         |               |                                                                                    |
|----------------------------------|-------------------------|---------------|------------------------------------------------------------------------------------|
| Member Transferring <b>FROM:</b> | Department (Alpha Code) | Former Post # | <b>GENDER</b><br><br><input type="checkbox"/> Male <input type="checkbox"/> Female |
| Member Transferring <b>TO:</b>   | Department (Alpha Code) | New Post #    |                                                                                    |

**WAR ERA** (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 |

**BRANCH OF SERVICE**

|                                    |                               |                                      |                                  |                                                       |                               |                                      |
|------------------------------------|-------------------------------|--------------------------------------|----------------------------------|-------------------------------------------------------|-------------------------------|--------------------------------------|
| <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 \$37 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 \$37 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 2028 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 2027 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, 2027. 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:<br>Ship Cards to: _____ ID# _____<br><br>Post# _____ District # _____<br><br>Street Address _____<br><br>City _____ State _____ Zip _____ |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

**\* MAIL TO BE RECEIVED AT DEPARTMENT ON OR BEFORE MAY 31, 2027\***

# 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](mailto: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<br>ADDRESS<br>CITY, STATE ZIP      | 0123<br>01-23456789 |
| DATE _____                              |                     |
| PAY TO THE<br>ORDER OF _____            | \$ _____            |
| DOLLARS                                 |                     |
| BANK NAME<br>ADDRESS<br>CITY, STATE ZIP |                     |
| FOR _____                               |                     |
| 012345678                               | 0123456789012       |
| 0123                                    |                     |
| Routing Number                          | Account Number      |

## 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](mailto: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 #<br>(Required) | Year<br>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**

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

## 2026-2027 Notification of Post Changes



**USE THIS FORM, to report changes made to any of the following items, after you have sent in the 2026-2027 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

**2026-2027**

## Notification of Post Officer Change



**USE THIS FORM TO REPORT A CHANGE IN OFFICERS AFTER YOU HAVE SENT IN THE 2026-2027 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    ☐ Other \_\_\_\_\_

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

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

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

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

Address \_\_\_\_\_

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

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

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

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



## 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 179 Harrington, DE 19952   <b>No Fax</b>                                  |
| D.C.           | 2112 Varnum St Ne Washington, DC 20018   <b>Fax</b> 202-450-1998                 |
| FRANCE         | Bruckenstr 2A, 66885 Patersbach, Germany   <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       | 2720 E. Lincoln St., Bloomington, IL 61704   <b>Fax</b> 309-663-5783             |
| 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       | 5536 New Cut Rd. Louisville, KY 40214   <b>Fax</b> 502-587-6356                  |
| LATIN AMERICA  | PO Box 228570, Miami, FL 33222-5870   <b>No Fax</b>                              |
| 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  | 24 Beacon St., State House Rm 546-2 Boston, MA 02133   <b>Fax</b> 501-375-4236   |
| 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 1055, Fort Harrison, MT 59636   <b>Fax</b> 406-226-7462                   |
| NEBRASKA       | 150 NW 40 <sup>th</sup> St., Unit A, Lincoln, NE 68528   <b>Fax</b> 402-464-6330 |
| NEVADA         | 737 Veterans Memorial Dr Las Vegas, NV 89101   <b>No Fax</b>                     |
| NEW HAMPSHIRE  | 21 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           | 60 Big Run Rd., Delaware, OH 43015   <b>Fax</b> 740-362-1429                     |
| OKLAHOMA       | 6101 NW 50 <sup>th</sup> St., Warr Acres, OK 73122   <b>Fax</b> 405-949-5573     |
| OREGON         | PO Box 1730 Wilsonville, OR 97070   <b>Fax</b> 503- 685-5008                     |
| PENNSYLVANIA   | PO Box 2324, Harrisburg, PA 17105   <b>Fax</b> 717- 975-2836                     |
| PHILIPPINES    | OPC 557 Box 48, FPO, AP 96371-9001   <b>No Fax</b>                               |
| PUERTO RICO    | PO Box 363874 San Juan, PR 00936   <b>Fax</b> 787-792-5947                       |
| RHODE ISLAND   | 18 Colorado St., Coventry, RI 02816   <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       | PO Box 11025, Richmond, VA 23230-1025   <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        | 1320 Hugur Ave., Cheyenne, WY 82001   <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 -
    - the period from April 6, 1917, through November 11, 1918; or
    - 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 continued to serve honorably during or after that period or time.

## NOTES

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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)