

# Chapter 1: Membership

## About this Chapter

This Manual is designed for use by the Squadron Adjutant, Squadron First Vice Commander or Membership Chairman. The information contained is geared for the members who will be taking care of membership and membership related records; it can be used by any member of the Sons of The American Legion or The American Legion who might be in charge of handling the duties of record keeping.

Regardless of who is handling the duties of keeping membership records, whether you are an 'old hand' at it or new to the job, we hope you will read the material closely and keep it handy for future reference. It will make your job much easier, it will help stop mistakes we all seem to have during the year.

From time to time there might be situations that are not covered in this manual or you might need further explanation. Therefore, please don't hesitate to contact those who might be able to assist you.

The Post Adjutant of your home post should be able to answer most of your questions.

The Detachment Headquarters is also available to assist you or if needed, you may contact National Headquarters at (317) 630-1200.

The forms and process explained is generic and typical for processing SAL Membership. Each Detachment may have dedicated forms and policy specific to their needs and may not be represented in this book. In such cases, please refer to your Detachment and Department Constitution, By-laws and Policy & Procedures and make notation in the section for notes in this book and share these notes with your fellow Officers from your Detachment.

All reference examples used for the creation of the manual are fictitious for purpose of illustration only.

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## How to fill out an SAL Application

The application forms provided by National Headquarters or a special use form designed to achieve the same created for your Squadron will have the same basic elements.

The use of this form goes no further than your Squadron's use and is NOT included with any paperwork used when transmitting membership to Detachment. It is for your record keeping purpose only.

## Standard SAL Member Application

Sons of The American Legion Membership Application	
Detachment of <b>A</b>	Squadron No. <b>B</b> Birth Date <b>C</b> Date <b>D</b>
Name <b>E</b> (First) (Initial) (Last)	Recruited by <b>F</b> (Initial) (Last)
Address <b>G</b> (Street) (City) (State) (Zip)	
E-mail Address <b>H</b>	Telephone <b>I</b>
Veteran through whom eligibility is established <b>J</b>	
(a) Above is a member in good standing of Post No. <b>K<sub>1</sub></b> Dept. of <b>K<sub>2</sub></b>	
OR (b) Above is a deceased veteran who served honorably from <b>L<sub>1</sub></b> to <b>L<sub>2</sub></b>	
(c) Relationship of Applicant to Veteran <b>M</b>	
I hereby subscribe to the Constitution of the Sons of The American Legion, apply for membership, and transmit \$ <b>N</b> as annual membership dues.	
Signed _____ <b>O</b> (By Applicant or Parent)	
Eligibility certified by _____ <b>P</b> (Post Adjutant)	00-001 (2003)

<b>RECEIPT</b>	Date _____
	Received of _____
	\$ _____ in payment of dues for 20 _____ in _____
	Squadron _____ Detachment of _____
	By _____

## The Key Elements of the Member Application

- A** Detachment: *Your Detachment*
- B** Squadron Number: *Your squadron number accepting the application*
- C** Birth Date: *Date of birth of applicant*
- D** Date: *Date of application*
- E** Name: *Applicant's name*
- F** Recruited by: *Name of SAL, Legion, or Auxiliary member doing the recruitment*
- G** Mailing Address: *Applicant's mailing address*
- H** E-mail: *Applicant's e-mail address*
- I** Telephone Number: *Current applicant telephone number*
- J** Veteran with whom eligibility is established: *Name of Veteran*
- K** Post Number: *If alive, current American Legion Post Number*
- L** If Veteran is deceased fill in From / To dates that the Veteran served: *Military dates of service, verify dates conform.*
- M** Relationship of Applicant to Veteran: *Son, grandson, stepson defined*
- N** Initial Dues Paid to Squadron: *Cost of membership for your Squadron*
- O** Signature of Applicant, if 18 years of age or older: *Guardian signs if under age 18*
- P** Eligibility certified by *After records have been checked, verified and filed (i.e. DD214 of eligible Veteran) form is signed the Squadron Commander or the Squadron Adjutant.*
- Q** Receipt: *The receipt is used to indicate the acceptance of cash or other payment and the date of application. The applicant keeps the receipt for proof of payment. Membership Applications are processed as soon as they are received. The application and dues are placed in a envelope and held for processing at first available opportunity.*

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### Adjutant & Vice Commander Responsibilities

The member in charge of keeping your Squadron's membership cards and records can best be described as the personnel officer. He will be one of the first officers to have one-on-one contact with the individual members of the Squadron. He should have a very good working knowledge of who belongs to the Squadron, what dates are important and be aware of who has or has not renewed their membership. This Squadron member accepting the responsibility of record keeping should know the proper steps of processing SAL Membership material and proper keeping of official records.

The only indispensable qualifications to complete these tasks are honesty and willingness. If the Adjutant processes membership, he should obtain a set

of the Squadron Account Books from National Emblem Sales. This requires no special knowledge of bookkeeping. This also applies if the Vice-Commander (First Vice or Senior Vice) or other Squadron Officers process membership.

