

”Proud Possessors of a Priceless Heritage”



Squadron Adjutant's Manual

Published by

Sons of The American Legion Detachment of California
Adjutant's Office

1601 7th Street
Sanger, CA 93657

casons.org

1st Edition, April 2023

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Based on the 59th Edition of the National Publication

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Sons of The American Legion *Squadron Adjutant's Manual* ("guide") provides the reader with very general information about planning and conducting various programs. This guide is only intended to help assist volunteers and staff. With respect to information contained in this guide, neither Sons of The American Legion nor any of its officers, directors or employees make any warranty, express or implied, nor assume any legal liability or responsibility for the accuracy, completeness or usefulness of any information, apparatus, product, or process implemented at the Squadron/Post or Detachment/Department level. This guide only constitutes general advice and recommendations for operations based on best practices. Information within the guide stating "shall or must" is based on federal law or federal/IRS regulations and mandates. All other items of information in this guide are general suggestions except for the National Constitution and By-Laws. This guide does not constitute any type of legal advice. If readers have any concerns about anything in this guide after contacting their Post/Department leadership, then they are strongly advised to contact attorney or CPA licensed in their state for legal and/or accounting advice.

Please see 36 U.S.C. Section 21704: The Corporation (The American Legion) may provide guidance and leadership to organizations and local chapters ... **but may not control or otherwise influence the specific activities and conduct of such organizations (Departments) and local chapters (Posts).**

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FOREWORD

The *Squadron Adjutant's Manual* is a blueprint to assist in handling the business affairs of the Squadron and to provide efficient and effective service to members. It is a work in progress and will never be complete as long as officers and members in local Squadrons offer suggestions and recommendations.

The Detachment Staff do not have answers to every arising problem but are dedicated to making the job of Squadron Adjutants easier and ensuring the long-term growth and stability of Sons of The American Legion. By reading the information contained in this manual, the Squadron is better equipped to achieve the objectives of this great organization, which has served America's veterans since 1932.

Together, we are ***Proud Possessors of a Priceless Heritage!***

Adjutant

"You have been chosen to assist your Commander in the wise and effective administration of that office and to serve not only your fellow Sons, but also those whose relationship to the organization has led them to look for us for guidance and relief. You will find the duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our programs depends, to a great extent, upon you and your performance of the duties of your office."

– Charge from the installation ceremony

The Adjutant's job

The Squadron Adjutant is not just a recorder of minutes at a meeting; the role requires a lot more. The Adjutant is like a first sergeant of a military unit, around whom all Squadron activities revolve. Many Squadrons retain a good Adjutant in office over a period of years as opposed to a one-year position.

The Adjutant should provide continuity for the Squadron. While the Commander's duties are largely inspirational and executive, an Adjutant's duties are administrative. The Commander navigates the ship, but the Adjutant is the engineer who runs the ship's machinery and keeps the vessel on an even keel. The Adjutant is the personnel officer and personal point of contact for individual members of the Squadron. The Adjutant keeps membership records and minutes of meetings, assists the work of other officers and committees, and publishes official orders, announcements, and instructions.

The Adjutant's office is the conduit for communication with all levels of the organization and a hub for all Squadron activities. The Adjutant assists new officers and committees in getting started with their work and completing their endeavors.

Suggestions for the Adjutant

The only indispensable qualifications are honesty and willingness. The new Adjutant should go through all Squadron records at the earliest opportunity. The constitution and by-laws, minutes of meetings, and reports of officers and committees will give insight into the Squadron's policies and traditions. Communication from Detachment Headquarters and National Headquarters will provide additional information and instructions. Detachment Headquarters and staff can be extremely useful tools to an Adjutant.

Meeting minutes should be typed, printed, and kept as a permanent record of activities. All reports of officers and committees should be included in the minutes of the meeting to which they are submitted to assure they are made part of the permanent record.

Bulletins and periodicals

Members will inquire about everything concerning their connection with Sons of The American Legion. The Squadron should provide members with the information needed to fully engage with the organization. The Adjutant conveys information and instructions through regular communication.

Copies of *The CA Legionnaire Magazine* as well as Detachment and Squadron periodicals, if any are published, should be kept and made available to members.

Information is periodically emailed to Squadron Commanders and Adjutants. The Adjutant should forward applicable information to each committee chair. The Detachment headquarters' official contact with the Squadron is the Commander and Adjutant. The Adjutant should forward communications received from Detachment headquarters and National Headquarters to all members.

One of the best resources for any member is the Detachment website www.casons.org.

SECTION I – SQUADRON CHARTERS

- Naming a Squadron
- Change of Squadron name
- Location change
- Temporary and permanent charters
- Supplemental charters

A Squadron name will always mimic the name of the Post

A Squadron is sponsored by a Post. The name of The American Legion Post will then become the name of the Squadron. For example, if "The American Legion George Washington Post No. 0123 of Lincoln, CA" sponsored and helped to charter a Squadron, the name of the Squadron would be the "Sons of The American Legion George Washington Squadron No. 0123 of Lincoln, CA."

The Sons of The American Legion Squadron name will always reflect the words "Sons of The American Legion" in the Squadron's name. By the way, the acronym S.A.L. should always appear with periods, and should never be pronounced "Sal" as if it were someone's first name. It should be pronounced as the three individual letters "S" "A" "L," or, simply referred to as SONS.

Name or location change

If a sponsoring Post has a name or location change, then the name or location of the S.A.L. Squadron automatically changes with it. A new CSO and SDR should be filed with the Detachment and National offices, respectively, to report the change. (See page 11).

Charters

Any group of eligible member-candidates may apply for a Squadron charter from the national organization through their sponsoring American Legion Post to Department headquarters after meeting all requirements. The minimum number of new members to charter is ten (10). This does not include any present Sons who may plan on transferring into the new Squadron, or persons who have previously held membership in the Sons. It may include a Legionnaire who has not previously been a member of S.A.L., meets eligibility requirements, and wishes to become a "dual member" of the new Squadron.

