

The American Legion Department of Florida



2007 - 2008 Membership Processing & Awards Manual

Table of Contents

Special Notice.....	3
Direct Renewal Schedule	4
Membership - Opportunities Everywhere	5
Increasing Your Post Membership	6
Top Five Reasons	7
Need Help in Recruiting and Retention? FAQ.....	8-9
Membership Ideas.....	10
Are You A Snowbird?	11
Post 400 Request To Transfer Procedures.....	12
Post 400 Zip Code Request	13
Member Data Form	14
Member Data Form Instructions	15
Department Adjutants.....	16-17
Department Credit Card Processing	18
Credit Card Authorization Form	19
Credit Card Transmittal Form	20
Post Transmittal Form	21
Membership Roster Request.....	22
Back Dues Payment Form	23
Membership Promotional Material Request Form.....	24
Legion Supplies Request Form	25
Post Changes, Notification Form	26
Post Commander/Adjutant, Notification Form	27
Honorary Life Member - Department Notice.....	28
Report of Honorary Life Membership Award.....	29
Paid -Up-For-Life Information.....	30
Paid -Up-For-Life Application	31
Paid -Up-For-Life Instructions	32
Paid -Up-For-Life Rate Chart.....	33
National Awards Information.....	34-36
Department Awards Information.....	37-39
Individual Awards	40
Recruiter of the Year Nomination Form	41
Gold Brigade Certification Form.....	42
Gold Brigade Five Year Certification Form.....	43
Gold Brigade Six Year Certification Form	44
Silver Brigade Certification Form	45
Department Commander's Pin Form.....	46
Department Chairman's Pin Form.....	47
Membership Star Pin Form	48
Membership Card Verification Form	49
Membership Eligibility Dates.....	50

NOTICE

As you set up your records for the coming year, please remember that at the end of the year you will be expected to account for every membership card given to you with your membership packet.

(Form on page 49)

NOTICE

DIRECT RENEWAL SCHEDULE

CUT-OFF DATES	RENEWAL DATES
May 9, 2007	July 2, 2007
September 12, 2007	October 1, 2007
December 12, 2007	January 3, 2008
February 13, 2008	March 3, 2008*
April 9, 2008	May 1, 2008*

*These renewal notices are mandatory for delinquent members

DEPARTMENT OF FLORIDA

Post and District 2007 - 2008 Membership Goal Dates

Target Date	Required %	Points Awarded**
September 5, 2007	50%	2000
October 3, 2007	55%	2500
November 7, 2007	65%	3000
December 5, 2007	75%	3500
January 2, 2008	80%	4000
February 6, 2008	85%	4500
March 5, 2008	90%	5000
April 2, 2008	95%	5500
May 7, 2008	100%	6000

**See page 37 - 39

MEMBERSHIP– OPPORTUNITIES EVERYWHERE!

The American Legion is the largest and certainly one of the most respected veterans' organizations in the world. The American Legion today faces more critical issues than ever before, issues such as the War on Terrorism, Homeland Security, The Department of Veterans Affairs initiatives on CARES, and the support of military families on both Active Duty and in the Guard and Reserve components of the United States Armed Forces.

Legionnaires have made headlines across America, standing with the families of fallen warriors at military funerals, and working with new programs such as the "Heroes to Hometown" serving those outstanding and dedicated military men and women returning from the battlefield and beginning their long recovery from severe traumatic head wounds and amputations.

The opportunities in front of us are also endless. With the renewed interest of the public in military affairs and in veterans' health care, the Flag Amendment, and the growing support of Military commanders across the country, The American Legion is poised for growth. The expanded "DMS Plus" program has proven its ability to identify and bring into our reach an entirely new group of veterans from every war era—new members we must contact and transfer into our local posts.

The American Legion, bolstered by a strong membership, has taken the lead in defining issues facing women in the military services and registering veterans with the Desert Storm illnesses. Indeed, the Legion has taken a lead in establishing support—with the American Legion family Support Network, to servicemen and women and their families deployed all over the globe. Through experience, we know these issues and others will not go away. We must continue to strengthen our membership base to meet these and other challenges in the future.

Remember: A successful membership campaign requires teamwork to recruit new members and to retain those who have already joined.

Increasing Your Post Membership 10 Proven Steps to Use for Success

Do These Steps Today

1. Develop a Membership- Recruiting Team and use the team for scheduled Post membership drives. The Post membership director establishes goals and incentives for the membership team. Post officers recognize and reward team players that are responsible for achieving the membership goal.
2. Develop and use a prospect list comprised of area Veterans to include delinquent Post members and active and delinquent Department Headquarters Post members. The recruiting teams make personal contact with these prospects which results in renewals, reinstates or transfers for the Post.
3. Utilize the Total Force (Active Duty, Reserve, National Guard) as another good source for membership. Re-connect visits results in membership growth. Provide services and support for active duty personnel and their families. Sponsor dinners, family events and functions honoring Active Duty, Armed Forces Reserve personnel, and National Guard Units and their families.
4. Successful Post use available media outlets, Websites, Newspapers, Community Bulletin Boards and Radio and TV stations to announce American Legion sponsored meetings, activities and functions through (PSA) Public Service Announcements. (Link to Public Relations Handbook: http://www.legion.org/?section=pub_relations&subsection=pr_docs&content=pr_docs)
5. Match the interest of the membership to the sponsored activities. Keep activities and programs flexible and adjustable to easily allow changes to stay consistent with the need and interest of the Post membership.
6. Publish a monthly or quarterly Post newsletter. Post membership stays informed of activities, programs, and functions.
7. Keep post meetings informative, enjoyable, orderly and held on time and in accordance with The American Legion By Laws and the Manual of Ceremonies.
8. Post Welcoming Committee warmly greets new members, makes introductions and assigns mentors to the new Post members.
9. The American legion Family concept is utilized. The American Legion, Legion Auxiliary, and Sons of The American Legion. “The Legion Family” team up and work for the good of the community and their Post.
10. Interact with civic and patriotic organizations that share a mutual interest in the community, the youth of the community and Americanism programs.

Top Five Reasons Veterans and Their Families Join The American Legion

1. Satisfy a Mutual Interest-Topics, Concerns, and Ideas are shared with other Veterans.
2. Achieve Security - Discovers benefits are of value, Service Officer, Discounts on a number of services, strength in numbers for lobbying, etc.
3. Fill a Social Need - Association with others who enjoy similar events, experiences and activities.
4. Fill a need for Self-esteem - Organization has a positive image, provides an opportunity for volunteers to serve and be recognized for the services they provide and work they do.
5. Source of Information

Top Five Reasons Veterans and Their Families Renew Membership

1. Recognized for holding an office or being part of a team that accomplishes worthy projects. Recognized for being a member of a respected, reputable organization.
2. Post functions, activities, and programs meet expectations. Post Activities are educational, enjoyable, and beneficial to the member.
3. Security of knowing members benefits meet expectations, service officers are helpful and legislative actives are meaningful and important.
4. Sharing of personal ideas, goals, and feelings. Interaction with members that have similar views or interests.
5. The American Legion media system benefits membership. The American legion magazine, Legion Dispatch, Department and Post Newsletters combined with the Web site articles are interesting, informative, beneficial and accessible.

2007-2008 Membership Processing & Awards Manual
NEED HELP IN RECRUITING AND RETENTION?
Frequently Asked Questions

1. Why should I renew my membership when I don't visit the Post or go to Post functions?

Answer:

Your Legion membership counts when we appear before Congress on behalf of all Veterans. It shows Congress that you care about your earned Veteran benefits and entitlements, and it also shows them you care about those with who you served.