The following are various guidelines that will help in your membership efforts. The guidelines are not all inclusive, but rather a general guide to assist you in a smooth operation of for your Squadron during the year.

Should a conflict be found in using this book versus your current practices, please refer to your Constitution, By-Laws and Policy & Procedures specific to your Detachment. Such variances should be shared with your fellow Detachment Officers and noted in the 'notes' section of this book.

### General Guidelines

Membership is open to all male descendants, adopted sons (their male descendants), stepsons (their male descendants), grandsons, great-grandsons (etc.) of members of The American Legion, a deceased member of The American Legion, or a deceased Veteran who would be eligible for membership in the American Legion, if alive.

If a current American Legion member drops his/her membership with The American Legion, the SAL member may continue his membership by keeping his dues updated each year (continuous membership, no lapses). Should his dues lapse, he would become ineligible for membership until and if the qualifying Veteran re-joined The American Legion or passed away.

***Special concessions, exceptions, or omissions are in violation of the National Constitution.*** That is to say a person who cannot qualify by the rules set in our National, Detachment and Squadron Constitutions wants to join and seeks

favorable exception is in strict violation of the Constitutions. Exceptions can only occur after the amendment of the National Constitution. Legal concerns may also be an issue regarding Post liquor licenses and/or Non-Profit tax status.

The Squadron, Detachment and National Constitutions and By-Laws require all new members show and provide a copy of document(s) of their eligibility for membership. A copy must be kept on-file in the Squadron's records. Suggested forms of proof are the DD214 form, Service Discharge, National Cemetery Burial Record, a certified copy of a Death Certificate with service dates, or VA Medical Center Records (which *must* indicate service dates).

Many Detachments require that Squadron Officers be certified by a set date. Some also require that all unused current membership cards be returned before they will issue the new fiscal year's cards. Your Detachment may or may not have such restrictions on membership cards

**General Guidelines** *(Continued)*

All paid membership must be sent to Detachment Headquarters. Under NO circumstance will any membership document be accepted by National Headquarters from Squadrons directly.

All membership card renewals, new membership cards, or member data forms are processed first by the Squadron, then by Detachment and only Detachment sends documentation to National. No Exceptions.

When sending dues and membership cards to Detachment, use **certified mail** with **return receipt required**.

**Do not hold on to membership cards.** Many SAL members like to enter the different tournaments sponsored by The American Legion and SAL, but in most Departments they will not be able to participate if their current and paid-up dues are not recorded by a specific deadline. More importantly, should a member of SAL need assistance from National Emergency Fund (NEF), his membership must be current and paid or he won't be considered for this assistance. If the member has paid their dues and is turned away due to Squadron or possibly Detachment/Department not transmitting his dues, this member could be very upset and create additional problems.

If you run out of blank membership cards, contact your Detachment Headquarters for replenishment. Only a set number of extra cards are included with your initial membership card disbursement and close attention should be exercised in use of those extras.

Squadrons are allowed more than one membership rate. Your Squadron may set specific rates for Adults versus minors and dual membership versus non-dual membership. The Squadron sets dues rates (your Post may need to give prior approval). The National Headquarters does not set, recommend or suggest membership dues rates.

An Honorary Life member patch is available from National Emblem Sales. The catalog number is 56582. National does not have a guideline for awarding Life Membership status to any member. Only your Squadron can determine this or your Detachment headquarters, should they decide to participate.

**The Honorary Life membership cannot be bought** — it can only be awarded. A member designated as a 'Life Member' is only a Life Member so long as his Squadron or Detachment pays his yearly membership dues. The SAL Life Membership is **not transferable**. Refer any questions to your Detachment Adjutant or Department Liaison.

Whenever it is necessary to make a change on a membership record card you must use a #2 pencil. This ensures the scanning equipment won't miss the change.

Type or neatly print all information when dealing with any item concerning membership. Typewritten is the preferred method.

If a member loses his membership card, you must provide a replacement card from your supply of surplus cards. **National does NOT issue duplicates.**

Your Squadron should be able to obtain all SAL literature and forms from your Detachment or Department Headquarters **free** of charge. The Squadron Membership Handbook is available from Emblem Sales at a minimum cost. If needed, you can request these items from National Headquarters. Your request must be written and marked to the attention of the National SAL Liaison.

Remember, the Sons of The American Legion are in existence only because of The American Legion. At all levels of our organization, you answer to and have obtained approval by its American Legion counterpart. Example: Squadron-Post, Detachment-Department, and National SAL-National Legion.

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## The SAL Membership Record Card

National Headquarters preprints membership cards each year with the name, address, member ID number and continuous years of the previous year's membership. This card is made up of three basic portions. The **right** portion goes to the new or renewing member once his dues are paid. The **middle** and **left** portion go to Department Headquarters. Unless your Department policy states different: **Do not separate** the **left** and **Middle** portions from each other. Your Headquarters

Staff will then forward the left portion to National Headquarters. The membership card has several boxes that are to be used in filling out the cards for both new members and renewing members. **Never mark** on the membership record card to make a name, address, or continuous years change. Never mark out or change a Member ID Number on a preprinted card. The **Member Data Form should be used** when making all changes to name, addresses, continuous years, or spelling corrections.

