

SQUADRON DATA REPORT INSTRUCTIONS

Instructions

Throughout the year, it is necessary for National to contact squadrons regarding membership renewals, awards, and general communications. In addition, National receives daily requests for post and squadron information from members and potential new members or others who are looking for information about The American Legion at the local level. Maintaining your squadron's current information with National Headquarters has become more important than ever.

Completing an annual Squadron Data Report (SDR) is necessary to inform your Detachment & National Headquarters of pertinent information regarding your squadron and, most importantly, membership renewal information. Complete an annual SDR even if your squadron information has not changed. Any information that has changed can be indicated by checking either the "CHANGE OR CORRECTION" boxes.

Squadron information will be maintained with National's records and published on the legion.org and mysal.org websites and through the "Post Locator" feature. Members who are traveling or have moved, or simply want to transfer, frequently refer to the Post Locator for assistance.

Remember to inform your Detachment & National Headquarters any time a change is made throughout the year.

Each question for the SDR requires specific information. Each question requires the following:

- 1) Enter the actual physical location of the squadron's location.
- 2) Enter the mailing address of the squadron (if different than the physical address). This should be the address where the squadron receives all mail and parcels.
- 3) Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the regular mailing or physical address of the squadron.
- 4) Write the dues amount each member pays for the current membership year. If your dues are changing, write the *effective date of the new rate. Unless noted otherwise, an effective date of July 1st will be entered to coincide with the first renewal notice of the new membership year.* Indicate your junior and dual dues rates, include the maximum age the junior rate is valid, i.e., 18, 19, 20, 21 years of age, etc. All district and or county per capita should be included in the annual squadron dues. The squadron will be responsible for paying any local district or county per capita dues directly.
- 5) Enter the business telephone number of the squadron. (Do not use a personal phone number of a member.)
- 6) Enter the fax telephone number of the squadron, if applicable.
- 7) Enter the squadron email address, if applicable. Enter the email address that is regularly monitored.
- 8) Enter the URL of the squadron website, if applicable.
- 9) Enter the name of the squadron Facebook page, if applicable.
- 10) Enter the date and time of your regularly scheduled squadron meeting. (Ex: 2nd Wednesday @ 7:00pm)

The Annual Squadron Data Report must be signed at the bottom of the page by the Squadron Adjutant or Commander. Unsigned reports will be returned for an authorized signature.

The Annual Squadron Data Report must be forwarded to your Detachment & National Headquarters no later than April 15th in order for squadron information to be processed in time for the first renewal notice.

If there is a subsequent change in the squadron's contact information or a change in the dues amount, the squadron must notify their Detachment & National Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if the proper notification was not received or if notification was not received in advance of the established deadlines.

NOTICE TO DEPARTMENTS & DETACHMENTS: All annual SDRs must be received at National by April 15th in order to be processed prior to printing the first renewal notices. Please forward as quickly as possible to IT/Data Services after receipt from the squadron; this will help ease processing at National.

MAIL: THE AMERICAN LEGION
ATTN: IT/DATA SERVICES
PO BOX 1954
INDIANAPOLIS, IN 46206

SCAN & EMAIL: dsforms@legion.org

It's important to know that if the SDR is not received by National, and a member renews on line, he will only be charged National dues of \$5.00 and Detachment dues of \$7.00. The \$7.00 will be returned to the Detachment, but there will be no funds to return to the Squadron. Then the Squadron will have to ask the member for his Squadron dues to get his card. You can see where this could lead. This online renewal for the SAL is new, but it can work well, if National receives the Squadron Data Report. Without it, it can be a dumpster fire.

American Legion Riders

The American Legion Riders perform many functions supporting the Four Pillars of The American Legion and are great ambassadors to the communities where they live. It's important to remember that to be eligible for membership in the ALR, they must first be members of The American Legion, Legion Auxiliary or Sons of The American Legion. Keep in mind that dues to the primary organization must also be paid on an annual basis or be a paid up for life member.