2. Who should I join when I already belong to two or three other veteran organizations?

Answer:

Many American Legion members belong to more than one veteran organization and assuredly many have felt those other organizations were more than adequate. However, once the veteran sees the work The American Legion does through community-based Americanism, Children and Youth and Scholarship programs, the positive aspects shine through. Discovering the initiative The American Legion showed in pressuring the VA to recognize Agent Orange related illnesses for the Vietnam Veteran and now the Desert Storm Veterans' issues with the Gulf War illness made the choice of joining another Veteran service organization an easy one.

3. I'm not old enough. Why should I join?

Answer:

Veterans with an interest in the future of their earned VA benefits and the future of American are old enough. Age is not the criteria for membership. Criteria for membership is having served honorably in the Armed Forces of the USA during a time of war or conflict.

4. Why should I join/renew and pay dues when I'm being helped through the VA without being a member of the American Legion?

Answer:

This is correct; your need not belong to The American Legion to receive benefits from the VA. However VA benefits are benefits that The American Legion worked hard to get for the Veteran, and now we need your help in lobbying to protect and save them. Your membership counts; Congress sees it as one more vote for the Veterans benefits.

5. Why should I join when my brother-in-law brings over his magazine for me to read?

Answer:

It is nice of your brother-in-law to share his magazine, but he is unable to share the rest of The American Legion experience. He can't share his Post membership activities, the camaraderie, benefits and discounts. Discounts on eye wear, prescription drugs, hotels

and motels, vacations, car rentals, Post events and activities are benefits that over 2.7 million dues paying, card-carrying members experience daily and enjoy.

6. Why should I join the American legion Post? Many Posts have non-veterans regularly visiting the clubroom and I don't wish to associate with them. I did the time and paid the price and they didn't.

Answer:

There are undoubtedly others who feel this way until they came to understand The American Legion Family. The American Legion Family is made up of the legionnaire and his or her family members. It consists of the Sons of The American Legion, whose membership is primarily sons and grandsons of a Legionnaire, and The American Legion Auxiliary, whose membership is comprised of wives, daughters, sisters and mothers of a Legionnaire. Yes, you may find yourself visiting the Posts' clubroom and sitting next to non-veteran, but this doesn't mean they aren't members they most likely are American Legion Family members.

7. What is the American Legion going to do for me?

Answer:

Since 1919 The American Legion has been there for all Veterans and it will be there for you today, doing what it as formed to do. The American Legion will provide service to you, the veteran, and help your family in a time of need. The American Legion gives you the opportunity to stand up and be recognized, along with nearly three million other members who have served our Nation in a time of war or conflict. Through Legion membership you work with others to improve benefits for the Veteran, make our communities better places in which to live, ad help to build a strong future for America, by teaching patriotism to our Nations youth. This is what The American Legion is going to do for you. Today is your opportunity to become a member of The American legion the Nations largest wartime Veterans organization.

8. Does my membership allow me access to other post across the country?

Answer:

Yes. You and your family are welcome to visit and share in the convenience of the post home you enjoy back in your hometown or wherever you are a member.

9. How long are my dues good for?

Answer:

The American Legion membership year runs from Jan 1 through Dec 31. The renewal process for the next year begins six months prior to the expiration of your current annual dues.

10. What type of service activities are Legionnaires involved with?

Answer:

The American Legion was instrumental in the creation of the Veterans Administration, and is universally recognized as the originator of the GI Bill of Rights. The Legion works constantly to maintain the rights and benefits earned by veterans through service to their country. Legionnaires are also involved with community activities ranging from hospital services and blood drives to youth programs such as Boy Scouts, civic Awareness, American Legion Baseball, scholarships and the annual American Legion Boys State/Boys National programs.

11. As a Legion member, how involved do I have to become in its service programs?

Answer:

That's strictly up to you. Some of our members are more involved than others but all members are encouraged to find a level of involvement that's comfortable for them.

WHAT YOU CAN DO.....MEMBERSHIP IDEAS

1. Ask your relatives and neighbors if they belong.
2. Present American Legion programs to other clubs, i.e. Rotary, Elk's, Civitan, Kiwanis, etc.
3. Talk to Active Duty and Guard Reserve Units
4. Watch for local newspaper announcements of recent graduates from Basic Training and call their families..
5. Set up an American Legion booth at local community events, festivals, fairs or in shopping malls.
6. Get The American Legion emblem and name out in the community by taking part in local holiday activities and parades: Memorial Day, Independence Day, Labor Day and Veterans' Day
7. Posts can obtain list of names of Headquarters Post 400 members in their community by contacting Department Headquarters.
8. Have a Labor Day Kick-off Campaign and include your American Legion Auxiliary and SAL.
9. Have an "Open House" for all veterans in the community.
10. Start a S.A.M. Club (Sign A Member) and have incentives.
11. Ask you bank if you can set up a "Veterans Week" display with an information table.
12. Using a script, conduct telephone campaigns.
13. Have a Jukebox Jamboree.
13. Hold a dart tournament.
14. Plan a motorcycle charity ride.

Are You a Snowbird?

(Example - you live in Indiana from April-October and Florida from November-March)

Does your Post have one or more members who are snowbirds, moving between two different addresses each year? Did you know that National can automatically change their address so that they never miss an issue of their magazine, their renewal notices or any other mail from National? If you have any members who would like to take advantage of this service, please let us know by having them complete the information below.

NOTE: This service works only if the member moves between two address at the same time each year. The members must provide a summer & winter address and the approximate date they move to/from each. Once their membership record is set up for our “snowbird” service, the member won’t need to notify us when they move unless they change either address entered below. Since most mailings from National are printed weeks in advance, please allow 6-8 weeks for the initial change to take effect.

Name _____

9-digit Member ID# _____ - _____ - _____

Address 1 (Summer)

I will be there from _____ To _____

Address 2 (Winter)

I will be there from _____ To _____

Member’s Signature _____ Date _____

This information should be mailed directly to the Address below (your Post should also be notified):

The American Legion
IT/Data Services
PO Box 1954
Indianapolis IN 46206

The completed form can also be faxed to (317) 860-3001

“MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED”

Post 400 Request to Transfer Procedures

Only those members renewing their current dues through Post 400 will be eligible for the \$8.50 rebate. Post 400 members must have two (2) or more continuous years. New DMS/400 members paying dues to National and out-of-state requests to transfer are not eligible for the rebate.

Department will forward to the local Post, the pertinent information concerning the individual member.

The post upon acceptance of the members will submit a completed Member Data Form and the request to transfer to Department.

Department will then credit the appropriate amount of money to the post for each qualifying member that is being transferred. The credit when processed will appear on the Post Membership Statement.

This member will not count in the current year towards the Post's 100% goal. However, the Post will get \$8.50 credit added to their account for each 400 member that is properly transferred.

If you receive a Request To Transfer and the member decides not to transfer, is rejected, or your post does not want to participate in transferring Post 400 members, it would be appreciated if you would return the Request To Transfer and the following form to Department so we can help the member find another post.

(Cut Here)

The following members, requesting a transfer of membership are being returned for the following reason:

- ____ Member decided not to transfer to our post.
- ____ Member wants to transfer to Post _____.
- ____ Member is not eligible for membership in the American Legion.
- ____ Post is not interested in transferring Post 400 members.
- ____ Other _____

Name/Title of person completing form

Post # / Date

Duplicate as Necessary

PURPOSE

To help increase the membership of your Post.

Request Form For Post 400 Zip Code Printout

Requested by Post # _____ District _____ Date _____

List zip codes in your area:

Mail or email List to:

_____/_____
Name Email

Address

City/St/Zip+4

(CUT HERE)

PURPOSE

To help increase the membership of your Post.