## Member Identification Number

The official Membership Identification Number is printed at four different locations on the preprinted membership card. Twice on the **left** portion and once each on the **middle** and **right** portions. **The Member ID Number is the most important feature in identifying one member from all other's members in our organizations and should be used whenever you call or write your Detachment or National Headquarters.**

Every member having a preprinted card will have assigned to him a 9-digit number that should remain with him as long as his dues are paid yearly without interruption.

If a member transfers from one Squadron to another within or outside the same Detachment this permanent member ID number will remain with him if all directions are followed. So for this reason, it is very important to complete an official transfer using the Member Data Form. This will prevent the creation of duplicates and unnecessary records.

### Left Portion - The Membership Record Card - Key Elements Explained

**2014 Sons of The American Legion Record**

XXXXXXXXXX 14 03000000 100549 6 X  
Member ID number Year Det | Sqdn | Ctry | Serial

**A B C D E F**

MEMBER ID NO. SQUAD NO. CONT. YRS

NAME (FIRST MIDDLE LAST)

MAILING ADDRESS

**G**  CONT. YRS. OR NAME CHG.

Place X (in #2 pencil) for change or correction in boxes provided. Use the space under the name for name correction. Do not use this card for address changes.

Duplicate

Deceased

549 9,712

**SEE INSTRUCTIONS ON REVERSE SIDE / DO NOT SEPARATE**

**What is on a Membership Record Card? The Scan Line**

The following pages will give you help in dealing with membership cards with a step-by-step guide on processing membership cards. We believe this manual will answer many questions you may have. For those questions that still remain you may contact your Detachment officers, Detachment Headquarters or the National Membership Chairman.

When the left and middle portions of the Membership Record Card are processed through the scanning equipment, the primary line that is scanned appears on the left portion of the Record Card. The Bar Code is also a scanning method. Be aware that any marks or notations made to these preprinted characters or the Bar Code could cause errors when the card is processed.

**Preprinted Card information Explained**

- A** This is the permanent 9-digit member number. It will remain the same as long as the member continues to pay his annual dues.
- B** This 2-digit number represents the membership year.
- C** This 8-digit number has many purposes: position 1 & 2 identify the Detachment, positions 3, 4, 5 & 6 represent the Squadron number, Position 7 & 8 are used if the Squadron is located in a Foreign Country.
- D** Digit sequential number; every card will have a number to serve as a counter (i.e. a squadron has 175 cards with a preprinted date for members for members last year plus an additional 25 blank cards, the first card is numbered 000001 and the last card is numbered 000200).
- E** This variable number has importance only to National Headquarters.
- F** All SAL cards will carry an S.
- G** Mark here if a name change or continuous years change is required with a #2 pencil. Write the change above the space provided and/or use the Member Data Form.
- H** Check the box that explains the reason for using the card: New Member (2), Member Renewal (1), or Transfer (3).

Middle Portion
Right Portion (Membership Card)

**S**

**Detachment Card 2014**

DATE PAID \_\_\_\_\_ SQUAD ADJT INITIALS \_\_\_\_\_

CHECK HERE IF MEMBER ALSO BELONGS TO THE AMERICAN LEGION

MEMBER ID NO.	SQUAD NO.	CONT. YRS.
NAME (FIRST MIDDLE LAST)		
ADDRESS		TELE.# ( ) _____ - _____

HERE IS YOUR 2014

Sign the card on the line provided and carry membership in a patriotic service organization

---

CUT ALONG D

**Members 20**

**Sons of The Ar**

**AZ**

DETACHMENT      SQUAD NO.

THE ABOVE MEMBER HAS

**Mount Rushmore N**

NOT VALID UNLESS COUNTERSIGNED B

Thanks for st

(in #2 pencil)      H<sub>1</sub>       H<sub>2</sub>       H<sub>3</sub>

Change or      RENEWAL      NEW      TRANSFER

mark in boxes      CHECK HERE IF MEMBER ALSO BELONGS TO THE AMERICAN LEGION

Use the      MEMBER ID NO.      SQUAD NO.      CONT. YRS.

order the name      NAME (FIRST MIDDLE LAST)

for correction.      ADDRESS      TELE.# ( ) \_\_\_\_\_ - \_\_\_\_\_

Use this card      e

to miss changes.      d

ARATE

# Chapter 1: Membership

## New Membership Cards Arrived at the Squadron

When your membership cards arrive from your Detachment Headquarters they should be in alphabetical order by last name. The first thing you need to do is to check for duplicate cards. If any are found, mark the box on the **left** portion showing it is a duplicate and return them to Detachment/Department Headquarters as soon as possible.

Follow closely the directions that came with your new cards before issuing any cards/renewals.

## Processing a Renewal Preprinted Membership Card

When receiving dues from a renewing member — locate his preprinted card and follow these steps:

Place an X in the renewal box located on the middle portion of the record card.

Fill in the date paid and place your initials on the line provided on the **middle** portion of the record card.

Sign the **right** portion (**member card**) on the line reserved for the Squadron Adjutant.