A charter application is to be filled out with a copy for the Squadron, Department and Detachment Headquarters, and National Headquarters. The organizer of the Squadron must sign all three copies and list his address unless an address has already been established for the Squadron. The organizer's address is used for the Squadron's mailing address until the Squadron has a permanent address. An Annual Squadron Data Report (**see page 11**) is sent with the temporary charter to the Squadron, reporting the dues amount, permanent address and dues mailing address, if different than the permanent address.

SECTION II – REPORTS

- Consolidated Squadron Reports (CSR)
- Annual Squadron Data Report (SDR)
- Squadron Officer Certification (CSO)

Consolidated Squadron Report (CSR) form

The Consolidated Squadron Report (CSR) was established in 1975 to assist Detachment and National offices in the documentation of the various activities a specific Squadron has done during the 12-month reporting period, June 1 through May 31. The CSR may be the most important document the Squadron will complete all year. Updates can be made to the CSR throughout the year and saved on **MyLegion.org**. When the report is complete, click "Submit" and print a copy for the Squadron records.

A blank CSR requesting data on the Squadron's programs and activities is available on the Detachment's website **casons.org**. Submitted reports are included in a final report presented to Congress each year by the National Commander as justification for Sons of The American Legion's nonprofit status and to elaborate on what the organization does in local communities. The deadline for Squadron submission of the CSR to National Headquarters is July 1. Check with the Detachment for its submission date. The CSR form may also be completed on **MyLegion.org (see page 20)** and is available for download at **casons.org** on the Documents & Forms page.

If the Squadron had projects, activities or events that cannot be adequately covered on the report form, attach a written description with pictures and articles. The narrative report will be reviewed by personnel at National Headquarters. Each Squadron has a story to tell, and when we speak collectively the message of our story is magnified.

Annual Squadron Data Report

Throughout the year, Detachment and National staff will contact Squadrons regarding membership renewals, awards, subscriptions, veterans' issues, and other important information. **IMPORTANT NOTICE** All annual SDR's are due to National Headquarters by April 15th and must be received by National Headquarters no later than May 1st to be processed before printing the first renewal notices. In order for members to be able to renew their membership online, and the Squadron receive their portion of the dues balance after Detachment and National per capita, National must have this information on file. Otherwise, members will only be charged for the per capita. This form is also available at **casons.org** on the Documents & Forms page. Squadron Adjutants should submit these forms to the email or physical address for National appearing on the form.

Certification of Squadron Officers

It is critical for the Squadron Adjutant to report all Squadron officers to the Detachment Adjutant's Office immediately after election. The CSO (Certification of Squadron Officers) form is available on the Detachment's website at **casons.org**. All Detachment and National communications are addressed to Squadron officers. It is imperative that all contact information for Squadron officers be up-to-date and correct. The email address for submission by the Squadron Adjutant is on the form. **ALL INFORMATION MUST BE FILLED IN ON THE FORM OR IT WILL BE RETURNED, ESPECIALLY AN EMAIL ADDRESS FOR EACH OFFICER.** In addition to right after annual elections, this form should be used to inform the Detachment Adjutant as to any changes in your Squadron's Commander, Adjutant, or Post Advisor at any time. The CSO may be downloaded at **casons.org** on the Documents & Forms page.

SECTION III – MEMBERSHIP

- Eligibility
- Renewals
- Cards
- Rosters

Eligibility

All male descendants, adopted sons, and stepsons of members of The American Legion, and such male descendants of veterans who died in service during the period of April 6, 1917, through November 11, 1918, or any time from December 7, 1941, to date, who served honorably, as set forth in Article IV, Section 1, of the National Constitution of The American Legion, or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion.

Direct renewal dues notices

Every year, National Headquarters mails to almost all Sons one or more notices that their annual dues for the coming year are payable. This is made possible by printing on every renewal notice the amount of each Squadron's dues and the address to which dues are to be mailed. In early spring, the Detachment headquarters will ask Squadrons to provide this information on the Annual Squadron Data Report (**see page 11**). When the Squadron's annual dues or remittance address change, immediately inform the Detachment.

Squadron mailing address

The Squadron should use a permanent mailing address – either a Squadron or Post P. O. box or the physical location of the Squadron. Do not use the address of the Adjutant or other individual unless no other address is available. Difficulties arise when Squadron officers change, move or become incapacitated.

Dues amount

Only one dues amount can be shown for each Squadron. For example, National Headquarters cannot print "\$30 until November 1, \$35 after November 1." Any change to the dues must be updated using the Annual Squadron Data Report (**see page 11**).

Participation and schedule

Participation in the renewal program for notices mailed in the summer through the end of the year is voluntary (unless the Detachment mandates participation). Squadrons must notify their Detachment prior to May 1 if they want to be deleted or added to the summer renewal mailings.

Renewals mailed after January through the spring will be sent to all delinquent members in all Squadrons. Also, information on the mailing(s) will be described in various publications going to Squadrons.

Omitting members from renewal mailings

Some Squadrons have members whose dues are paid by the Squadron are noted as honorary life members, 50-year members, Past Commanders, etc. If the Squadron has members to whom renewals should not be sent, notify the Detachment in writing using the following format:

Please notify National Headquarters that renewal notices should not be printed for the following member(s) of this Squadron:

<u>Member ID #</u>	<u>Honorary Life</u>	<u>Member Name</u>	<u>Member Address</u>
123654789		John Sample	4321 Main St., Anytown, IN 46204 (example)

Note: When sending the name, address and 9-digit ID number, check the membership roster and submit the name and ID number exactly as they appear on the roster. The address should be submitted in the same way unless the address on the roster is incorrect.

Continuous membership certificates

Although the Squadron is responsible for maintaining continuous membership records for each member, National Headquarters offers its facilities to help compile and maintain accurate records. Years of continuous membership are printed on the individual's membership card each year. If a member's continuous years are not listed on the card, or if the number of years is wrong, a correction should be made by the Adjutant by completing the Member Data Form **(see below)**.

