

# Section 1

# I am a new Squadron Commander

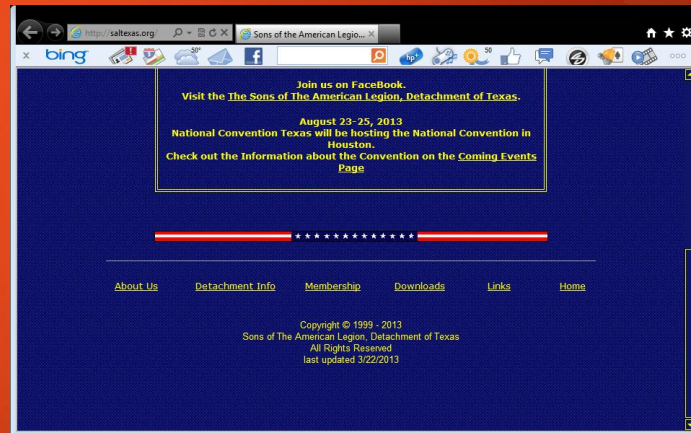
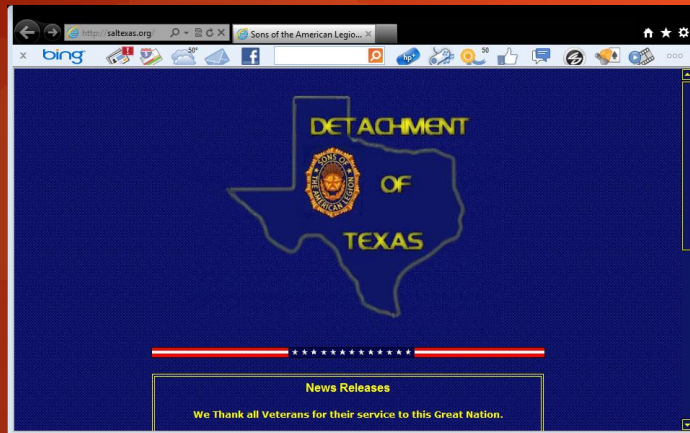
WHAT DO I DO NOW?

# Detachment Website

- ▶ Familiarize yourself with the Constitution and Bylaws of your Squadron and the Detachment and National websites.
- ▶ [www.saltexas.org](http://www.saltexas.org)
- ▶ [www.legion.org](http://www.legion.org)