Separate the **right** portion (**member card**) from the **middle** and **left** portion (*leave middle and left portions connected, Do not separate the left and middle portions*). Place the remainder of the record card aside to be transmitted to your Detachment/Department Headquarters.

Locate the member's name on the membership register which is also in alphabetical order by last name and mark the date paid and/transmitted on the far left column of the register.

This completes the *first part of the renewal* process and record keeping for the renewing member.

The *second and important part of transmitting* Detachment and National dues, membership record cards and transmittal form to Detachment Headquarters follows later.

How to correct spelling, name and address changes, etc. will be described later.

### Left Portion - The Membership Record Pre-printed

#### 2014 Sons of The American Legion Record

XXXXXXXXXX 14 03000000 100549 6 X

MEMBER ID NO. <b>000176</b>	SQUAD NO. <b>0100</b>	CONT.YRS. <b>1</b>	<input type="checkbox"/> CONT.YRS. OR NAME CHG.
NAME (FIRST MIDDLE LAST) <b>Jason K Bourne</b>			
MAILING ADDRESS <b>12345 E 24 St, Apt 2233 Phoenix, AZ 85011</b>			

**S**

Place X (in #2 pencil) for change or correction in boxes provided. Use the space under the name for name correction. Do not use this card for address changes.

Duplicate

Deceased

#### Detachment Card 2014

DATE PAID **10/1/16**  RENEW/  
SQUAD ADJT INF

CHECK HERE IF MEMBER ALSO BELONGS TO THE

MEMBER ID NO. <b>000176</b>	SQUAD NO. <b>0100</b>
NAME (FIRST MIDDLE LAST) <b>Jason K Bourne</b>	
ADDRESS <b>12345 E 24 St, Phoenix, AZ</b>	TELE.# <b>602</b>

**Processing New Members and renewing members without a preprinted card**

In addition to new members, the following guidelines also apply to any renewing member that did not receive a preprinted card in the original membership record card batch received from Department/ National Headquarters.

When a new member is accepted into your Squadron, use the first blank record card (*this will have the lowest serial number without member data*). The 6-digit sequential number can serve as a temporary member ID number if you wish.

Type or neatly print the following on the left and middle portions of the Membership Record Card:

- Member ID Number
- Complete Name
- Complete address including Zip Code
- Years of continuous membership, 1 for new members

**Helpful Hints: Processing New Members**

- Make your new member feel welcome and important to your Squadron's future.
- Do you remember what it was like when you were new? Introduce the new member to his fellow Squadron members and Legion members.
- Let him know when and where your meetings are held and what to wear.
- Get him involved. Find what interests him and help him connect with those members that can introduce him to those activities.
- Ask what his interests are and seek possible connects to his interest with future Squadron plans.

Place an X in the proper box on the middle portion of the record card to indicate New or Renewal.

Print the date to the left of the check box and your initials to the right on the line provided to validate the card.

Type the Member's Name on the right portion (Membership Card) in the space provided (reference a preprinted renewal card for size and location) and complete the remaining information on the card as the sample illustration displays.

Typing the card is preferred — a very neat hand writing will suffice for the remaining information on the Membership Record Card. Keep in mind the first impressions count to a new member and why typing is strongly urged. Additionally, this helps get the information for the new member entered correctly the first time.

- Do not push the formalities too soon. Protocols and procedures will take time to absorb.
- Include and invite him on Squadron events or Post activities.
- Have a preprinted calendar with contact information and regular Squadron activities listed available to give to the new member. List the officer titles and names and how to contact them.
- Keep the communication open to the new member. Exchange phone numbers.
- By the way...Do you have any brothers that would like to join? Any sons of your own? They qualify to join, too!

Center Portion

Detachment Card 2014  RENEWAL  NEW  TRANSFER

DATE PAID 10/1/16 SQUAD ADJT INITIALS CET

CHECK HERE IF MEMBER ALSO BELONGS TO THE AMERICAN LEGION

MEMBER ID NO. <b>000176</b>	SQUAD NO. <b>0100</b>	CONT. YRS. <b>1</b>
NAME (FIRST MIDDLE LAST) <b>Jason K Bourne</b>		
ADDRESS <b>12345 E 24 St, Apt 2233 Phoenix, AZ 85011</b>		TELE.# <b>602) 123 - 4567</b>

Right Portion - The Membership Card Pre-printed

HERE IS YOUR 2014 MEMBERSHIP CARD  
Sign the card on the line provided and carry it with you. It is evidence of your membership in a patriotic service organization. Thank you for your continued support.

CUT ALONG DOTTED LINE

Membership Card  
**2014**  
Sons of The American Legion

AZ **0100** **000176** CONT. YRS.  
DETACHMENT SQUAD NO. MEMBER ID NO.

**Jason K Bourne**

THE ABOVE MEMBER HAS PAID DUES IN THE SQUADRON INDICATED  
*Mount Rushmore National Memorial, South Dakota*

**Glendale** AZ

NOT VALID UNLESS COUNTERSIGNED BY MEMBER AUTHORIZED SQUADRON OFFICER

Thanks for still serving America.