Member Data Form (MDF)

The Member Data Form (MDF) is a multipurpose form for tracking and providing accurate information on Squadron members. There are separate forms for American Legion (Stock No. 30-001) and Sons of Sons of The American Legion members (Stock No. 00-007). Both forms are available from Department headquarters. And the S.A.L. form is also available on our website at casons.org. With the exception of transferring members from one Squadron to another, most MDF changes can be made through MyLegion.org.

Instructions for the use of the MDF can be found on the reverse side of the form.

The MDF can be used to report:

Deceased member	Continuous years	Name correction
Address change	First war era served	Branch of service
Telephone number	Date of birth	Honorary life member
Email address	Squadron transfer**	

**Function only available using MDF

Always include the 9-digit member ID number, Squadron number and Detachment name. The signature of the authorized Squadron officer is required at the bottom of the form. Route the parts of the MDF as follows:

- Parts 1-3: Mail or email to National, Department and Detachment headquarters
 Part 4: Retain in Squadron files forever.

The information reported on the MDF should also be changed in Squadron membership records.

Transfer of membership

Membership transfer from one Squadron to another is handled by completing the Member Data Form. The right to transfer does not include the right to be accepted by any Squadron. Members still must vote upon acceptance of the applicant. Being the member of more than one Squadron at one time is a violation of Sons of The American Legion constitution. Formal transfer is the only method of transferring from one Squadron to another so continuity of Sons of The American Legion membership is not broken, and it is available to members in good standing.

IMPORTANT! Always ask prospective members if they currently are or have been members. If the member has a current or previous 9-digit member ID number, it should be reported on the transfer request and dues card forwarded to the Detachment.

Many members who change Squadrons simply start paying dues in the new Squadron without the formality of an official transfer. This can result in a duplicate membership record being entered in the database. Such transfers risk the member losing his or her continuous membership record. The member will also likely receive renewal notices from National Headquarters asking for dues to be paid to both the former and current Squadrons.

When a member transfers from one Squadron to another after payment of the current year's dues, the transferring Squadron shall retain said dues, but the transferred member shall be entitled to all the benefits and assume all the responsibilities of membership in the Squadron to which transfer is made, after such transfer is complete. No additional payment is required, even if the annual dues amount is higher in the Squadron receiving the transferred member.

NOTE: The receiving Squadron Adjutant is responsible for the paperwork on a transfer, including a copy of the MDF going to the losing Squadron.

Membership card

- ID number
- Squadron name
- Scan line
- Guide to the pre-printed card

Membership cards are pre-printed at National Headquarters with the names and addresses of the previous year's members and with the number and location of the Squadron. The card has three parts.

On the far right of the pre-printed 3-part card is the official membership card, to be given to the member after dues have been paid. The left and middle portions of the pre-printed 3-part card are identified as the national card and the Detachment card, respectively. These should at no time be separated from each other. General instructions for the processing of the 3-part card, also called the record card, are printed on the reverse side of the 3-part card.

The record card has several boxes used for collecting and correcting members' information. Procedures on making these changes are described as follows:

Membership ID number

Every member who gets a pre-printed card is assigned a 9-digit ID number, which will stay with the person as long as dues are paid continuously without a disruption in membership – even if a person transfers from one Squadron to another and proper transfer procedures are followed. For this reason, it is important to use the Member Data Form when transferring members (**see page 14**).

The official membership ID number is printed in four places on the pre-printed 3-part record card. It is printed twice on the left section, and once each on the other two sections (**see page 17**). The identifier is used to keep each member unique from other members and should be used whenever you contact Detachment, Department, or National Headquarters concerning a member. Use the 9-digit identification number to ensure the correct member's issues are addressed quickly and accurately.

Squadron name

For technical reasons, it is not feasible for National Headquarters to print the name of the Squadron on the member card (right portion of the 3-part preprinted record card). A line is provided so the name may be stamped, typed, or printed on the card by the Squadron Adjutant or authorized Squadron officer. The line below the member's name will have printing on it when received from National Headquarters; this is the space where the Squadron name may be added.

Scan line

When the left section of the record card (National Headquarters' portion) is processed, the primary line scanned is noted on the sample card; these are the series of numbers and characters A–F. Do not mark in this area. Marks cause processing errors.

2023 THE AMERICAN LEGION NATIONAL CARD				2023 THE AMERICAN LEGION DEPARTMENT CARD				HERE IS YOUR 2023 MEMBERSHIP CARD			
A BB C D EE FF 203555121 20 99999900 000025 5 L				MEMBER ID# 203555121 A DEPT/POST 9999 CONT YRS 30 NAME (FIRST MIDDLE LAST) JOHN X PUBLIC MAILING ADDRESS PO BOX 1234 YOURTOWN, AK 99999-1234 PHONE # 555-111-2222 H DATE OF BIRTH (MM/DD/YYYY) 01/02/1949 H EMAIL JXPUBLIC@EMAIL.COM H				Sign the card on the line provided and carry it with you. Payment of dues is hereby acknowledged (EDS) of which is allocated for a subscription to The American Legion Magazine and is non-refundable thereafter. Membership Card 2023 The American Legion "Forever Stronger Together" AK 9999 203555121 30 JOHN X PUBLIC YOURTOWN K THANKS FOR STILL SERVING AMERICA.			
War Era: <input type="checkbox"/> WWII <input type="checkbox"/> Korea <input checked="" type="checkbox"/> Vietnam <input type="checkbox"/> Lebanon/Gulf <input type="checkbox"/> Panama <input type="checkbox"/> Gulf War <input type="checkbox"/> Global War on Terror <input type="checkbox"/> Other Conflicts Branch of Service: <input type="checkbox"/> USA <input type="checkbox"/> USMC <input type="checkbox"/> USF <input type="checkbox"/> USCG <input type="checkbox"/> USMM (WWII Only)				GENDER: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female If applicable, place an "X" in the appropriate box below: <input type="checkbox"/> Deceased <input type="checkbox"/> Update record changes as noted <input checked="" type="checkbox"/> Duplicate of ED#				POST ADMITTANT'S INITIALS: <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> New <input type="checkbox"/> Transfer			

Guide to the pre-printed card information

A/B/C/D/E/F – The characters that appear here make up the scan line. Do not change any of the information on this line. Do not mark in this area for any reason.