Request Form For Post 400 Zip Code Printout

Requested by Post # _____ District _____ Date _____

List zip codes in your area:

Mail or email List to:

_____/_____
Name Email

Address

City/St/Zip+4

Duplicate as needed

THE AMERICAN LEGION MEMBER DATA FORM INSTRUCTIONS

Please clearly print or type the information when filling out the form.

This is a newly designed form intended for use by electronic scanning equipment. Information that is not understandable or readable is subject to error. Your help is greatly appreciated and will permit National Headquarters to maintain a more accurate database of the American Legion membership.

The Member Data Form should be used to report

- * Name/Address Changes
- * Date of Birth
- * Continuous Year Changes
- * Post Transfers
- * Deceased Members

The Member ID No. and the Name of the Department is required for a Member Data Form to be by National Headquarters.

The following pertains to transfers only:

The transfer from one Post to another is a privilege granted to any paid-up Legionnaire with the approval of the Post to which the member desires to transfer.

A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:

1. No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended and are not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Post to another. The accepting Post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former Post.
3. A Legionnaire desiring transfer of membership must first secure approval from the post TO WHICH transfer is desired. This may be done orally or in writing. The Adjutant of the new Post will complete and route the parts of the form as instructed.
4. National Headquarters will carry through by transferring the member's record to the new Post, provided the member's current record is on file and provided the information on the transfer is complete.
5. Kansas or Nebraska Dept. Paid Life Members should check with their Department Headquarters prior to transfer.

ROUTE THE PARTS OF THE MEMBER DATA FORM AS FOLLOWS:

Parts 1-3: Send to Department Headquarters. The Department will forward part 1 to National, retain part 2, and mail part 3 to the Post that loses the member who transfers.

Part 4: Post should keep for their files.

NOTE: The signature of the Post Adjutant is required in reporting an Honorary Life Member, a deceased member, a transfer or a continuous year change.

DEPARTMENT ADJUTANT ADDRESSES/PHONE NUMBERS**PURPOSE**

Please send the 3rd (pink) copy of the Member Data Form to the Adjutant of the former Department for out of state members

ALABAMA	PO Box 1069, Montgomery, AL 36101, 334.262.6638
ALASKA	1550 Charter Circle, Anchorage, AK 99508, 907.278.8598
ARIZONA	4701 N 19th Ave, Ste 200, Phoenix, AZ 85015-3799, 602.264.7706
ARKANSAS	PO Box 3280, Little Rock, AR 72203, 501.375.1104
CALIFORNIA	117 Veterans War Memorial Bldg, 401 Van Ness Ave San Francisco, CA, 94102-4587, 415.431.2400
COLORADO	7465 E 1st Ave STE D, Denver, CO, 80230, 303.366.5201
CONNECTICUT	PO Box 208, Rocky Hill, CT 06067, 860.721.5942
DELAWARE	PO Box 925, Seaford, DE, 19973, 302.374.4275
D.C.	3408 Wisconsin Ave NW, #218, Washington, D.C. 20016, 202.362.9151
FRANCE	Schwalben Str. 19, 74613, Oehringen, Germany 011.49.7941.61260
GEORGIA	3035 Mt Zion Rd, Stockbridge, GA 30281-4101, 678.289.8883
HAWAII	612 McCully St, Honolulu, HI 96862, 808.946.6383
IDAHO	901 Warren St, Boise, ID 83706, 208.342.7061
ILLINOIS	PO Box 2910, Bloomington, IL 61702, 309.663.0361
INDIANA	777 N. Meridian St, Indianapolis, IN 46204, 317.630.1263
IOWA	720 Lyon St, Des Moines, IA 50309, 515.282.5068
KANSAS	1314 SW Topeka Blvd, Topeka, KS 66612, 785.232.9315
KENTUCKY	PO Box 2123, Louisville, KY 40201, 502.587.1414
LOUISIANA	1885 Wooddale Blvd STE 1006, Baton Rouge, LA 70806 225.923.1945
MAINE	PO Box 900, Waterville, ME 04903-0900, 207.873.3229
MARYLAND	War Memorial Bldg, Rm E, 101 N Gay St, Baltimore, MD, 21202 410.752.1405
MASSACHUSETTS	RM 546-2 State House, Boston, MA 02133, 617.727.2966
MEXICO	APDO 31-404, 45070 Guadalajara Jal., Mexico, 011-52-3-122.1989
MICHIGAN	212 N. Verlinden Ave, Lansing, MI 48915, 517.371.4720
MINNESOTA	20 W 12th St RM 300A, St Paul, MN 55155, 651.291.1800

MISSISSIPPI	PO Box 688, Jackson, MS 39205, 601.352.4986
MISSOURI	PO Box 179, Jefferson City, MO 65102, 573.893.2353
MONTANA	PO Box 6075, Helena, MT 59604, 406.442.5260
NEBRASKA	PO Box 5205, Lincoln, NE 68505, 402.464.6338
NEVADA	737 Veterans Memorial Dr, Las Vegas, NV 89101, 702.382.2211
NEW HAMPSHIRE	State House Annex, 25 Capitol St RM 431, Concord, NH 03301 603.271.5352
NEW JERSEY	135 W Hanover St, Trenton, NJ 08618, 609.695.5418
NEW MEXICO	1215 Mountain Rd NE, Albuquerque, NM 87102-2716, 505.247.0400
NEW YORK	Suite 400, 112 State St, Albany, NY 12207, 518.463.2215
NORTH CAROLINA	PO Box 26657, Raleigh, NC 27611-6657, 919.832.7506
NORTH DAKOTA	PO Box 2666, Fargo, ND 58108-2666, 701.293.3120
OHIO	PO Box 8007, Delaware, OH 43015-8007, 740.362.7478
OKLAHOMA	PO Box 53037, Oklahoma City, OK 73152, 405.525.3511
OREGON	PO Box 1730, Wilsonville, OR 97070, 503.685.5006
PENNSYLVANIA	PO Box 2324, Harrisburg, PA 17105, 717.730.9100
PHILIPPINES	PO Box 556, Manila 1099, Philippines, 063.711.85.49
PUERTO RICO	PO Box 11424, Caparra Heights Sta, San Juan, PR 00922-1424 787.792.4899
RHODE ISLAND	83 Park St, Rm 403, Providence, RI 02903-1079, 401.421.7390
SOUTH CAROLINA	PO Box 3309, Irmo, SC 29063-4014, 803.799.1992
SOUTH DAKOTA	PO Box 67, Watertown, SD 57201-0067, 605.886.3604
TENNESSEE	215-8th Ave N, Nashville, TN 37203-3583, 615.254.0568
TEXAS	PO Box 789, Austin, TX 78767, 512.472.4138
UTAH	B-61 State Capitol Bldg, Salt Lake City, UT 84114-1202, 801.538.1013
VERMONT	PO Box 396, Montpelier, VT 05601-0396, 802.223.7131
VIRGINIA	PO Box 11025, Richmond, VA 23230, 804.353.6606
WASHINGTON	PO Box 3917, Lacey, WA 98509, 360.491.4373
WEST VIRGINIA	PO Box 3191, Charleston, WV 25332, 304.343.7591
WISCONSIN	PO Box 388, Portage, WI 5390-0388, 608.745.1090
WYOMING	1320 Hugur Ave, Cheyenne, WY 82001, 307.634.3035

Department Credit Card Processing

Members now have the option of paying their dues by credit card. Only regular credit cards and debit cards bearing the VISA or MASTERCARD logo can be accepted. Store and gift cards are not valid cards.

The process is as follows:

*Upon receipt of the renewal notice, the member decides to pay his or her current year membership dues by credit card. The member will forward his or her credit card information and renewal notice to his or her post, the same as any other form of payment. The Post has the option of processing the credit card payment, if it is set up for credit processing. At that point, the credit card can be validated and the member's card can be issued. If the Post cannot process credit cards the Post should annotate the member on the Post roster, count him or her as paid and issue the membership card.