# Home Page

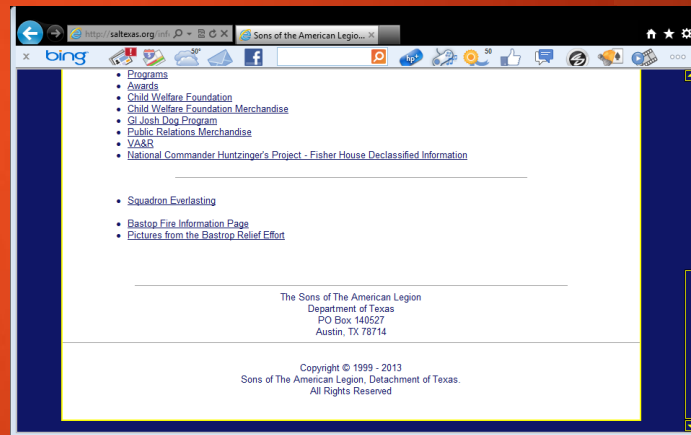
## HOME PAGE



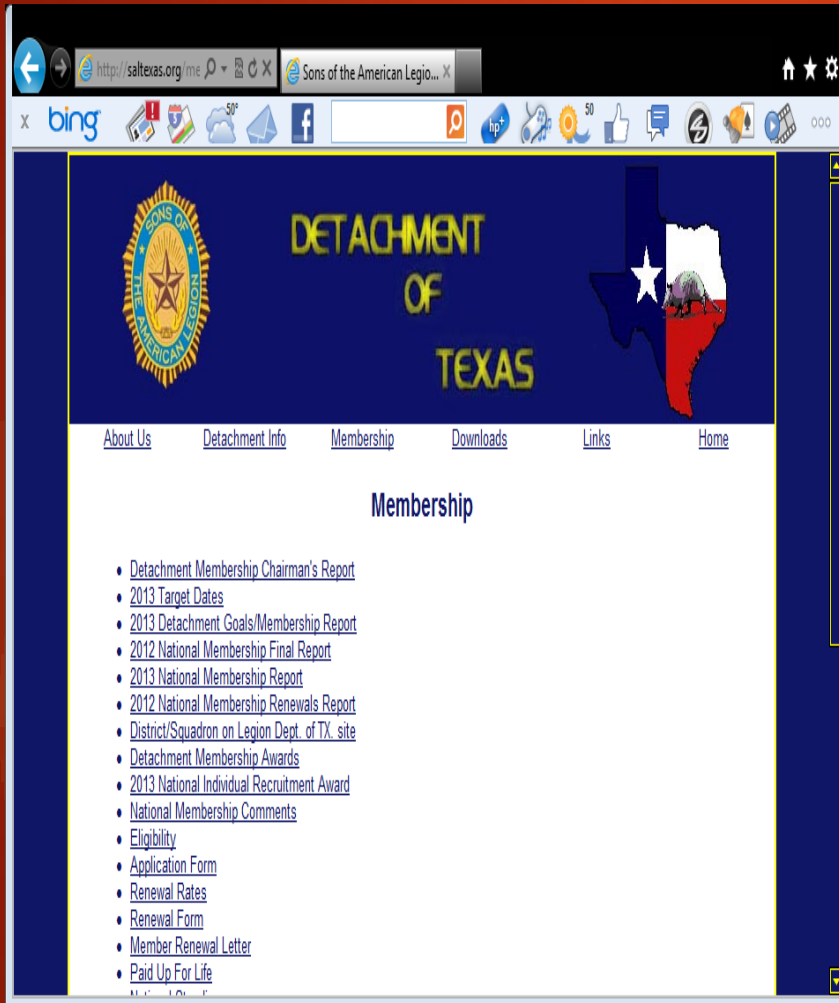
# About Us



# Detachment Info

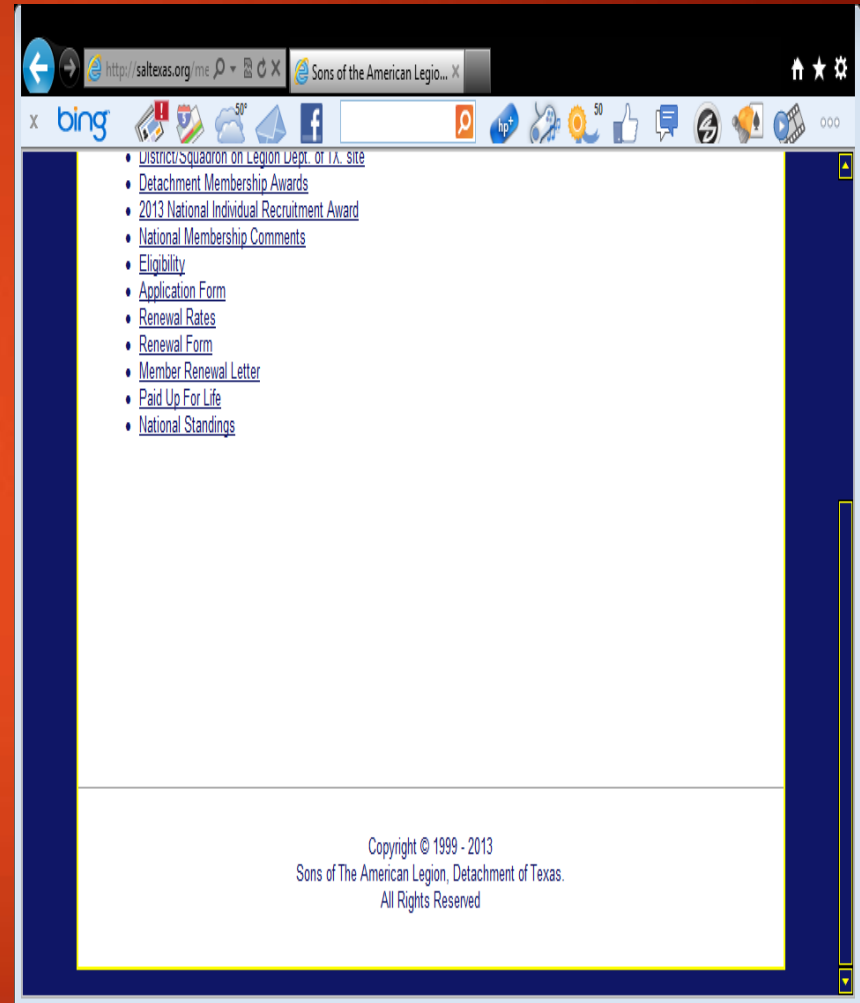


# Membership



The screenshot shows a web browser window with the address bar displaying "http://salteas.org/me" and a tab titled "Sons of the American Legio...". The browser's toolbar includes the Bing logo and various social media icons. The website header features the Sons of the American Legion logo on the left, the text "DETACHMENT OF TEXAS" in the center, and a map of Texas with a star on the right. Below the header is a navigation menu with links: "About Us", "Detachment Info", "Membership", "Downloads", "Links", and "Home". The main content area is titled "Membership" and contains a list of links:

- [Detachment Membership Chairman's Report](#)
- [2013 Target Dates](#)
- [2013 Detachment Goals/Membership Report](#)
- [2012 National Membership Final Report](#)
- [2013 National Membership Report](#)
- [2012 National Membership Renewals Report](#)
- [District/Squadron on Legion Dept. of TX. site](#)
- [Detachment Membership Awards](#)
- [2013 National Individual Recruitment Award](#)
- [National Membership Comments](#)
- [Eligibility](#)
- [Application Form](#)
- [Renewal Rates](#)
- [Renewal Form](#)
- [Member Renewal Letter](#)
- [Paid Up For Life](#)



The screenshot shows the same website as the previous one, but with a list of links displayed in the main content area:

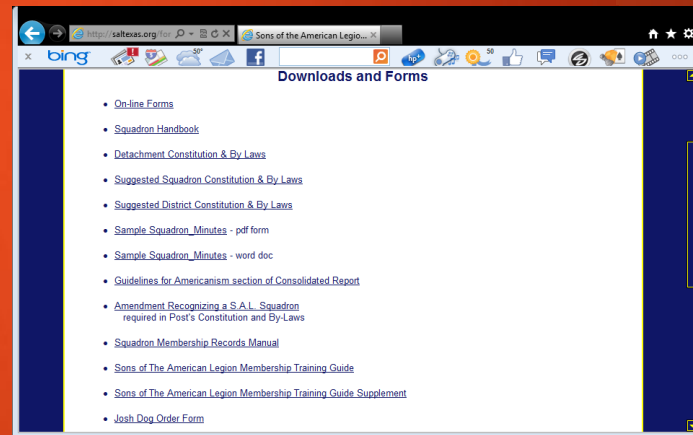
- [District/Squadron on Legion Dept. of TX. site](#)
- [Detachment Membership Awards](#)
- [2013 National Individual Recruitment Award](#)
- [National Membership Comments](#)
- [Eligibility](#)
- [Application Form](#)
- [Renewal Rates](#)
- [Renewal Form](#)
- [Member Renewal Letter](#)
- [Paid Up For Life](#)
- [National Standings](#)

At the bottom of the page, the following copyright notice is displayed:

Copyright © 1999 - 2013  
Sons of The American Legion, Detachment of Texas.  
All Rights Reserved

# Downloads

- ▶ This section may be the most useful part of our website. As the title states, almost any form that you need can be found under one of the categories. The squadron handbook, constitution & bylaws and other reference material can also be found here.



# Forms

The screenshot shows a web browser window with the address bar displaying 'http://salteexas.org/sall'. The page title is 'On-Line Forms'. The content is organized into several sections:

- VAVS**
  - pdf version
    - [VAVS Hospital/Medical Center Representative Certification Form](#)
- Certification of Officers Forms**
  - pdf version
    - [Squadron Certification of Officers Form](#)
    - [District Certification of Officers Form](#)
    - [Division Certification of Officers Form](#)
  - word document version
    - [Squadron Certification of Officers Form](#)
    - [District Certification of Officers Form](#)
    - [Division Certification of Officers Form](#)
- Certification of Convention Delegates**
  - pdf version
    - [Detachment Convention Certification of Delegates](#)
  - word document version
    - [Detachment Convention Certification of Delegates](#)
- Resolution Forms**

The screenshot shows a web browser window with the address bar displaying 'http://salteexas.org/sall'. The page title is 'Membership Forms'. The content is organized into several sections:

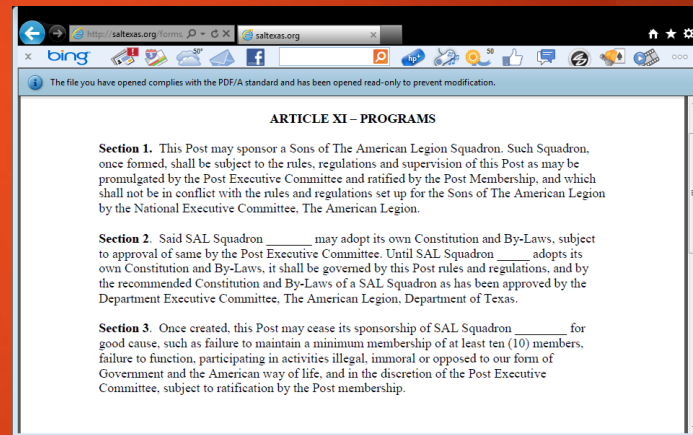
- Membership Forms**
  - pdf version
    - [S.A.L. Membership Application](#)
    - [S.A.L. Membership Renewal](#)
    - [Membership Transmittal](#)
    - [Membership Renewal Notice](#)
    - [Paid Up For Life Application](#)
  - word document version
    - [S.A.L. Membership Application](#)
    - [S.A.L. Membership Renewal](#)
    - [Membership Transmittal](#)
    - [Membership Renewal Notice](#)
    - [Paid Up For Life Application](#)
- Award Forms**

The Awards Committee accept nominations for the annual awards until the Spring DEC.
- Award Criteria**
  - [S.A.L. Member of the Year Award](#)
  - [S.A.L. Dual Member of the Year Award](#)
  - [Adjutant of the Year Award](#)