- A** The permanent 9-digit member ID number, which remains the same as long as the member continues to pay dues annually or for life
- B** The membership year
- C** The Detachment and Squadron (and country when applicable)
- D** These numbers serve as a counter – for example, if the Squadron has 195 pre-printed cards for members from last year and you get an extra 25 blank cards (use for new members), the first card will have a 6-digit sequence number of 000001 and the last card will have 000220.
- E** This variable number is important only to National Headquarters.
- F** All American Legion cards have an "L," and Sons of Sons of The American Legion cards have an "S."
- G** Only the **first** war era and one branch of service in which a member served is indicated. Update if blank on pre-printed card.
- H** Current phone number, date of birth and member's email address. Update if blank on pre-printed card.
- I** Member gender identifier. Update if blank on pre-existing card.
- J** Update as appropriate.
- K** City in which the Squadron is located

Membership roster

- Squadron membership roster
- Blank cards
- Renewal
- New and replacement card processing
- Correcting information

When the Squadron receives the cards, it will also receive a membership roster. The membership roster is double-spaced between each record and has one or more printed sheets. The roster will list, in alphabetical order, all the previous year's members whose cards were received at National Headquarters before April 1. The roster may also include the names of members who paid dues in previous years but did not pay for the most recent year at the time of printing the roster. Their expired records are still in National Headquarters' data system. The Squadron can easily identify these records by reviewing the column headed "Last Paid Year" on the left side of the roster.

Special attention is called to the last five columns. Data in these columns is explained in the membership roster graphic on the next page:

Guide to the Squadron membership roster

Current Roster: MD Post 0171														
Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	Zip	Phone	Email	War Era	#Yrs	BOS	Type
A	2022	202020202	Marine	Johnny	1234 Any St	Anywhere	MD	20872-1007	202-555-1212	Starwars@gmail.com	VIETNAM	1	USMC	1YR
A	2022	212121212	Airman	Doug	4567 Mine Ave	Somewhere	MD	20872-2134	301-555-1212	Sorryman@verizon.net	VIETNAM	27	USAF	1YR
A	2021	303030303	Sailor	Sam	2466 Ridge Rd	Lincoln	MD	20854-2433	301-555-1111	Sailorsam@yahoo.com	LEBANON_GRENADA	25	USN	PUFL_RENEWAL
A	2022	250052250	Soldier	James	255 Falls Chapel Ct	Ringtown	MD	20872-1311	410-123-4455	Yoursoldier@aol.com	WWII	77	USA	PUFL_RENEWAL
	2022	300200400	Space	Kevin	2323 Lewis Ave.	Damascus	MD	20872-1274	619-444-1234	Spaceman@gmail.com	VIETNAM	13	USAF	1YR

Act/Dec This is the code that shows if the member is "A" (active) or "D" (deceased).

Paid This shows the last year of paid membership.

War era This identifies the member's war era on file. A member may have served in more than one era.

#Yrs This identifies the member's number of continuous years.

BOS This identifies the member's branch of service.

Type This indicates the type of membership. Examples are 1Yr (annual paying member).

Blank cards Every Squadron receives a pre-determined percentage of blank cards in addition to pre-printed ones. If you run out, request additional ones from Detachment headquarters. The blank cards are to be used for new members and providing duplicate or replacement cards ONLY.

Handling a renewal membership

After a member pays dues, locate the 3-part membership card and:

- Fill in the date paid on the center section.
- Update blank and/or incorrect member information field.
- Initial the center section next to "date paid" line.
- Sign the member's official card on the line reserved for the authorized officer.
- Place an X in the renewal box in the upper right of the center section of the Detachment card.
- Separate the member's card from the left and center sections (keep together). These go to the Department. Give or mail the card to the member promptly.
- Find the member's name on the membership roster, which is in alphabetical order, and mark the date paid in the column set aside for this purpose – the far-left column.

Member processing through **MyLegion.org** does not require submission of the Member Data Form (**see page 14**). Once the Squadron submits the member in a batch (online processing), the Squadron needs only to send the member the new card. No other documentation needs to be submitted to the Detachment or National Headquarters.

Handling new members

Instructions on the processing of new members also apply to:

- Transfers for whom there is no pre-printed membership card (Do not send the card's left and center sections to the Department if the transfer has paid for the current membership year as a member of the previous Squadron.)
- Any renewal without a pre-printed card

When a new member pays dues for the current year, take the first blank card from those supplied by the Detachment. The serial number printed on the card will be the 6-digit sequence number. Once the card is processed at National Headquarters, the member will be assigned a permanent 9-digit number that will appear on all future cards, mailings, and documents.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Print on the center (Detachment) section the following information: Member ID number (use 6-digit sequential number) • Squadron number • Years of continuous membership (one year for a new member) • First name, middle initial, last name of new member • Mailing address: street, city, state, ZIP code • Complete payment date • Squadron Adjutant initials • Check the "new" box | <ul style="list-style-type: none"> • Member ID number (leave blank) • Squadron number • Years of continuous membership (one year for a new member) • First name, middle initial, last name of new member • Mailing address: street, city, state, ZIP code • Phone number • Date of birth • Email address • Conflict • Branch of service • Gender (check appropriate option) |
|--|--|
- Print on the left (national) section the

Transfers should use their permanent 9-digit ID number. Put an X in the proper box in the center section to show renewal, new or transfer.

Date and initial the line in the center section to validate the card. If membership records are handled by someone other than the Adjutant, the initials of that designated official are acceptable.