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### Membership Transfers (performed on Member Data Form only)

Transferring from one Squadron to another is a privilege granted to any paid-up member only with the approval of the Squadron to which the member desires to transfer into. The Squadron Official must fill out the appropriate sections of the Member Data Form.

***The transferring member must surrender his membership from his former Squadron. It is a violation of the American Legion's Constitution holding membership in more than one Squadron and is therefore not permitted.***

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### Transfers are made under the regulations listed below:

*No transfer shall be made unless the member requesting the transfer has a membership card showing that he is a member in good standing at the time the transfer is requested.*

Members whose dues for the current calendar year that are not paid by February 1<sup>st</sup> of that year are suspended and not in good standing, therefore, they are not eligible for transfer.

No charge shall be made to the member for the privilege of transferring, and no dues shall be transferred from one Squadron to another. The accepting Squadron may require payment of any difference in dues (if theirs is higher) on a prorated basis.

An SAL Member desiring to transfer his membership must first secure approval from the Squadron to which transfer is desired. **The Adjutant or designated Officer of the new Squadron will verify the member is in good standing by calling and verifying the issue with the Squadron losing the member and then complete the transferring process and route the copies of the Member Data Form to Detachment Headquarters.**

Detachment receives the white, yellow and pink copies of the completed Member Data Form. The receiving Squadron keeps the green copy for their records. Detachment Headquarters will send the pink copy to the Squadron losing the member and the white copy to National Headquarters to update the membership database.

The receiving Squadron should inform the transferring member of what, if any items are needed to verify eligibility. Proof of eligibility should be on file at the Squadron where a membership resides. The verification can consist of: a DD214, a past squadron membership card, etc. Some Squadrons will accept transfers on face value and others might still require proof of eligibility to be on-file at the Post.

A member Data Form is **always** required when processing transfers regardless of the circumstances.

National Headquarters will follow through on the necessary procedures to transfer the member's record to his new Squadron provided that his current record is on file and that the information contained on the Member Data Form is correct **and** complete.

### Membership Transfers (performed on Member Data Form only) (Continued)

The Squadron Official should first issue a new card from the supply of blank cards and then he must enter the 9-digit membership number listed on the transferring member's former membership card. After this, the former membership card is to be destroyed.

List the 9-digit member ID number on the left and middle portions of the Record Card, write in bold letters the word TRANSFER above the number on the left portion and at the bottom of the middle

portion. Also complete his name, address and continuous years. Contact your Detachment Headquarters for any further directions when dealing with transferring members.

Sign the right portion (membership card) before giving it to him in the space for Squadron Adjutant's signature.

The Squadron Official and the transferring member must sign the Member Data Form to officially start the transfer process in motion.



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### Q & A

*Question: If a member has a membership card from the former calendar year and wishes to transfer **and** pay the current years dues to the new squadron, what do I do?*

*Answer: Follow these instructions after collecting the current dues from the member:*

The Squadron Official must fill out the appropriate sections of the Member Data Form.

The 9-digit member ID number on the **left** portion of the Record Card, write in bold letters the word TRANSFER above the number on the left portion. Complete his name, address and continuous years on the **left** portion.

In the **middle** portion you must again enter the 9-digit member ID number, complete the remainder of the card and place an 'X' in the transfer box.

On the **right** portion (membership card) again enter his 9-digit member ID number, his name on the line provided, his continuous years and the Squadron location. Be certain to sign the Member portion before giving him the card.

Depending upon your Detachment's policy, at this point you should transmit the intact left and middle portions of the Membership Record Card along with any required per capita payment to your Detachment Headquarters.

**Remember to check with your Detachment to see if a policy is in place when dealing with transmitting a transfer.**

### About The Member Data Form

The Member Data form is a multipurpose form designed to keep track of your Squadron's members and is primarily used to report the following:

Name changes

Change of Address

Change of continuous years

Transfers

Reporting of deceased members

The following information must be provided on the form before any change can be processed by National Headquarters:

Spelling Corrections

The Member's Name

Member ID Number

Squadron Number

Detachment

The information requested under '**Additional Information**' is optional, however, it is urged that you try to complete as much of it as possible, **including their 'Date of Birth'**

You must route the four parts of the Member Data Form as follows:

**White** — Detachment Headquarters

**Yellow** — Detachment Headquarters

**Pink** — Detachment Headquarters

**Green** — Retain for Squadron Records

After receipt and processing at Detachment Headquarters the three parts (White, Yellow and Pink) are distributed to:

White — National Headquarters

Yellow — Retained by Detachment Headquarters for Detachment Records

Pink — sent to Squadron losing a member from a transfer for their records

### **A Member Loses His Card**

If a member of your Squadron loses his official membership card, a replacement card must be provided from the supply of extra blank membership cards. While most Detachments send their Squadrons an extra supply of these cards, some may not. If you don't have any, contact Detachment Headquarters and request blank cards.

If you find it necessary to provide a replacement, you should proceed in the following manner:

On the left and middle portions, enter the member's 9-digit ID number in the proper spaces provided.