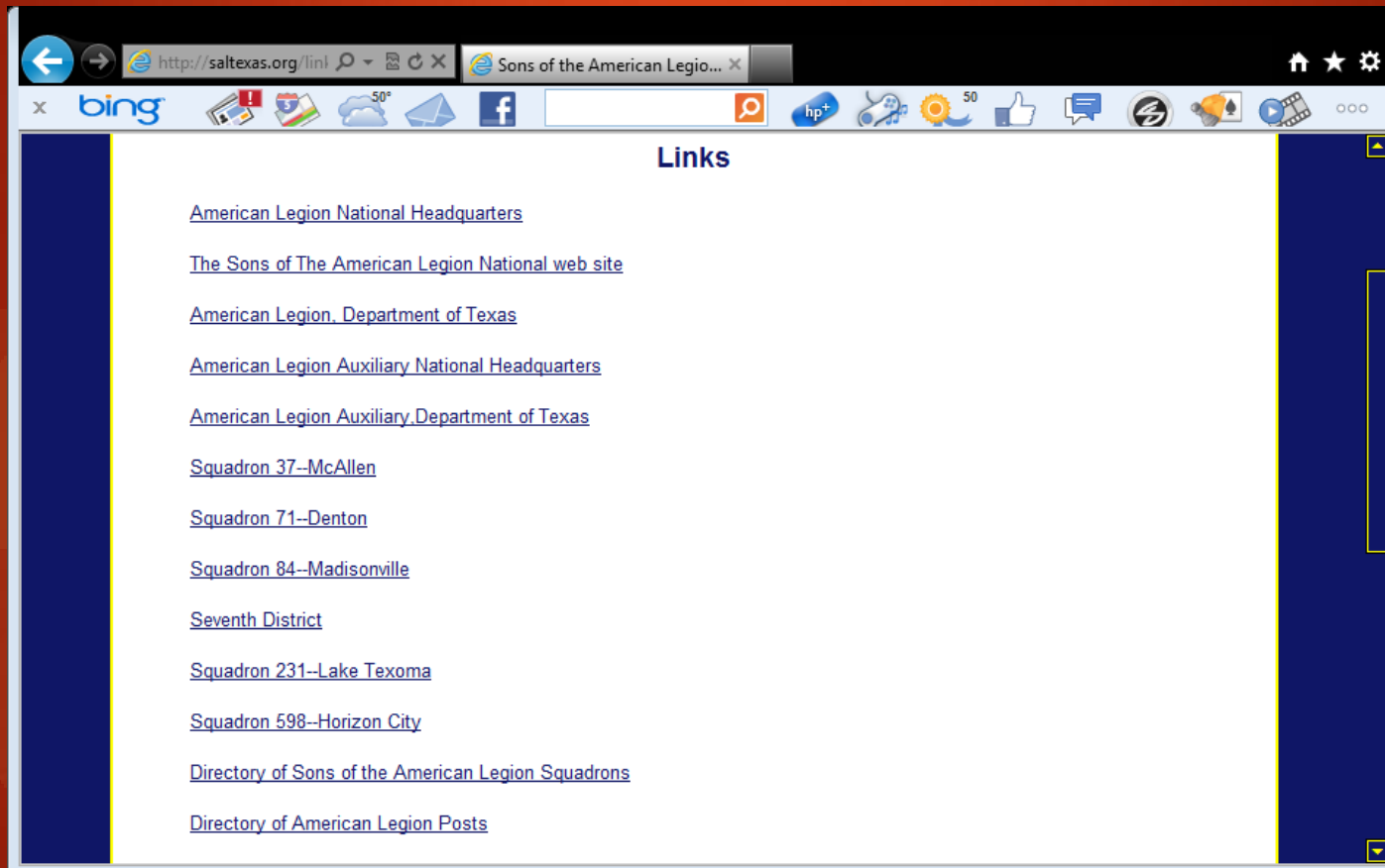


# Amendment recognizing SAL squadron

- ▶ Verify that your sponsoring Post has this amendment in its' constitution & bylaws.



# Links



# The Blue Book

- ▶ Each squadron commander should have a “Blue Book.”
- ▶ This is a directory of American Legion and Sons of The American Legion Posts/Squadrons
- ▶ State-Division-District and Post/Squadron officers and contact information.
- ▶ Committee chairmen-contact information

# Section 2

I know where to find information, what do I do now?

# Certification of Officers

http://salteas.org/forms

salteas.org

The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.

CERTIFICATION OF S. A. L. SQUADRON OFFICIALS

2011- 2012

TO: Department Adjutant, The American Legion, PO BOX 140527, Austin, Tx 78714

Officials elected to serve \_\_\_\_\_ Squadron No. \_\_\_\_\_

located at \_\_\_\_\_, Texas for the year \_\_\_\_\_

IMPORTANT-PRINT OR TYPE COMPLETE MAILING ADDRESS AND ZIP

CODE FOR EACH OFFICER

SQUADRON COMMANDER

ID # \_\_\_\_\_

Address \_\_\_\_\_ Ph: \_\_\_\_\_

e-mail \_\_\_\_\_

SQUADRON VICE COMMANDER

ID # \_\_\_\_\_

Address \_\_\_\_\_ Ph: \_\_\_\_\_

e-mail \_\_\_\_\_

SQUADRON VICE COMMANDER

ID # \_\_\_\_\_

Home page-downloads-online forms-certification of officers

Fill out this form and mail or scan and email to Department H.Q.

# Why is this necessary?

- ▶ Your squadron WILL NOT receive membership cards for the upcoming year if you do not submit a certification of officers form.
- ▶ The information on this form goes in to the “Blue Book,” so be neat and as accurate as possible when filling it out.

# What happens next?

- ▶ Once you or your Adjutant has submitted the certification form, you will receive a packet containing membership cards, a membership roster, applications, transmittal forms and other supplies.

# Meeting Goal

- ▶ As Commander, you are charged with ALL things pertaining to your Squadron...this includes membership and meeting your predetermined goal.
- ▶ A great way to start your membership drive is to have all officers pay their upcoming dues immediately after being elected. This should get you at least 5 renewals right off the bat.



# The Transmittal

REPORT # \_\_\_\_\_ LOCATION \_\_\_\_\_ SQUADRON # \_\_\_\_\_

Please submit 2 copies of transmittal sheet, along with DEPARTMENT & NATIONAL portion of each Membership card.  
TO AVOID ERRORS, PLEASE USE SEPARATE FORM AND CHECK WHEN SUBMITTING PRIOR YEAR MEMBERSHIP

TO: The American Legion  
Department of Texas  
PO Box 240527  
Austin, TX 78714

Date \_\_\_\_\_

NUMBER OF MEMBERS \_\_\_\_\_ @ \$10.00 \$ \_\_\_\_\_

For the membership year \_\_\_\_\_ (Payable to The American Legion, Department of Texas)

MEMBER NAME	MEMBER ID NUMBER
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Page: 1 of 1 Words: 339

- ▶ Home page-downloads-online forms-transmittal
- ▶ This form should be filled out at least once a month, and sent to Department.
- ▶ Do not “sit” on renewals, send them in a timely manner.

# What goes in the transmittal?

- ▶ Along with the transmittal sheet (2 copies)
- ▶ The 2 white portions of the membership cards (1 for National-1 for Department records)
- ▶ A check made out to The American Legion Department of Texas for the number of members being transmitted x \$10.00
- ▶ If you are sending in 13 members, the check will be in the amount of \$130.00

# Duties

- ▶ Ensuring that your Squadron has sent in a certification of officers form and is actively sending transmittals to Department are crucial elements of your position.
- ▶ Check the membership goal dates to see if you are on track.