Print the member's name on the first line of the official membership card (right side), just above the words "The above member has paid dues for (year) in the Squadron indicated." If the number of the Squadron has not been pre-printed, enter the Squadron number. On the second line of the official membership card, print or stamp the Squadron name.

A new member paying dues for the first time should be credited with one year of membership. Also, be sure to enter the number of years in the appropriate boxes on the left and center sections. Be sure to fill out all sections of the 3-part card. Do not change, strike over or mark out any of the numbers printed on the cards. Follow this rule when making cards for new and renewal members.

When transferring a current-year paid member, transmit the Member Data Form to the Department and issue the transferring member a current-year card (right section). Discard the Detachment and national portions of the 3-part card. It's recommended you make a notation

on the membership records so you and anyone else who handles membership cards has a written record of the Squadron's actions (**see Member Data Form, page 14**).

If you do not receive a pre-printed card for one or more members, fill out a blank card for the member. Submit the member's information and ID number as they appear in the national database. To view this information, access the member's information online through **MyLegion.org** or contact the Detachment headquarters. *Fill out a TRANSMITTAL form and mail with cards to Sanger with a check for the appropriate fees.*

Replacement membership card

If it is necessary to provide a replacement card, the Squadron can use one of the blank stocks provided.

Detachment record replica

If the left and center section of the 3-part card is lost or destroyed, the Squadron will provide a replica of the card by using a blank card. This should be reported to Detachment headquarters, in the event it requires the Squadron to account for how, when, and why every card is used. In preparing a replica card, take the first blank available from the supply provided, and type it to show, as much as possible, the same information as it appears on the original card. On the membership roster, make a notation as a written record.

If the Squadron runs out of membership cards

Every Squadron is provided extra cards, but if more are needed, request additional cards from the Detachment Adjutant's Office. However, they will not have the Squadron's number pre-printed on them. The Squadron will have to print the Squadron number on all three sections of the card when it is issued. The Squadron should also receive new membership roster sheets listing the sequential number of the cards. In all instances, write each member's name and address on the membership roster to have an accurate record of membership.

If duplicate cards are received

The Squadron might receive more than one pre-printed card for the same member. If this happens, process one of the cards as usual. On the other card, put an X in the box next to "Duplicate" in the lower right of the Detachment record and note the number of the duplicated member ID. Return all three parts of the card to the Department. Strike the duplicate name off the membership roster and note in the allotted space that the card was returned.

If a member has died

If the Squadron receives a pre-printed card for a member who has died, put an X in the box opposite the word "Deceased" in the lower right corner of the left section. Return the entire card to the Detachment. Note on the membership roster that the member is deceased, and the card was returned.

If a member dies after dues have already been transmitted, notice of the fact should be reported on a Member Data Form (**see page 14**) or directly online through **MyLegion.org**. Don't assume the Department and National Headquarters are aware the member is deceased. National Headquarters mails dues renewals periodically to unpaid members. Report deaths as

soon as possible so deceased members can be removed from the mailing list to avoid causing discomfort for the family.

If a member's information is incorrect

If a member's information is incorrect, put an X in the "update record changes as noted" box on the left section of the 3-part card. Put a line through the misspelled information and print the corrected information below the pre-printed information on the left and middle sections of the 3-part card.

Transmitting per capita membership dues payments

The Department headquarters has specific guidelines on how dues are to be transmitted. Although there is a perforation between the left and center sections of the card, do not separate these two sections. Both sections are sent intact to the Department.

On a regular basis (at least monthly), send to the Department all completed cards for which dues have been received, including renewals, new and transferred members. Send the payment along with the cards to the Department. If cards for deceased, unknown or duplicate members are being sent (all three parts) to the Detachment with member per capita payments, keep these cards separate from those including payment.

Write or stamp the date the dues were transmitted in the column headed "Date Transmitted" on the membership roster. If returning cards for deceased, unknown or duplicate members, note the date returned on the membership records.

Squadrons in all Detachments are able to transmit per capita membership dues payments directly to National Headquarters online through **MyLegion.org** using electronic checks (ACH). Using this option will reduce the process from three to four weeks to a few days, essentially eliminating the possibility of members receiving dues renewal notices once the Squadron submits the renewal.

Submitting a transmittal through the online processing system takes nine calendar days to process. Once it is accepted, it has advantages to the member, the Squadron, the Detachment and National Headquarters.

1. The member is added to the National Target Date membership reports.
2. The member is immediately available for Detachments to add to their membership reports.
3. The members are immediately excluded from any renewal notices (direct mail and email).
4. It prevents members from renewing online (duplicate payments).
5. The average turnaround time for paper transmittals sent to the Department (up to National Headquarters) is four or more weeks.
6. The Squadron saves money by not having to pay postage for a paper transmittal to the Detachment.
7. The Department does not have to process the Squadron transmittal (open package, out sort and count documents, deposit checks, etc.).

Maintain the membership roster for future reference

It is a good practice to keep the membership roster in order and to protect it.

Membership rosters are the Squadron's historical record of past membership and history. Membership records should be kept for the life of the Squadron.

Supplemental cards/rosters

Membership cards for the next year are printed between April 15 and May 1 each year by National Headquarters and sent to Detachments for distribution. For the balance of the year, until the April cycle rolls back around, activity changes for members continue to happen.

Honorary membership

Honorary, associate, social or guest memberships in Sons of The American Legion are NOT permitted. The Sons of The American Legion Constitution, Article IV, Section 2, states, "There shall be no form or class of membership except an active membership." All members must be eligible through the nature and timing of the U.S. military service of their predecessors.

Honorary life membership

Many Squadrons recognize their outstanding members for exceptional service or accomplishment by awarding what is known as an honorary life membership. In this option for active membership, the Squadron pays the honored members' dues for the remainder of their lives. Some Squadrons require just the per capita to be paid by the Honorary Life member. Various life membership cards and other items can be purchased from Emblem Sales. Be aware that when a member transfers to a new Squadron, the new Squadron is not required to honor the honorary life membership. As a result, the member may have to begin paying for their own membership.