Complete the member's name, address and all other required information.

Write using a #2 pencil in bold letters across the face of the left and middle portions 'Replacement'.

Send the left and middle portions to the Detachment Headquarters.

As this is a replacement card, per capita fees should not be required.

On the right portion (membership card) enter the 9-digit membership number along with the member name and continuous years. Enter the Squadron location and have the Squadron Adjutant sign the card in the appropriate space.

### **Extra Membership Cards**

In most Detachments every Squadron is provided with a supply of blank membership record cards in addition to the preprinted cards. If you need more blank cards than those supplied, you should be able to request them from your Detachment Headquarters.

Extra (blank) cards are to be used for new members, member renewals that were not preprinted, transfers and replacement member cards.

The extra cards will not have your Squadron Number printed on them. You will need to type or print your Squadron Number on all three portions (left, middle and right portions) of the Blank Member Record Cards at the time of issue.

If you request additional blank cards, you will also receive a new blank membership register that corresponds to the sequential numbers of the blank cards. In all instances, write the member's name and address next to the matching sequential number on the register. This will enable you to keep track of these cards and members.

### **If Duplicate Membership cards are received**

If you happen to receive more than one preprinted card for the same member, process only one of the cards.

On the duplicate card place an 'X' with a #2 pencil in the box opposite the word 'DUPLICATE' on the left portion.

So it won't become lost, return the entire card (left, middle and right portions) to the Detachment Headquarters.

Strike the name off the membership roster that corresponds to the duplicate card (match sequential number on roster to card) with a notation to such and when it was sent to headquarters.

### **Deceased Members**

If you receive a preprinted card for a member who is deceased, place an 'X' using a #2 pencil in the box opposite the word 'deceased' on the left portion of the membership record card. Return the entire card to your Detachment Headquarters. Make a notation in the membership roster for that card, matching the sequential number, as the member is deceased.

If a member passes away after his dues are paid and transmitted use the Member Data Form to report his death. Include all required information and remember to have the Squadron Adjutant sign the form. Submit the form with the Squadron's next transmittal of membership, but no later than one week after the member's passing.

Reporting the death of a Squadron member is important and needs to be handled in a prompt manner. The mailings the Sons of The American Legion send will stop only after the information is sent to Detachment Headquarters (and sent to National by the Detachment Headquarters). Please consider the member's family and report the information correctly and promptly.

## Chapter 1: Membership

### Membership Card Errors / Unknown

If you receive a preprinted card for someone who is not a member of your Squadron and is unknown to your Squadron put an 'X' using a #2 pencil in the box opposite the word 'unknown' on the left portion of the member record card. Return the entire card (left, middle and right portions) to Detachment Headquarters. Make a notation in the membership roster for that card, matching the sequential number, as the member is unknown.

### What to do if a member's name is misspelled

If a member's name is misspelled or needs any corrections put an 'X' using a #2 pencil in the correction box on the left portion of the member record card. Draw a line through the name on the left and middle portions and type or neatly print the name as it should appear.

If a name needs correcting after the member has paid his dues and Membership Record Card has been transmitted to Detachment Headquarters you must use the Member Data Form. The Squadron Adjutant's signature and a completed form must be sent to Detachment Headquarters for the change to take effect.

### Continuous Membership

Although it is the responsibility of your Squadron to Maintain Continuous Membership records for each of your members, your National and Detachment Headquarters offer it's facilities to help compile and maintain accurate records.

Years of continuous membership will be recorded once your Squadron has reported them, but you have to do your part. National and Detachment cannot perform your duties. Most records are only kept for a limited amount of time.

If a change is needed on a member's continuous years, you can make the correction by placing an X using a #2 pencil in the correction box on the left portion of the Membership Record Card. Strike out the incorrect number printed on both boxes of the Membership Record Card. In the same box or immediately above it write or type in the correct number. Also correct the member's card (the right portion of the Membership Record Card) and the membership register sheet.

Remember to use the Member Data Form to make changes concerning a member's record at National if the current membership is paid for the current year.

### How to fill out an SAL Membership Transmittal

Membership processing should be sent to the Detachment Headquarters on a weekly basis, unless none is available to process.

Regular membership transmittals keeps your Squadron in good standing and officially updates each member's record. Payment at the Post/Squadron is the starting point of the process

**If membership is not sent to Detachment, the renewal is not official nor recorded at the National level.**


The following is a sample of an official transmittal form. This three part NCR form (or the form provided by your Detachment) shown is accepted at headquarters. They are available free to the Squadron for membership purposes.

The outline at right and form below illustrates the simplicity of transmittal of membership to Detachment.

The 1-2-3 of completing the form:

- 1 Enclose the Membership Record Cards (both the left and middle sections — do not separate the cards!) and list the total cards you are sending.
- 2 List the quantity of Membership Record Cards sent to Detachment to date (found on the last transmittal under total paid to date).
- 3 List your Squadron Number
- 4 List the amount enclosed (remember to actually place the check in the envelope)
- 5 Sign the Transmittal form and keep your Squadron's copy for it's permanent records. (Yellow copy only)
- 6 Place your phone number on the form should Detachment need to contact. Questions may arise and the Detachment may need to contact you for corrections and processing.

