



THINGS TO KNOW ABOUT PROCESSING SAL MEMBERSHIP

MEMBERSHIP CARDS

The most important paperwork you will do is the MEMBERSHIP! It is the beginning of the Legion year, and you are receiving a new Membership packet with **2020** Membership Cards. This packet has three-part membership cards for each dues-paid member of your Squadron from the previous two years and a number of blank cards. The packet also includes a Membership Register with all dues-paid members of your Squadron from the previous two years in alphabetical order.

When a member renews his dues, you will fill out the information in all three sections of the card. When you have a new member, fill out the information in all three sections of a blank card. Be sure the cards are legible with complete addresses. Membership cannot be processed to National without sufficient information. The Membership Card (far right section) goes to the member to carry in his wallet. The other two sections (do not separate), along with a check or money order of \$8.00 per member, are submitted to Detachment Headquarters: Sons of the American Legion, Detachment of Missouri, P.O. Box 179, Jefferson City, MO 65102-0179. A dues calculation chart is located on the back for your convenience.

New or lapsed members (those who have not paid for two years) or those who have transferred to your Squadron on or after May 8, **2019**, may not have a **2020** pre-printed membership card or be listed on your roster. Membership cards and rosters are pre-printed at National Headquarters based on the membership database as of mid-May, a supply of blank 2020 membership cards are enclosed. Additional blank cards may be obtained by calling Melissa at Detachment Headquarters, 573-893-2353.

The Membership Register should reflect notation dates that the member(s) have paid. It is to be used for your personal record and bookkeeping convenience.

It is very important to send membership to the Detachment as soon as possible. Before mailing your renewals to Detachment Headquarters, please double-check to see that your check amount for the number of cards is equal. If you have a credit on file, please indicate you would like to clear that credit by enclosing a note with the cards. Members who have lapsed and want to pay for a prior year should be submitted on a blank card of the missed year. If you do not have a card for that year, please call Detachment Headquarters at 573-893-2353, ask for Melissa.

MEMBER DATA FORM

The Member Data Form (See Appendix 4) is used to report: 1) Name changes; 2) Address changes; 3) Date of birth; 4) Continuous year changes; 5) Transfers; 6) Reporting deceased members.

Regardless of the purpose your Squadron uses the Member Data Form, you will need to keep a copy for your files. The Detachment will forward the appropriate copies to their proper destination(s). If a member of your Squadron transfers to another Squadron, Detachment will return the pink copy to the new Squadron. Member Data Forms may also (preferably) be obtained online at our website: www.missourilegion.org →Forms SAL Forms SAL Membership Data Form.

Member Data Forms used for transfers, deceased and continuous year changes must be signed by the Post or Squadron Adjutant. Transfers to your Squadron and all other changes MUST also be signed by the member. Please make sure you have legibly filled out the appropriate areas of change on the form.

Please note that transferring members should be current on their dues, or their dues should be sent with the data form.