Note: New and even experienced officers sometimes overlook transmitting honorary life members per capita payments. To avoid this happening, consider including the honorary life membership per capita payments with the first transmittal of the membership year (July) which includes officers.

SECTION IV – MYLEGION.ORG

National Headquarters has a free secure website to assist Squadron officers in their day-to-day membership processing duties. As of April 1, 2021, all MyLegion accounts are **member** accounts rostered with the ***email address on your membership record***. Adjutants and Commanders have an area called My Groups, which is the administrative side of MyLegion.org. It provides access to Squadron and Squadron membership management, rosters, reports, and online membership processing.

Membership tools

- View and update membership information for both American Legion and Sons of The American Legion (S.A.L.) members.
- Track member renewal online.
- Renew members, add new members and transfer paying members.
- Generate and print rosters for current, expired, and deceased members, and those marked “undeliverable.”
- Submit a Consolidated Squadron Report (CSR) electronically. **Restricted to Adjutants.**
- Search for headquarters Squadron and expired members near you to help grow the Squadron.
- Monitor all roster updates to members, including members transferring in and out.
- View leadership on file for the Squadron and squadron.

Manuals and brochures

- Download the *Officer’s Guide and Manual of Ceremonies*, *Adjutant’s Manual*, and other publications essential to day-to-day operations at legion.org/publications.
- Promote Sons of The American Legion in the community with brochures about Temporary Financial Assistance (TFA), Family Support Network (FSN), National Family Week and other programs.
- Take advantage of suggested speeches prepared by National Headquarters for Memorial Day, Veterans Day, Flag Day, Pearl Harbor Day, 9/11 and Sons of The American Legion’s birthday.

Site security

MyLegion.org is a member account rostered with an email address. Administrative officers (Adjutants and Commanders) can assign permission to those needing access to online rosters, reports, or membership processing without sharing login credentials. For more information regarding assigning permissions, go to Resources > How to use MyLegion > My Groups.

Online help

Online help is available in the Resources area of MyLegion. Step-by-step instructions, training videos and frequently asked questions are provided to assist with day-to-day membership responsibilities.

Online membership processing

To process membership and transmittals, S.A.L. Squadron Adjutants and Commanders must be signed in to **MyLegion.org** and have access to My Groups.

The following is a brief overview of how to process membership and transmittals:

Renew members

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the Squadron transmittal window.
- Search the member's name and check the box to the left of the name to renew. If no results are found, the member is already paid or is in a pending batch. Results in this search provide only the names of members eligible for renewal. The member is added to the transmittal batch and summary recalculates. Click "Save."
- Repeat this process for each member to renew. Select "Save" with each member added.
- Review the Squadron transmittal summary, which will also update the amount due. If the dues are not correct in the summary, contact Detachment headquarters.

Add a new member

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the Squadron transmittal window.
- Click "Add/Transfer Member" to view add/transfer scenario. A member information window will appear where you can add as much information as possible and save. Saving will add the member to the batch.

Transfer a member

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the Squadron transmittal window.
- Click "Add/Transfer Member."
- Enter Member ID number and last name (required). Then click "Continue."
- Verify member information, make any updates
and save.

Finalize the transmittal

- The "Save" button allows the transmittal to be saved and finalized on a later date. Transmittals are to be finalized within 14 days from the date opened.

- Selecting "Finalize" displays the members in the batch for a final review. Click "Finalize" a second time to reach the payment information window. To view members in the transmittal batch at any time, click "List Selected."
- Add payment information or select "Saved Bank Account" and "Pay Now." Check the "Authorization" checkboxes, then click "Pay Now." A transmittal receipt will appear for you to print or save.
- Bank information can be updated when finalizing a batch. On the transmittal payment window, select "Update Account Information."

Transmittal review

Review transmittal history from Group profile. Go to "Transmittal History" on the lefthand menu. A table will display a summary of transmittals. Select the transmittal number to view members in the batch.

Important information about online membership processing

Online processing is paid by e-check.

- After finalizing the first transmittal, a hold will prevent a second submission until the first transmittal is completed. This hold is to ensure payment information is stored correctly and to prevent multiple declines in the event the first transmittal is declined. Finalizing a transmittal prior to the first's completion will result in an error message.
- Current processing time can take up to seven business days. MyLegion will update transmittals once approved by the financial institution.
- There is a \$10,000 batch limit per transmittal. Amounts higher than that should be broken down to separate transmittals that meet the limit.
- Transmittals are to be finalized within 14 days. Members pay their dues with the expectation that they will be removed from future renewal notices, and that they will receive their membership cards in a timely manner. When Squadrons do not transmit in the allotted time frame, they run the risk of upsetting their members and making them not want to belong. Open transmittals not submitted in 14 days will receive a reminder to submit and are deleted if no action is taken. After that, all members in the transmittal will have to be re-entered.
- Finalized batches cannot be changed. Review your transmittal carefully prior to selecting "Pay Now." To remove members from the transmittal, prior to finalizing, uncheck the box next to the name and "Save." To delete the whole transmittal, select "Delete Transmittal."
- Renewing a member for the wrong membership year or any other incorrect transmissions are to be reported to the Department office in Sanger. Once a transmittal is in process, it must be completed before any adjustments can be made.

- Declined transmittal will require new bank information to be entered prior to submitting the next batch. This results in a new hold from submitting other batches until it completes.
- Transmittals declined are removed from "Transmittal History." Contact your MyLegion Support Staff with questions regarding missing transmittals.
- **Please note:** *A member who is registered on MyLegion.org has the ability to print a copy of their own duplicate membership card online in the system. Using a blank card is not necessary, or preferable to this option.*
- Online help is available in MyLegion.org > Resources.