### The Transmittal Form

 <b>SONS OF THE AMERICAN LEGION</b>		
<b>TRANSMITTAL FORM</b>		
DUES TRANSMITTAL # <u>10/1/17</u>	DATE <u>10/1/17</u>	SQUADRON # <u>0100 3</u>
ENCLOSED ARE CARDS FOR MEMBERSHIP YEAR <u>2014</u>	# OF CARDS <u>16 1</u>	AMOUNT ENCLOSED \$ <u>\$128.00 4</u>
TOTAL MEMBERSHIP ON THIS TRANSMITTAL	<u>16 1</u>	
TOTAL MEMBERSHIP PREVIOUSLY PAID	<u>90 2</u>	
TOTAL MEMBERSHIP PAID TO DATE	<u>106</u>	
<p style="text-align: center; margin: 0;">DETACHMENT USE ONLY</p> <p>CARD COUNT _____</p> <p>DEBIT _____</p> <p>CREDIT _____ CK # _____</p> <p>DUES _____</p> <p>S.A.L. _____</p> <p>OTHER _____</p> <p style="text-align: center; margin-top: 10px;">DETACHMENT ADJUTANT'S SIGNATURE</p>		<p style="text-align: center; font-size: 1.2em; font-family: cursive;">Benny F Franklin</p> <p style="text-align: center; font-size: 0.8em;">SIGNATURE <u>5</u></p> <p style="text-align: center; font-size: 1.1em; font-weight: bold;">(480) 239-2844</p> <p style="text-align: center; font-size: 0.8em;">DAYTIME PHONE NUMBER <u>6</u></p>

AL-116

Department/Detachment Copy

Department/Detachment Copy

Squadron Copy

## Chapter 1: Membership

### Detachment and National Membership Goals

A primary goal attached to each Squadron Officer is membership. Renewals and new members are key to keeping SAL programs productive and meaningful. It is the membership that accomplishes the goals and supports the programs in SAL.

Number count; those numbers are the strength and ability to accomplish and grow our programs within our Community, State and Nation. The numbers are members who contribute countless hours and raise the funds for the programs.

The reward is personal to each member, but the awards are by Squadron and Detachment and account for the success of the programs through proper reporting. Do not let your membership down by failing to recognize their efforts on the Detachment and National levels.

Each year SAL National sets membership goals and benchmark dates for renewals and new members for a National Goal and Detachment Goals. The Membership Chairman in conjunction with the Detachment Commander and Adjutant sets to growth goals for each Squadron. The membership is closely monitored and reported weekly for all members' knowledge.

The end goal of so many members across all of SAL's Detachments and the total membership count at the end of the year is enormous. To help take the larger goal to a manageable level for each Squadron, Detachment and Nationally, benchmarks are set for smooth and continuous progress to the final goal.

Benchmarks are set dates on the calendar with smaller achievable goals for each Squadron, Detachment and National in membership that accumulates to the end of the Legion year for success.

The goals are achievable through consistent effort. The benchmarks let us know when to add more effort to achieve the goal in membership before the annual deadline.

### Timing is everything

Consider your Squadron made it's benchmark in membership for the month leading into the final stretch of exceeding your Squadron's annual membership goal. Then the report comes out and your Squadron is not listed as achieving the benchmark. Why? Timing.

If your Squadron does not adjust for the time it takes to process the membership by the cut-off date – your Squadron will have missed an opportunity.

Call your Detachment Headquarters and determine how much lead time is required to adequately process your membership in a timely manner so it can be included with the transmittals from Detachment to National. The amount of time needed varies with each Detachment and Squadron.

It is the Squadron's unique location and circumstances that determines the lead time required for membership transmittals to Detachment. Therefore is the responsibility of the Squadron Officers to adjust the Squadron's time line to be included in those reports as achieving its benchmarks and final goal.

Under normal circumstances, 3 to 5 business days are needed to accomplish this adjustment. Plan accordingly and place it on a calendar in the office as your Squadron's transmittal date.

Use an annual calendar to adjust for holiday's and events that may increase the lead time. Mark all the National benchmark dates and set your Squadrons calendar accordingly.

Make your goals on-time!

### Squadron Membership Goals

Because the SAL fiscal year and the membership card expiration dates are very different, a datum point is set prior to the end of the year (usually by Detachment Convention at the end of June).

An example of the offset of the two calendars is best described as follows:

Squadron 1342 received its new 2016 Member Record Cards and Roster at the June 30<sup>th</sup> Detachment Convention but quickly realized they were still selling the 2015 memberships up to December 31<sup>st</sup> 2015. Some confusion resulted from the question of the members paying dues after State Convention for their 2015 cards that are lumped into the membership of 2016, does that count towards our goal?

The answer is no. Count your 2016 cards issued and transmitted to Detachment as your official count for 2016 only. The 2015 membership card issued during the same period count towards last year's membership.

So how do you determine what my 100% and 105% goal for 2016 is?