*Prepare a separate transmittal for renewal by credit card. Include the credit card authorization slip notice) and the membership card(s) . The total amount charged will be the total amount due the Post - unlike for cash or check payments, in which only the combined National and Department per capita is forwarded. No post check or cash should accompany credit card payments that the Posts wants the Department to process.

*After Department receives the authorization, the charge will be processed and the Post will receive a credit for the difference between the Post dues and the per capita.

*The post will be issued a notice detailing the members(s) processed at Department Headquarters and the date processed. When the Post Adjutant receives this information, he/she should double check the processing of the member in the Post records.

Please note that cards should be issued to the renewing member immediately. In the unlikely event that the credit card payment is invalid, the Post should deal with the member just as it would for checks that are not honored. The Department will notify Posts when credit payments transmitted to the Department are not approved by the credit card company.

Renewal notices prepared by the National Organization and mailed directly to members have been revised to reflect this change in processing. If the member does not have the dues notice, please use the form on page 15.

Please take careful note of this change in procedure. If you have any questions, please contact Department at 1.800.393.3378 ext. 231.

CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card

Post Dues \$_____ Master Card Visa Discover Expiration Date

Account Number

3 Digit Security Code (found on the back of credit card)

Post #_____ Members Signature_____ **(Signature Required)**

Use for Walk-ins Only

(Cut Here)

CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card

Post Dues \$_____ Master Card Visa Discover Expiration Date

Account Number

3 Digit Security Code (found on the back of credit card)

Post #_____ Members Signature_____ **(Signature Required)**

Use for Walk-ins Only

(Cut here)

CREDIT CARD AUTHORIZATION

I wish to renew my American Legion Membership by Credit card

Post Dues \$_____ Master Card Visa Discover Expiration Date

Account Number

3 Digit Security Code (found on the back of credit card)

Post #_____ Members Signature_____ **(Signature Required)**

Use for Walk-ins Only

Duplicate as necessary

BACK DUES –CONTINUOUS YEARS

Please complete this form and return it with a separate check (\$21.00 per year) so the member is credited with the correct numbers of years. List the number of continuous years for each year being paid. **DO NOT** include Current dues on this form.

Membership ID# _____ Post # _____
 Name _____
 Address _____
 City _____ State _____ Zip _____

Year Paid	Continuous Years	Year Paid	Continuous Years
			Continuous years for 2008

Cut Here

BACK DUES - CONTINUOUS YEARS

Please complete this form and return it with a separate check (\$21.00 per year) so the member is credited with the correct numbers of years. List the number of continuous years for each year being paid. **DO NOT** include Current dues on this form.

Membership ID# _____ Post # _____
 Name _____
 Address _____
 City _____ State _____ Zip _____

Year Paid	Continuous Years	Year Paid	Continuous Years
			Continuous years for 2008

Duplicate As Necessary

ATTENTION!!!

Will you be holding a membership rally???

Are you having a major event with a membership booth??

Do you need small promotional items?

Contact Department Headquarters

OR

Complete the form below and send to

The American Legion
Attn: Irene
PO Box 547859
Orlando FL 32854-7859

Request for Promotional Items

Post name/number _____ Date _____

Name of the event items will be used for: _____

Approximate number of items needed: _____ **Please Note Quantity is Limited**

Send items to:

Name _____

Address _____
(No PO Boxes)

City/ST/Zip _____

Contact Phone # _____

Allow approximately two weeks for delivery

Request for Legion Supplies

Date _____

Post # _____ Request from _____
Name/Title

Shipping Address _____
(NO PO Boxes)

City/State/Zip _____

Quantity	Stock No.	<u>Description</u>	<u>Quantity Shipped</u>
	30-001	Member Data Forms	
	30-005	Certificate of Initiation	
	30-006	First Dues Notice	
	30-007	Second Dues Notice	
	30-008	Third Dues Notice	
	30-009	Membership Applications	
	30-185	Why You Should Belong	
	32-001	Paid Up For Life Application	
	32-002	Paid Up For Life Brochure	
	90-001	Your American Legion/SAL Benefits	
	-----	\$1000 Accidental Death & Dismemberment Brochure and Enrollment Form	
	-----	The American Legion - Who We Are	

Allow approximately two weeks for delivery

Send To: The American Legion
 ATTN: Irene
 PO Box 547859
 Orlando, FL 32854-7859

Do Not Write Below Line

For Department Use Only

Date Received _____ Date Shipped _____

NOTIFICATION OF POST CHANGES

USE THIS FORM, to report changes made to any of the following items, after you have sent in the 2007-2008 Post Officer Report.

All Department mailings are based on the information you provide to us. Mail will go to the last address on file unless this form is received.

Post Name/# _____ Date _____

Post Mailing Address _____

City, State, Zip _____

Post Home Address _____

City, State, Zip _____

Post UPS Shipping Address _____

City, State, Zip _____

Post Phone # _____ Post Fax # _____

Post E-mail Address _____

Post Web Site Address _____

Commander and/or Adjutant; Use form on page 27.

Program Chairmen; Use appropriate forms in the Post Administrative Manual.

Post Officers' Signature _____

MAIL TO: The American Legion, Dept of Florida
 ATTN: Dept. Roster Changes
 PO Box 547859
 Orlando FL 32854-7859

FAX TO: 407/299-0901

Duplicate As Necessary

NOTIFICATION OF POST COMMANDER/ADJUTANT CHANGE

USE THIS FORM, to report changes either of the following officers, after you have sent in the 2007-2008 Post Officer Report.

All Department mailings are based on the information you provide to us. Mail will go to the last officer and address on file unless this form is received.

Post Name/# _____ Date _____

Change is for: _____ Commander _____ Adjutant

Name of Former Officer _____

ID# for Former Officer _____



Name of New Officer _____

ID# for New Officer _____

Address _____

City/State/Zip+4 _____

Home Phone _____ Business Phone _____

Fax# _____ E-mail _____

Signature _____

SEND TO: The American Legion, Dept of Florida
Attn: Dept. Roster Changes
PO Box 547859
Orlando FL 32854-7859

Fax: 407/299-0901

Duplicate As Necessary

REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS

Use this page and the next to notify Department Headquarters and National Headquarters of NEW Honorary Life Members in your Post.

Date _____

Memo To: Department of Florida

From _____ Post # _____
Signature of Post Officer

The following member(s) should not receive renewal notices through Nation’s Renewal Program. Exclusion will continue until National is notified otherwise by the Post/Department.

1. Members’ Name _____

Address _____

City/St\Zip+4 _____

2. Members’ Name _____

Address _____

City/St\Zip+4 _____

3. Members’ Name _____

Address _____

City/St\Zip+4 _____

Mail To: Department of Florida
ATTN: Membership
PO Box 547859
Orlando FL 32854-7859

Note: Information should be exactly as it appears on the Membership Register, unless the address on the register is incorrect. Do Not report members with “MH” beside their name on your roster.

*****Do Not use Member Data Form to report new “MH members”***
Do Not include PUFL or Deceased Members in this list**

Duplicate this form as necessary

REPORT OF HONORARY LIFE MEMBERSHIP AWARD

Mail To: Life Membership Dept., *The American Legion Magazine*
 PO Box 1055
 Indianapolis IN 46206

READ CAREFULLY:

I hereby report the following Honorary Life Membership award(s) for publication in *The American Legion Magazine*. This report is submitted with the understanding that:

1. Each Honorary Life Membership listed below was awarded to the member by our Post at absolutely no cost to the member. In each instance, the Post has made provisions to pay the Life Members' entire Department and National dues for the remainder of his or her life.
2. Due to severe space limitation, *The American Legion Magazine* cannot publish the names of the members who have purchased their own Life Membership under the provision of the Paid-Up-For-Life program and that no such members' name is listed below.
3. PUFLs purchased by the Post only and awarded to the member will be published.
4. Reports of Life Memberships are accepted for printing only when signed below by the current Post Commander, Adjutant or Finance Officer.