Section V - CALIFORNIA ADJUTANTS NETWORK (CAN)

C. A. N. (California Adjutants Network) exists to accelerate progress in Squadron, District, Area, and Detachment levels of service by Adjutants through change-enabling experiences.

Guiding all that we do, C. A. N. will use these fundamental principles as our operating system:

- Assist in identifying, recruiting, standing up, and supporting interested and capable Sons as Adjutants at every level.
- Provide much-needed training, communication, and networking for, with, and through our Adjutants.
- Challenge conventional wisdom to discover new solutions to critical problems.
- Be entrepreneurial, maintaining nimble operating practices that enable it to invest in emerging opportunities and address unmet needs in the Sons of The American Legion – Detachment of California.
- Models best-in-class experience, paradigms, and execution.
- Actively commit to providing inclusive and accessible experiences with no age discrimination.
- Work to develop better organizations (units) at each level by developing better individuals.
- Prioritize time and resources to support the people and initiatives most likely to affect systemic change and sustainable progress in the fraternal experience.
- Make fiscally responsible decisions.

With the permission and endorsement of the Detachment Commander, and the blessing of the Executive Committee, Adjutant Alex Brandon has the responsibility for seeing his creation through to actuation. He has enthusiastically assumed all operational responsibility for the implementation of this idea/program. You already see the logo he has come up with to market this idea to the folks who will have to “buy-in” to the idea in order to make C. A. N. a useful tool. The bottom line is that Adjutants are the linchpin of the S.A.L. and need to feel important and appreciated. One of the things C. A. N. will strive toward is the longevity of the individuals in this position. More than any other officeholder, Adjutants are looked to for their institutional and historical knowledge. C. A. N. will endeavor to perpetuate that among our members. Membership is open to any Adjutant at any level in the DET of CA. Additionally, those persons who are identified by Adjutants as possible replacements may also join C. A. N. Any interested Commanders may also attend meetings or training sessions.

SECTION VI – NATIONAL EMERGENCY FUND (NEF)

- **Eligibility**
- **How to apply**
- **Contributions**

The National Emergency Fund program is one a great example of veterans helping veterans and their families through Sons of The American Legion. This “no-strings-attached” disaster relief program has helped thousands of American Legion members and their families to recover from declared natural disasters.

Eligibility

There are no premiums to pay into the NEF program. Rather, grants are made to Sons of The American Legion members in need. The only requirements are:

- Applicant must be a current member (or Squadron) of Sons of The American Legion or Sons of The American Legion in good standing prior to the date of the disaster.
- Area of residence must be a declared natural disaster by government authority (national, state or county).
- Applicant must be temporarily or permanently displaced from their primary residence due to damage occurring during a natural disaster.
- Application request covers immediate needs (temporary housing, food, water, clothing, diapers, etc.)
- Only one grant per household, per disaster.

Application requirements

For the quickest response, applications should:

- Be submitted to Detachment headquarters within 90 days of disaster.
- Include supporting data (photos, receipts, estimates, Squadron/district/Detachment officer statements, etc.) attesting to damage of the residence as well as costs incurred while displaced.
- Substantiate damage to the Squadron or residence occurring directly from the declared natural disaster, and how Sons of The American Legion Squadron will cease to provide “four pillar” support and activities to the local community due to sustained losses (in the case of Squadron application).

How to apply

NEF grant applications may be obtained by contacting the Detachment headquarters or National Headquarters at **(317) 630-1330**, or online at **legion.org/emergency**.

Not including all the required information can delay the grant processing time. Supporting documentation and photographs provided in support of the grant application will not be returned.

Once the grant application is filled out completely, **it is submitted to Department headquarters**, where grant applications are reviewed, and damages are assessed. The Department Commander and Adjutant recommend the grant amount. The amount of the grant is not to exceed \$3,000 for individuals and \$10,000 for Squadrons. The Department Commander OR Adjutant signs the grant application and forwards it to National Headquarters for review and final decision. If approved, a check for the applicant is issued and forwarded to Detachment headquarters for presentation.

Contributions

Since October 1989, the NEF program has provided more than \$10 million in direct financial assistance to The American Legion members, Sons of The American Legion members, and Squadrons. All contributions made to this fund are distributed directly to the Legion or Sons of The American Legion family member in need.

There are no administrative or fulfillment costs. Every dollar raised goes directly to assist members and Squadrons in need.

Contributions to the NEF have helped thousands rebuild their homes and lives and kept American Legion Posts from closing. For more information about how to donate or how the Squadron can contribute, visit legion.org/emergency.

Be prepared

Squadron officers are the first line of assistance to members when a disaster hits. Position the Squadron to provide immediate support when disaster occurs.

Develop a disaster plan for the Squadron and assign responsibilities. Have NEF forms pre-printed for members, as access to electricity and the Internet may be an issue. Have member lists printed and available to determine which members of the Squadron have been affected by the disaster. If permitted, go to affected areas to assist members. Bring a camera along, as affected members may not have access to one.

Helping members at a time when they feel most beaten is the quickest way to get a loyal member for life.

SECTION VII – BASIC TRAINING

In 2017, The American Legion introduced an updated online, self-paced course outlining American Legion history, values, and programs. Previously known as The American Legion Extension Institute (ALEI), the course is now called BASIC TRAINING and is the first of many self-paced online courses to be offered under the training banner at legion.org/basictraining. The course is intended to educate and empower American Legion, Auxiliary and Sons of The American Legion members.

The 90-minute course has six modules: History and Organization, Veterans Affairs & Rehabilitation, National Security, Americanism, and Children & Youth, plus a course wrap-up and comprehensive final exam. BASIC TRAINING centers on the Legion's four pillars, which offer a variety of programs that benefit veterans, servicemembers, their families, America's youth and citizens.

To take the course, go to legion.org/basictraining. The cost is free for American Legion and Sons of The American Legion members.

Every Squadron, District, Area and Detachment officer should complete this training.