It is called a Datum Point. A date is selected that gives the best representation of the Squadron's (and therefore, the Detachment) actual size that is used to determine the next year's goal.

A datum point is a point of reference from which measurements are made and only exists as needed to create and set those measurements.

Now we have a third calendar! Great! But wait... it is a calendar no one actually uses except the Detachment in setting in stone your membership goals and benchmarks.

Without that Datum Point, the Squadrons 2017 goal would increase with every membership paid in the 2016 calendar year when renewing the 2016 membership (*before December 31<sup>st</sup>*). It is harder to hit a moving goal than a stationary one and the Datum Point allows each Squadron to make plans without adjustment for the next six months. That first six months is the first half of the membership year 2017 and the last half of the calendar year 2016 and creates the confusion.

The datum point of June 30<sup>th</sup> creates a firm set of numbers for everyone to use in making their membership plans for the following 12 months.

Ironically, the Detachment closes it's financial records on that date for the Fiscal Year for accounting purposes. The Detachment aligns its fiscal year with the Department for proper reporting and audit purposes.

### A sample membership matrix used to determine the overall goals for each Squadron

Detachment 2017 Membership Goal Chart						Sept		Oct		Nov		Apr		May		July	
Area	District	Sq'd	City	End & Start	Goal	10%	25%	35%	90%	100%	105%	GOAL	Actual	GOAL	Actual	GOAL	Actual
						GOAL	Actual	GOAL	Actual	GOAL	Actual	GOAL	Actual	GOAL	Actual	GOAL	Actual
B	11	1	Phoenix	242	254	24		61	85	218		242		254			
B	12	2	Tempe	77	81	8		19	27	69		77		81			
C	7	3	Flagstaff	86	90	9		22	30	77		86		90			
A	5	4	Globe	37	39	4		9	13	33		37		39			
B	11	5	Phoenix	68	71	7		17	24	61		68		71			
C	8	6	Prescott	88	92	9		22	31	79		88		92			
A	2	7	Tucson	29	31	3		7	10	26		29		31			
A	4	9	Florence	57	60	6		14	20	51		57		60			
A	3	11	Douglas	65	68	7		16	23	59		65		68			
B	11	12	Wickenburg	101	106	10		25	35	91		101		106			
C	7	13	Williams	10	11	1		3		9		10		11			
C	7	14	Kingman	34	35	3		9		31		34		35			
C	6	15	Winslow	22	23	2		6		20		22		23			
B	1	19	Yuma	81	85	8		20		73		81		85			
C	7	22	Golden Valley	72	76	7		18		65		72		76			
A	3	24	Tombstone	143	150	14		36		129		143		150			
C	8	25	Cottonwood	98	103	10		25		88		98		103			
B	12	26	Mesa	109	114	11		27		98		109		114			
B	12	27	Apache Junction	594	624	59		149		535		594		624			
										36		40		42			
										130		144		151			
										30		33		35			
										47		52		55			
										107		119		124			
										124		138		145			

The datum point is applied and the "2017 Start" displays the actual numbers on that date.

This allows a starting point in determining what each Squadron's goal should be as a shared contribution for the Detachment to reach its 2017 Goal.



**2016 - 2017**  
**Membership Target Dates**  
**Fiscal Year & Membership Year**  
**July 23, 2016 to July 19, 2017**

Benchmark Date	Squadron	Detachment	Percentage
Wednesday, September 14, 2016	_____	_____	10%
Wednesday, October 12, 2016	_____	_____	25%
Tuesday, November 16, 2016	_____	_____	35%
Wednesday, December 14, 2016	_____	_____	45%
<b>Thursday, January 19, 2017</b>	_____	_____	60%
Wednesday, February 8, 2017	_____	_____	75%
Wednesday, March 8, 2017	_____	_____	80%
Wednesday, April 12, 2017	_____	_____	90%
Wednesday, May 10, 2017	_____	_____	100%
Wednesday, July 19, 2017	_____	_____	105%
End of Year Final Total	_____	_____	

**Squadron # \_\_\_\_\_, 2017 105% Goal is: \_\_\_\_\_ and \_\_\_\_\_ Members Paid**  
**Detachment 2017 105% Goal is: \_\_\_\_\_ and \_\_\_\_\_ Members Paid**

**Your Squadron should have the following available at all times:**

- *Membership Applications*
- *Member Data Forms*
- *SAL Manual of Ritual & Ceremony*
- *Five Star & Ten Ideals Materials*
- *Child Welfare Foundation Materials*
- *Various SAL Pamphlets*
- *Squadron Member Handbooks*
- *Squadron Jr Member Handbooks*
- *Squadron Meetings & Activities Calendar*
- *Squadron Member Initiates kits*
- *Squadron Contact numbers*

**Important Membership Contacts**

- *Squadron Commander*  
\_\_\_\_\_
- *Squadron Adjutant*  
\_\_\_\_\_
- *Squadron Sr Vice/Membership*  
\_\_\_\_\_
- *Post main number*  
\_\_\_\_\_
- *Detachment Headquarters*  
\_\_\_\_\_
- *Detachment Adjutant*  
\_\_\_\_\_