I hereby certify I have read the above criteria for publication of Life Members and certify that those listed below are fully qualified.

Signature/Title (Post Commander, Adjutant, or Finance Officer only)

TYPE OR PRINT CLEARLY

Name/Post # _____

Member Name	Member ID#	Year of Award

Duplicate as Necessary

UPDATED PUFL APPLICATION & NEW “PUFL HONORARY” DESIGNATOR

Through the years, many Posts have discovered that it's a smart choice to purchase a Paid-Up-For-Life (PUFL) membership through National for those members who have been awarded an Honorary Life Membership by the Post. There are a variety of reasons for a Post to recognize a members by bestowing an Honorary Life Membership, but it also means that the Post is accepting the responsibility of renewing that person's membership every year. By purchasing a PUFL Membership, it ensures that the member's dues are paid annually and on time. And the Post doesn't need to worry that someone will forget to renew the dues at some point in the future...causing possible embarrassment to the member, as well as the Post.



To this point, there was no obvious indicator that would separate a “regular” PUFL member from one who had received his PUFL as an award from the Post. The new PUFL applications being distributed will reflect several changes....one of those changes is a new field to indicate that the application is for a member who is receiving the PUFL as a gift awarded by the Post. A sample of the revised application is on page 27. You will see a box stating, Check here if PUFL is being awarded by Post (Honorary Life); during processing at National a special code will be placed on the member's record to record the Post's recognition. Also, in addition to the PUFL (P) code, Honorary Life (H) code, all membership rosters (annual, supplemental & quarterly) will now reflect the new TYPE code of an asterisk (*) to denote PUFL HONORARY. Existing supplies of the current PUFL application should be used first, however, the request for the PUFL Honorary code can be written on the form.

Note: If you currently have members who have been awarded a PUFL membership by the Post in the past, you can submit those names, with their Member ID numbers and request that the PUFL HONORARY code be added to their record.

There are a few other changes on the new PUFL application that will help speed processing. The member's signature is required on all applications, except for memberships being given as gifts, whether by an individual or the Post. An additional signature line has been added to use whenever payment is by a credit card that belongs to someone other than the applicant. NO credit card transactions will be processed without the appropriate signature of the cardholder.

On the reverse side of the application, a small paragraph regarding the deduction of dues paid in advance from the total PUFL fee. As noted, the deduction is to be taken by the Post at the time of application, and the payment submitted to National should be for the amount remaining after the deduction. For example, if a member pays 2008 dues of \$25.00 in August 2007, then he decides to purchase a PUFL membership in November, his 2008 dues may be deducted from the total PUFL fee, if the application is received at National by 12/31/07. So assuming this member's PUFL fee is \$251.00, and his PUFL application is to \$226.00. If this deduction is taken, it should be clearly noted in the margin on the front of the application.

2007-2008 Membership Processing & Awards Manual

	<p>THE AMERICAN LEGION NATIONAL HEADQUARTERS APPLICATION FOR PAID-UP-FOR-LIFE (PUFL) MEMBERSHIP (Please print clearly - see instruction on reverse)</p>	
--	---	---

APPLICANT'S NAME _____ MEMBER ID# _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. (____) _____ DATE OF BIRTH _____ TOTAL PUFL FEE \$ _____
(Mo/day/year) (See Chart on Reverse)

BRANCH OF SERVICE (check only one): US Army US Navy US Marines US Air Force US Coast Guard

SIGNATURE OF APPLICANT (required) _____
(Applicant's signature may be omitted only if PUFL is to be given as a gift. If card is to be mailed to another address, enter below)

Full Payment Enclosed OR Time Payment Enclosed - Required initial minimum payment of **10% of TOTAL** s down payment.
(See instructions on reverse)

PAYMENT IS MADE BY THE FOLLOWING METHOD (do not send cash):

Check or Money Order (Made payable to The American Legion) Check or money order number _____
 Charge to Master Card, Visa, Discover, or American Express

(Credit Card Number) (Expiration Date)

Date _____ Signature of card holder required, if different from applicant _____

IF GIFT, MAIL CARD TO: Check here if PUFL us being awarded by Post (Honorary Life)

Name _____ Mbr ID# (if applicable): _____

Mailing Address _____

City _____ State _____ Zip _____

THIS SECTION MUST BE COMPLETED BY THE POST ADJUTANT OR FINANCE OFFICER

1. By signature below, I certify that the PUFL applicant named above is a member in good standing and holds a valid membership card. Annual dues were last paid for the _____ Membership year and were paid to Post # _____ In the Department of _____

2. Check one:

Member is applying at a PUFL fee based on our annual Post dues rate of \$ _____.
 With Post approval this member is applying at a PUFL fee based on the reduced Post dues rate of \$ _____.

3. If applicable, this member is transferring from the above Post to (new) Post # _____ in the Department of _____

Signature of Post Adjutant or Finance Officer Dept/Post # Date Processed by Post

POST FORWARDS APPLICATION WITH PAYMENT TO DEPARTMENT HEADQUARTERS (RETAIN A COPY FOR POST RECORDS.)

THIS SECTION TO BE COMPLETED BY NATIONAL HEADQUARTERS

Member National Per Capita _____ Date Received at National _____
 Post Dept Per Capita _____
 Dept Post Per Capita _____

FORM #32-001 (JANUARY 2007)

^DETACH HERE^ _____ APPLICANT'S RECEIPT _____ ^DETACH HERE^

The member named above has applied for a Paid-Up-For-Life membership. The application has been certified by the Post and will be sent to the Department Headquarters with the payment noted above. After Department approval, it will be forwarded o National Headquarters for final processing. National will issue a permanent membership card in recognition of the member's status as a PUFL member of The American Legion.

THANK YOU FOR YOUR SUPPORT!! _____

Signature of Post Adjutant or Finance Officer

HOW TO BE A PAID-UP-FOR-LIFE LEGION MEMBER

Any existing member of The American Legion, in good standing can apply for PUFL membership, providing the member's Post is in a Department participating in the National Paid-Up- For-Life (PUFL) Membership Plan. (The Department of Kansas does not participate since it maintains its own plan.) To be in good standing, the member must have a valid membership card for the current year. After January 1, a member is delinquent if dues for the current year are not paid, and would need to pay current dues before being eligible to purchase a PUFL. Should a PUFL member hold membership in a Post whose charter has been canceled and the member is unable to effect a transfer, then the unused portion of the original fee will be refunded. The same rule will apply in the case of a member whose membership has been revoked by the Post. Except as stated, no refunds of PUFL membership fees will be made.

COST OF A PAID-UP-FOR-LIFE MEMBERSHIP

A PUFL membership is based on two factors-the member's age and the amount of the total dues of the Post at the same time. The total dues of the Post include the Department and National per capita and the amount of the annual dues retained by the Post. The dues amount used to compute the cost may NOT be less than the sum of the Department and National per capita. The chart below shows the cost of a PUFL membership for any age and for most Post dues. Pick out your age group (your age at last birthday) then find your Post dues in the left-hand column and go across to your age column to find your cost. For example, if your dues are \$25.00 and you are 65 years old, your cost is \$352.

THE APPLICATION FORM

The applicant fills out the top portion of the form, signs it, and turns it over to the Post Adjutant. Unless the membership is to be charged to Master card, Visa, Discover or American Express, payment by personal check or money order must accompany the application. If desired, arrangements may be made to pay the fee on time payment - enclose at least 10% of the total PUFL fee with the application. Coupons and envelopes will be sent to the member so monthly payments can be submitted until the balance is paid-in-full (must be paid within 12 months of the application date).