# Section 3

- ▶ How do I run a meeting?

# Meetings

- ▶ The manual for conducting a proper and successful meeting can be found in the Squadron Handbook (along with other ceremonies and procedures.)
- ▶ If you do not have a hard copy of the handbook....USE THE WEBSITE!!
- ▶ Home page-downloads-squadron handbook

# Talk Tracks

- ▶ Discuss matters pertaining to your squadron-charities/volunteering etc.
- ▶ Log any donations of time or money that the squadron or members have contributed
- ▶ Talk about membership, projects or upcoming events the squadron has planned
- ▶ Remember that the only place to allocate/spend squadron funds is under new business.

# Keeping minutes

- ▶ A simple guide to recording the minutes of your meetings can be downloaded from our website
- ▶ Home page-downloads-sample squadron minutes

Squadron # \_\_\_\_\_

General Membership Meeting Minutes

Date: \_\_\_\_\_

Officers Present	Other Members Present
Commander:	
1st Vice Commander	
2nd Vice Commander	
Adjutant	
Finance Officer	
Judge Advocate	
Sgt-At-Arms	
Chaplain	
Historian	

# Why are minutes important

- ▶ Keeping an accurate and complete set of minutes from each meeting will save you time and energy down the road.
- ▶ If there is ever a question regarding motions or discussions from a previous meeting, refer back to your minutes.
- ▶ Use your minutes to complete the *Consolidated Report!!!???!!!*



# Section 4

## ▶ The Consolidated Report

- ▶ What is it
- ▶ Where does it come from
- ▶ How do I complete it
- ▶ Why is it important
- ▶ Who do I send it to
- ▶ When does it need to be completed

# What is it?

- ▶ The Consolidated Squadron Report is a form that covers the activity of donations and volunteer hours accumulated by a squadron in a given year. It is broken down into 4 sections:
- ▶ Americanism
- ▶ Children & Youth
- ▶ Veterans Affairs & Rehabilitation
- ▶ Other hours and donations not covered above
- ▶ Each squadron should strive to contribute to these 3 major pillars

# Americanism

- ▶ Americanism is promoting the American way of life by donating to programs such as Boys State, Oratorical Contests, Flag Education, Scouting, Color Guards, National Emergency Fund, Community Service, Legion Baseball and other such activities.

# Children & Youth

- ▶ C&Y or Child Welfare is our way of assisting the children of our great nation by donating to the Child Welfare Foundation, Special Olympics, Children's Miracle Network, Josh Dogs, Operation Military Kids and other projects.

# Veterans Affairs & Rehab

- ▶ As the name suggests, V A&R is our commitment to assist the veterans of our country. We do this by supporting Veterans Homes, V.A. Medical Centers, Fisher House, Family Support Network and Support for the Troops along with National Veteran's Assistance Day.

# Where does the form come from?

- ▶ The Consolidated Report originates at the National level and is distributed to each Detachment Adjutant. The reporting forms are then sent “down the line” from Division to District to Squadrons.

# How do I complete the form?

- ▶ The easiest way to complete the form is to reference the minutes of your squadron's meetings. If you kept an accurate and complete set of minutes, all donations and volunteer hours should be right at your fingertips. Simply add up the donations and hours for each category and "fill in the blanks."

# Why is the report important?

- ▶ The answer to this question is two-fold. First of all, as a program of The American Legion, the volunteer hours and donations from each S.A.L. Squadron should be reported to their sponsoring Post. Our numbers are added to their report, which goes “up the line” to District, Division, Department and finally to National. The only way Congress knows how much support The American Legion gives to these programs are through the Consolidated Reports.
- ▶ Secondly, the Squadron report shows that we are supporting The American Legion and fulfilling our promise as Sons to carry out the directives of our preamble.



# Who do I send it to?

- ▶ Once the form is completed, a copy should be immediately given to the Post Adjutant for reasons already covered.
- ▶ The remaining copies should be mailed/emailed back to your District Commander. (Division Commander if there is no District Commander in place.)

# When does it need to be completed?

- ▶ The exact date changes year to year, but it is based on the dates of the Detachment Convention. Instructions as to when the form needs to be completed and returned *should be included* with the form.

# Section 5    Review

Get to know the website

Certification of Officers

Meetings

Consolidated Report