



ANNUAL POST DATA REPORT 2026 Membership Year

- MO (0) District Data as of 1/30/2025

Post's Legal Name (as shown on Post Charter): Post Location (as shown on Post Charter):

(Contact your Department Headquarters immediately if any of the information above is incorrect.)

Please type or print in ink and forward to the Department

CURRENTLY ON FILE:

CHANGE OR CORRECTION:

1) Post's Home (Physical) Address:

2) Post's Mailing Address:

3) Post's Dues Mailing Address:

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#.

4) Current Annual Post Dues:

2026 Dues will be \$.

NOTE: All dues rates will be effective July 1st unless an alternate Effective Date is entered.

Effective Date / /
Month Day Year

5) Post's Telephone Number:

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6) Post's Fax Number:

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7) Post's Email Address:

8) Post's Internet Website:

9) Post's Meeting Date & Time:

10) Post sponsors an ALR Chapter

11) Smoking permitted No Smoking

12) Facilities are available to rent for special events

13) Post has a Club Room (food/drink)

Post Adjutant or Commander Signature

Date

★ **IMPORTANT NOTICE** ★

Complete and return this form to your Department Headquarters no later than April 9, 2025. Failure to meet this deadline may cause the first 2026 Renewal Notices to be mailed with incorrect information.

Instructions

Throughout the year it is necessary for National to contact its Posts regarding membership renewals, awards, Veterans Affairs or other important information. In addition, National receives daily requests for Post information from members and potential new members, or others who are looking for information about The American Legion at the local level so maintaining current Post information on National's files has become more important than ever.

The Annual Post Data Report is used by the Post to inform the Department and National Headquarters of pertinent information regarding the local Post, most importantly, membership renewal information. The left column (CURRENTLY ON FILE) shows the information that National has on record for the Post. Updates to the information should be entered in the right column (CHANGE OR CORRECTION). Instructions or a description of each item is shown below.

This information will be maintained on National's records and, with Department approval, will be published on its websites (*legion.org* or *myLegion.org*) through its Post Locator feature. Members who are traveling or have moved, or simply want to transfer, frequently refer to the Post Locator for assistance. Maintaining current Post information on National's files has become more important than ever.

Please remember to inform your Department Headquarters any time a change is made throughout the year.

- 1) Enter the actual physical location of the Post home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Post may meet regularly at a banquet facility; it may or may not be the Post's mailing address.
- 2) Enter the regular mailing address of the Post. This should be the address where routine Post mail is received.
- 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 address of the Post.
- 4) Your Post's current dues are shown in the left column. If the dues rate is changing, write the dues amount to be billed to members for their 2026 membership. The change will be effective on July 1st unless an alternate Effective Date is entered below the new rate.

If questions 5, 6, 7, 8 or 9 below don't apply to your Post, write *Not Applicable* (or *N/A*) in that field in the right column (below Change or Correction).

- 5) Enter the business telephone number of the Post. (Not the personal phone number of any member.)
 - 6) Enter the fax telephone number of the Post, if applicable.
 - 7) Enter the Post's email address, if applicable. Many Posts now maintain an email address; it should be regularly monitored.
 - 8) Enter the URL of the Post's website, if applicable.
 - 9) Enter the date and time of your regularly scheduled Post meeting. (Ex: 2nd Wednesday @ 7:00pm)
 - 10) Check the box if your Post sponsors an American Legion Riders Chapter.
 - 11) Check the box that applies to your Post's smoking policy.
 - 12) Check the box if your Post facilities are available for rent to members and/or the public for special occasions. (*This is a common question directed to National Headquarters regarding its local Posts.*)
 - 13) Check the box if your Post has food/drink service available.
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The Annual Post Data Report **must** be signed at the bottom of the page by the Post Adjutant or Commander. Unsigned reports will be returned for the authorized signature which may cause the deadline for receipt of changes to be missed.

The completed Annual Post Data Report must be forwarded to your Department Headquarters no later than April 9, for the information to be processed in time for the first 2026 Renewal Notice.

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

NOTICE TO DEPARTMENTS: All Annual Post Data Reports must be received at National by May 1st to be processed before printing the first 2026 Renewal Notices. Mail to: The American Legion, Direct Renewal Specialist, PO Box 1954, Indianapolis, IN 46206