The Post Adjutant or Finance Officer must certify 1) the members is in good standing, 2) enter the last year for which dues are paid, 3) the Member ID#, and 4) the dues amount used to calculate the lifetime fee. After signing, the Post Adjutant or Finance Officer give the receipt to the applicant. The Post is encouraged to make a copy of the application for its records. The Post Membership Roster, and any other personal records should be marked to indicate the member has paid dues for life as of the date on which the applications is signed, or has started a Time Payment Plan.

DUES	AGE GROUP													
	24 & Under	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85 & Over
\$21	\$732	\$696	\$657	\$614	\$567	\$517	\$463	\$407	\$351	\$296	\$244	\$195	\$152	\$123
\$22	\$766	\$729	\$688	\$644	\$594	\$542	\$485	\$427	\$367	\$310	\$255	\$204	\$159	\$129
\$23	\$801	\$762	\$719	\$673	\$621	\$566	\$507	\$446	\$684	\$324	\$267	\$213	\$166	\$135
\$24	\$836	\$795	\$751	\$702	\$648	\$591	\$529	\$466	\$401	\$338	\$279	\$223	\$174	\$141
\$25	\$871	\$829	\$782	\$731	\$676	\$616	\$552	\$485	\$418	\$352	\$290	\$232	\$181	\$147
\$26	\$906	\$862	\$813	\$761	\$703	\$640	\$574	\$504	\$434	\$366	\$302	\$241	\$188	\$153
\$27	\$641	\$895	\$845	\$790	\$730	\$665	\$596	\$524	\$451	\$380	\$313	\$251	\$195	\$159
\$28	\$976	\$928	\$876	\$819	\$757	\$689	\$618	\$543	\$468	\$394	\$325	\$260	\$202	\$165
\$29	\$1010	\$961	\$907	\$848	\$784	\$714	\$640	\$563	\$484	\$408	\$337	\$269	\$210	\$171
\$30	\$1045	\$994	\$938	\$878	\$811	\$739	\$662	\$582	\$501	\$422	\$348	\$278	\$217	\$176
\$31	\$1080	\$1027	\$370	\$907	\$838	\$763	\$684	\$601	\$518	\$436	\$360	\$288	\$224	\$182
\$32	\$1115	\$1060	\$1001	\$936	\$865	\$788	\$706	\$621	\$534	\$451	\$372	\$297	\$231	\$188
\$33	\$1150	\$1094	\$1032	\$965	\$892	\$812	\$728	\$640	\$551	\$565	\$383	\$306	\$239	\$194
\$34	\$1185	\$1127	\$1064	\$995	\$919	\$834	\$750	\$660	\$568	\$479	\$395	\$316	\$246	\$200
\$35	\$1219	\$1160	\$1095	\$1024	\$946	\$862	\$772	\$679	\$585	\$493	\$06	\$325	\$253	\$206
\$36	\$1254	\$1193	\$1126	\$1053	\$973	\$886	\$794	\$698	\$601	\$507	\$418	\$334	\$260	\$212
\$37	\$1289	\$1226	\$1157	\$1082	\$1000	\$911	\$816	\$718	\$618	\$521	\$430	\$343	\$268	\$218
\$38	\$1324	\$1259	\$1189	\$1112	\$1027	\$936	\$838	\$737	\$635	\$535	\$441	\$353	\$275	\$223
\$39	\$1359	\$1292	\$1220	\$1141	\$1054	\$960	\$860	\$757	\$651	\$549	\$453	\$362	\$282	\$229
\$40	\$1394	\$1326	\$1251	\$1170	\$1081	\$985	\$882	\$776	\$668	\$563	\$464	\$371	\$289	\$235
Other*	\$34.84	\$33.14	\$31.28	\$29.25	\$27.02	\$24.62	\$22.06	\$19.40	\$16.70	\$14.08	\$11.61	\$9.28	\$7.23	\$5.88

*If the Post dues are not shown on the chart, compute the cost by multiplying the actual dues by the amount in the “Other” line, using the one at the bottom of your age column. For example, age 62 and annual dues of \$27.50 (multiply \$27.50 X \$16.70=\$459 {rounded to the nearest dollar}). If you use this method to compute the cost, double check your multiplication to verify the fee...this will avoid unnecessary correspondence and delay.

Note: If the member has paid dues in advance to the Post, the dues amount may be deducted from the total fee, provided the PUFL application is received at National prior to January 1st, the commencement of the new membership year. It is the responsibility of the Post to ensure te dues are deducted prior to submitting the application and PUFL fee. This deduction should be noted in the top margin of the front of the PUFL application..

NATIONAL AWARDS

Information for these awards is automatically sent to National Headquarters from Department

District Commander's New Post Achievement Award

District Commanders who achieve the goal of creating new American Legion Posts in their respective Districts and have the new Post Temporary Charter Application on file at National Headquarters by May 26, 2008 to qualify.

District Commander's Achievement Award and District Honor Ribbon

All District Commanders whose membership by May 7, 2008 exceeds the previous year's membership by at least the number of Posts in the District will be awarded the District Commander's Achievement Framed Certificate Award. In addition the District will receive an Honor Ribbon for it's District Colors.

District Commanders "Race to the Top" Competition (Cut-off date is March 31)

Competition will be divided into five categories based on the membership of the District without regard to geographic locations. District Commanders will compete in each of the following categories based on the final membership year totals and a top District Commander for the National Award will be selected from each of the five categories. Post Ribbons will be given to each top District Commander for all American Legion Posts in those districts. Second and Third place awards will also be presented in each category. The District Commanders will be awarded gift certificate in the amount of \$500.00 for second place or \$375 for third place, but no additional ribbons will be awarded for the Posts in these districts. **Must be 100% to qualify.**

<i>Category I</i>	<i>15 - 1499 members</i>
<i>Category II</i>	<i>1500 - 2999 members</i>
<i>Category III</i>	<i>3000 - 4999 members</i>
<i>Category IV</i>	<i>5000 - 7499 members</i>
<i>Category V</i>	<i>7500 + members</i>

The 500 Trip will be presented to the top District Commander and guest in each category whose District membership on March 31 represents the greatest percentage over the final previous year membership of the District. **The Commanders district cannot be less than 100% to qualify.** This First Place award entitles winner and guest to an all expense paid trip for five days to attend the Indianapolis 500 Race. The trip includes round-trip airfare tickets to the Indianapolis 500 and first class hotel accommodations for four nights. These District Commanders will also be awarded Post "Race-To-The-Top Ribbons for each of the district's Posts during their weekend in Indianapolis.

Second Place Awards will be presented to the District Commander in each category whose District membership on March 31 represents the second highest percentage over final previous year membership of that District. **The Commanders district cannot be less 100% to qualify.** Winners will receive a **\$500 Visa Gift Card.**

Third Place Awards will be presented to the District Commander in each category whose District membership on March 31 represents the third highest percentage over the final previous year membership of that District. **The Commanders district cannot be less than 100% to qualify.** Winners will receive a **\$375 Visa Gift Card.**

**SPECIAL INDIVIDUAL RECOGNITION
ACHIEVEMENT AWARDS
Department “Recruiter of the Year**

Each American Legion Post will have the opportunity to submit the name of the Recruiter from the Post who has signed up the highest number of new members for the 2007-2008 membership year by May 7, 2008. (Use form on page 41)

The Top New Recruiter, properly certified from each Post, will be awarded a certificate with his/her accomplishment inscribed thereon.

**MAIL IN TIME TO REACH DEPARTMENT HEADQUARTERS ON OR BEFORE:
*MAY 14, 2008***

National “Recruiter of The Year

The individual certified with the highest number of **NEW Members** recruited from among all the Departments will be declared “National Membership Recruiter of the Year”. The award will consist of an expense paid trip to the National convention. The trip includes, for the Legionnaire and spouse, round-trip air transportation, hotel accommodations for 6 days/5nights, and reserved seating tickets to the National commander’s Banquet for Distinguished Guests.

Awards for the National “Recruiter of the year” will be presented to the next highest 26 individuals:

1 - \$1000 Award Certificate for Emblem Sales

10 - \$150 Award Certificates for Emblem Sales

15 - \$100 Award Certificates for Emblem Sales

THE GOLD BRIGADE

*A Legionnaire who recruits 50 or more NEW members into The American Legion by May 10, 2008, will qualify for enrollment in the elite **GOLD BRIGADE** of The American Legion. These very special Legionnaires will be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special publication announcements in The Dispatch and in special articles in other publications. Members of the Gold Brigade will be recognized by the National Commander during the National Convention. The gifts awarded to a Gold Brigader will depend on the number of times he/she has qualified for this award. (Use form on page 42)*

FIRST time Gold Brigader will receive:

- Gold Brigade Patch
- Special Gold Brigade Cap Pin
- Gold Brigade Certificate

Choice of:

- Designer Jacket
- Polo Shirt
- Sweater with a Gold Brigade Logo

SECOND time (or more) Gold Brigader will receive:

- Gold Brigade Patch
- Gold Brigade Certificate
- "Hash mark" for jacket sleeve

-Choice of:

- Designer Jacket
- Polo Shirt
- Sweater with Gold Brigade Logo

FIFTH CONSECUTIVE YEAR AWARD

A Gold Brigader who has won the Gold Brigade Award for 5 consecutive years (to include the current membership year) is eligible for a distinctive Gold Brigade Blazer. A Legionnaire may only qualify for this award once every 5 years. (Use form on page 43)

SIXTH CONSECUTIVE YEAR OR MORE AWARD

A Gold Brigader who has earned the Gold Brigade Award for at least 6 consecutive years or more (including the current year) is eligible for a \$150 Visa Gift Card. (Use form on page 44)

THE SILVER BRIGADE

A Legionnaire who recruits 25 to 49 NEW members into The American Legion by May 7, 2008 will qualify for this award. A silver pin and certificate will be awarded. (Use form on page 45)

Note: Silver Brigade and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year

DEPARTMENT AWARDS - NEW FOR 2007 - 2008

POST, DISTRICT, AREA COMMANDERS, AND POST MEMBERSHIP CHAIRMAN WILL SELECT A GIFT BASED ON THE TOTAL POINTS ACHIEVED. THE MORE POINTS YOU GET THE BETTER THE PRIZES TO CHOOSE FROM.

Post, District, and Area - If you do not achieve a goal date you will lose the points for that goal only. (ie; If you reach 50% (2000 points) and 55% (2500 points) but fail to achieve your 65%, you will only lose those points for the 65% (3000 points). You would retain any points earned before the 65%.

Sample 1 (Making Every Goal)

Sample 2

Goal	Available Points	Points Achieved	Total Points Earned		Goal	Available Points	Points Achieved	Total Points Earned
50%	2,000	2,000	2,000	LEVEL ONE	50%	2,000	2,000	2,000
55%	2,500	2,500	4,500		55%	2,500	2,500	4,500
65%	3,000	3,000	7,500		65%	3,000	missed	4,500
75%	3,500	3,500	11,000	LEVEL TWO	75%	3,500	3,500	8,000
80%	4,000	4,000	15,000		80%	4,000	4,000	12,000
85%	4,500	4,500	19,500	LEVEL THREE	85%	4,500	4,500	16,500
90%	5,000	5,000	24,500		90%	5,000	5,000	21,500
95%	5,500	5,500	30,000		95%	5,500	missed	21,500
100%	2,000	6,000	36,000		100%	6,000	missed	21,500

EXTRA POINTS

December 31, 2007

Attain 100%	1,000
Sign up three (3) PUFLs.....	100
Sign up six (6) PUFLs	250
Sign up ten (10)PUFLs	500
Sign up ten (10) new/reinstatement members	100
Sign up fifteen (15) new/reinstatement members.....	250
Sign up twenty-five (25) new/reinstatement members.....	500
Transfer ten (10) Post 400 members	200
Transfer twenty-five (25) Post 400 members.....	400
Transfer fifty (50) Post 400 members	800

POST COMMANDERS

All Posts that achieve their 7500 points by the cut off date, November 7, 2007 and 19,500 points by the February 6, 2008 cut off date will be given their prizes at a reception held by the Department Commander at the Department Convention in July 2008.

All Posts achieving 36,000 or more points by goal dates will be awarded their prizes during the General Session at the Department Convention in July 2008.

Post Commanders and Membership Chairman will be given a list of prizes based on points achieved to choose from. The more points you achieve the greater the prize.

Top prize will be for those Posts that achieve 40,100 points by December 31, 2007 and will also be awarded at the general Session at The Department Convention in July, 2008.

There will be a Cash Grab at he fall meeting and Convention in each of the size categories. The Post Commander with the highest percentage of membership in each of the seven size categories will have an opportunity for a “Cash Grab” during the Fall Meetings and again at Department Convention.

DISTRICT AND AREA COMMANDERS

Goal Date	Percent of Goal	Available Points	
September 5, 2007	50	5,000	
October 3, 2007	55	5,500	
November 7, 2007	65	6,000	LEVEL ONE
December 5, 2007	75	6,500	
January 2, 2008	80	7,000	
February 6, 2008	85	7,500	LEVEL TWO
March 5, 2008	90	8,000	
April 2, 2008	95	9,000	
May 7, 2008	100	9,500	LEVEL THREE
Total Points Available		64,000	

Extra Bonus Points For District Commanders ONLY:	Start New Post	2,000
Extra Bonus Points (District/Area Commanders)	Reach 100%	1,500

District and Area Commanders who reach 16,500 points by November 7, 2007 will have lunch with the Department Commander and the Membership Team at the Team Meeting in February, 2008

District and Area Commanders achieving 64,000 points by making all the goal dates will be awarded their prizes at the General Session at the Department Convention July, 2008.

Top prize will be for those District Commanders who achieve 67,500 points and Area Commanders who achieve 64,000 points by December 31, 2007. They will be treated to a special gift at the "TEAM MEETING" in February, 2008

New Posts turning in a Charter Application by Delegate Cut-Off will receive \$300 and their District Commander will receive \$200.

The first District and the first Area Commander in each size category to reach 100% goal will receive reimbursement for two nights stay at Department Convention in July, 2008.

A list of prizes will be given to each Post, District, and Area Commanders showing a range of prizes based on the amount of points earned.

POST MEMBERSHIP

Category I	15 - 50
Category II	51 - 125
Category III	126 - 200
Category IV	201 - 400
Category V	401 - 750
Category VI	751 - 1,000
Category VII	1,001 - over

DISTRICT MEMBERSHIP

Category I	15 - 5,000
Category II	5,001 - 7,000
Category III	7,001 - over

INDIVIDUAL AWARDS

DEPARTMENT COMMANDER'S PIN

Awarded to Legionnaires who sign up twenty-five (25) new or thirty-five (35) renewals
(Use form on page 46)

MEMBERSHIP CHAIRMAN'S PIN

A Membership Chairman's Pin will be awarded to individuals who sign up five (5) new or fifteen (15) renewals. (Use form on page 47)

MEMBERSHIP STAR PIN

A Membership Star Pin will be awarded to the Legionnaires who sign up fifteen (15) new or twenty (20) renewals. (Use form on page 48)

TOP RECRUITER AWARDS POST/ DEPARTMENT/ NATIONAL

Post Adjutant send to: Department Headquarters, PO Box 547859, Orlando, FL 32854-7859

The TOP NEW MEMBER RECRUITER of membership enrolled for 2007-2008 as of May 7, 2008, and transmitted to *Department of Florida Headquarters* is: (PLEASE TYPE OR PRINT)

KEEP COPY FOR YOUR RECORDS

NAME _____ POST # _____ MEMBER ID# _____

ADDRESS _____

CITY, ST, ZIP+4 _____

NUMBER OF NEW MEMBERS ENROLLED _____ PHONE # _____

Attach list of names and I.D. numbers of new members

Next highest new member Recruiter (Make additional copies if needed)

NAME/POST # _____ MEMBER ID # _____

ADDRESS _____

CITY, ST, ZIP+4 _____

NUMBER OF NEW MEMBERS ENROLLED _____ PHONE # _____

Attach list of names and I.D. numbers of new members

Post Adjutant Signature Date

Department Adjutant Signature Date

**MAIL IN TIME TO REACH DEPARTMENT HEADQUARTERS
ON OR BEFORE MAY 14, 2008**

CERTIFICATION FORM
“GOLD BRIGADE” NEW MEMBER RECRUITER AWARD

RETAIN A COPY FOR YOUR RECORDS

MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 14, 2008

The following member of the Department of Florida qualifies for the “Gold Brigade” Award for enrolling 50 or more **NEW MEMBERS** into The American Legion by May 07, 2008.

ATTACH A LIST OF NEW MEMBERS FOR EACH NOMINATION FORM

First time qualifiers for the “Gold Brigade” receive:

A “Gold Brigade” cap pin, certificate, “Gold Brigade” patch, and choice of a jacket, sweater, or polo shirt with the “Gold Brigade” logo.

Second time qualifiers for the award receive:

A “Gold Brigade” certificate, patch, a “hash mark” for the sleeve, and the choice of either another “Gold Brigade” jacket, sweater, or polo shirt with the Gold Brigade” logo.

PLEASE CHECK THE APPROPRIATE BOX(ES):

This “Gold Brigade” award will be my:

A. () First “Gold Brigade” Award

B. () Other (Specify 2nd or 3rd time qualified):

IF you checked box “A” or “B” do you want: () Jacket () Sweater () Polo Shirt

Circle size: (S M L XL XXL XXXL)

Name/ID #: _____ Post # _____

Address: _____

City / State / Zip+4 _____

Phone (_____) _____ Number of New Members enrolled (minimum 50) _____

Post Adjutant Signature: _____ Date: _____

(Can not be after May 14th)

Address: _____

Department Adjutant: _____ Date: _____

CERTIFICATION FORM

GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD

The following member of the Department of Florida qualifies for the prestigious fifth consecutive year "Gold Brigade" Award for enrolling fifty or more new members into The American Legion by May 9, 2007 for the last five years. This award is a distinctive Blazer for the "Gold Brigader".

A Legionnaire may only qualify for this award once every five years

Attach a list of new members

Circle one:

Men's Blazer(Cut) Short, Regular, Portly (Stout), Long, X-Long, XX-Long

Even Sizes (34-54) _____ Size

Ladies Blazer(Cut) Short, Regular, Long, X-Long, XX-Long

Even Sizes (4-20) _____ Size

Please type or print legibly

Name _____ Post # _____ Mem ID# _____

Phone#(_____) _____

Years of being a Gold Brigader: _____ thru _____

Post Adjutant _____ Date _____

Department Adjutant: _____ Date _____

MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 14, 2008

CERTIFICATE FORM

GOLD BRIGADE SIXTH CONSECUTIVE YEAR OR MORE AWARD

The following member of the Department of Florida qualifies for the prestigious sixth consecutive year "Gold Brigade" Award for enrolling fifty or more new members into The American Legion by May 10, 2006 for the last six years or more.

This award is a \$150 **Visa Gift Card** issued by the First National Bank of Omaha.
Attach a list of new members

Please type or print legibly

Name _____ Post # _____ Mem ID# _____

Phone#(_____) _____

Years of being a Gold Brigader _____ thru _____

Post Adjutant _____ Date _____

Department Adjutant: _____ Date _____

MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 14, 2008

CERTIFICATION FORM
“SILVER BRIGADE” NEW MEMBER RECRUITER AWARD
ATTACH A LIST OF NEW MEMBERS
RETAIN A COPY FOR YOUR RECORDS

MUST BE INTO DEPARTMENT HEADQUARTERS BY MAY 14, 2008
The following member of the Department of Florida qualifies for the “Silver
Brigade” Award for enrolling 25-49 NEW MEMBERS into Department
Headquarters by May 7, 2008

Silver Brigaders receive a Silver Pin and A Silver Certificate.

Name: _____ Post # _____

Address: _____

City State Zip+4 _____

Phone (_____) _____

Number of New Members enrolled (25 to 49) _____

Post Adjutant signature: _____ Date: _____

Address: _____

Department Adjutant: _____ Date: _____

MAIL TO ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 14, 2008

DEPARTMENT COMMANDER'S PIN

Date_____

MAILTO: Membership Awards, The American Legion
PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up twenty-five new members or thirty-five renewals in Post #_____.

KEEP A COPY FOR YOUR RECORDS.

Adjutant Signature

Street address

City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

This form can be used repeatedly throughout the year as people qualify. Pins will be starting in March, 2008. Mail in any time, but no later than Department Convention.

DUPLICATE AS NECESSARY

MEMBERSHIP CHAIRMAN'S PIN

MAILTO: Membership Awards, The American Legion
PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up five new members or fifteen renewals in
Post # _____.

KEEP A COPY FOR YOUR RECORDS.

Adjutant Signature

Street address

City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**This form can be used repeatedly throughout the year as people qualify. Pins will be
mailed, starting in March, 2008**

Mail in any time, but no later than Department Convention.

DUPLICATE AS NECESSARY

MEMBERSHIP STAR PIN

MAILTO: Membership Awards, The American Legion
PO Box 547859, Orlando, FL 32854-7859

This is to certify that the listed members have signed up fifteen new members or twenty - five renewals in
Post # _____.

KEEP A COPY FOR YOUR RECORDS.

Adjutant Signature

Street address

City/ ST/ Zip+4

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**This form can be used repeatedly throughout the year as people qualify. Pins will be
mailed, starting in March, 2008**

Mail in any time, but no later than Department Convention.

DUPLICATE AS NECESSARY

Membership Card Verification Form

Complete this form and send it to Department Headquarters with all unused membership cards.

There will be a \$19.00 (subject to change in January 2008) charge for any cards not accounted for.

Post # _____ is turning in membership cards for the year

Post Officer Signature _____ Date

of Preprinted Cards issued (*refer to last page of post greenbar register*)

of Extra Blank Cards issued (*by Department during year*)

of Members Renewal (*preprinted and hand typed*)

of New Members and Transfers

of Cards used as *Replacement* cards

of Cards Unaccounted for: (Please list the *serial number* and/or *Member ID#* with an explanation) Use back if more space is needed. The serial number is found on the far right hand side of greenbar register.

1. _____

2. _____

3. _____

4. _____

Total cards used _____ Total cards returned

Membership Eligibility Dates

World War I

April 6, 1917 to November 11, 1918

World War II

December 7, 1941 to December 31, 1946

Korean War

June 25, 1950 to January 31, 1955

Vietnam War

February 28, 1961 to May 7, 1975

Grenada and Lebanon

August 24, 1982 to July 31, 1984

Panama

December 20, 1989 to January 31, 1990

Persian Gulf

August 2, 1990 to a date decided by US Government

US Merchant Marine

December 7, 1941 to December 31, 1946

(Must apply for veterans status)

For more information refer to the Post Officers Guide