National Veterans Affairs & Rehabilitation points of contact

VA&R policy and general information	(202) 263-5759, var@legion.org
VA health care or hospital issues	(202) 263-2998, var@legion.org
Environmental hazards (Gulf War, etc.)	(202) 263-2991, var@legion.org
Military discharge upgrades	(202) 263-2994, var@legion.org
Claims assistance/service officer	(202) 861-2700, var@legion.org
Appealed claims (Bureau of Veteran Affairs)	(202) 530-9141, var@legion.org
Veterans preference and employment issues	(202) 263-5771, vee@legion.org
VA&R brochures	(202) 263-5759, var@legion.org

SECTION VIII – FUNERAL HONORS

The rendering of military funeral honors is a way to show the nation's deep gratitude to those who, in times of war and peace, have faithfully defended our country. This ceremonial paying of respect is the final expression of thanks from a grateful nation to the veteran's family. A VA website, https://www.cem.va.gov/military_funeral_honors.asp, provides the general public with information on military funeral honors, as well as helpful links to related military and veterans websites. The site also serves as a resource tool for funeral directors as they assist veterans' families in arranging for military funeral honors.

The law requires, upon a family's request, that an eligible veteran shall receive a military funeral honors ceremony, which includes folding and presentation of the U.S. flag and the playing of taps. The law defines a military funeral honors detail as consisting of two or more uniformed military persons with at least one member of the honor guard being from the veteran's branch of service.

The DoD program calls for funeral home directors to request military funeral honors on behalf of a veteran's family. Veterans service organizations such as The American Legion (with the inclusion of Sons) may assist in providing military funeral honors. When military funeral honors at a national cemetery are desired, they are arranged by the funeral home prior to the committal service. A notice of at least 48 hours is required to organize the funeral detail.

The funeral director will assist veterans' families and answer questions regarding grave markers. Family members can also write to **Deputy Assistant Secretary of Defense (Military Community and Family Policy) 4000 Defense Pentagon, Room 5A726, Washington, DC 20380.**

SECTION IX – MILITARY AWARDS, DECORATIONS & RECORDS

Sons of The American Legion receives many requests from Sons and veterans related to the National Personnel Records Center (NPRC) in St. Louis, ranging from information on lost military personnel and medical records to replacement military awards and decorations, including duplicate DD214s. Download the Standard Form 180 (SF 180) at <https://www.archives.gov/veterans/military-service-records/standard-form-180.html> or contact the National Archives and Records Administration (NARA) at **(866) 272-6272**.

Requests for the issuance or replacement of military service medals, decorations and awards should be directed to the specific branch of the military in which the veteran served. However, for Army Air Corps, Air Force and Army personnel, NPRC will verify the awards to which a veteran is entitled and forward the request with verification to the appropriate service for issuance of the medals.

Use NARA to create a customized order form to request information or military personnel records. You may use the system if you are a veteran or next of kin of a deceased former member of the military. The next of kin can be a surviving spouse who has not remarried, father, mother, son, daughter, sister or brother.

If you are not the veteran or next of kin, you must complete the SF 180. Submit a separate request (either SF 180 or letter) for each individual whose records are being requested.

Presidential Memorial Certificate (PMC)

The Presidential Memorial Certificate is an engraved paper certificate, signed by the president, to honor the memory of honorably discharged deceased veterans. The Detachment of Veterans Affairs (VA) administers the PMC program by preparing the certificates, which bear the president's signature and express the country's grateful recognition of the veteran's service in the U.S. Armed Forces. Eligible recipients include the deceased veteran's next of kin and loved ones. More than one certificate may be provided.

Eligible recipients, or someone acting on their behalf, may apply for a PMC in person at any VA regional office or by U.S. mail only. Requests cannot be sent via email. There is no form when requesting a PMC. Include a copy of the veteran's discharge and death certificate. Submit copies only, as VA cannot return original documents.

To request a PMC, fax the request and all supporting documents to **(800) 455-7143** or mail it to Presidential Memorial Certificates (41A1C), Detachment of Veterans Affairs, 5109 Russell Road, Quantico, VA 221343903. For questions about the certificate you have received, a request you have already sent in or about the program in general, call **(202) 565-4964**.

QUICK REFERENCE GUIDE

AMMUNITION See the *Officer's Guide and Manual of Ceremonies*.

BURIAL FLAGS VA establishes eligibility. The local funeral director will assist you in obtaining a flag. Find more information online at <https://www.va.gov/burials-memorials/memorial-items/burial-flags/>.

CONTINUOUS YEARS CERTIFICATES National Headquarters issues certificates recognizing 50, 60 and 70 years of membership (**see page 13**).

CERTIFICATION OF OFFICERS It is extremely important to provide the Detachment with a list of all Squadron officers immediately following their election. This must be done annually or whenever there is a change in officers.

CHANGE OF CONTACT INFORMATION Be sure to note any change of contact information (mailing, email, phone) for any member of the Squadron by completing the Member Data Form or directly online through the Squadron myLegion.org portal. Member information can also be updated at legion.org/membershipmanagement.

CONSTITUTION AND BY-LAWS Sons of The American Legion National Constitution and By-laws are available for download at legion.org/sons/publications.

CUSTOMER SERVICE National Headquarters' customer service division handles member inquiries from individual members, Squadrons, districts, and Detachments. Inquiries may be submitted in writing to American Legion Customer Service, 5745 Lee Road, Indianapolis, IN 46216. Customer Service can also be reached by phone at **(800) 433-3318** or **(317) 860-3111** between 8 a.m. and 4:15 p.m. EST Monday through Friday, by fax at **(317) 860-3130** or by email cs@legion.org. **Note:** These contacts are not for issues related to Emblem Sales or MyLegion.org.

EMBLEM SALES / SUPPLIES Each Squadron Commander and Adjutant receive a copy of the latest Emblem Sales catalog. Additional copies may be obtained from Emblem Sales online at emblem.legion.org or call toll free at **(888) 453-4466**.

MYLEGION.ORG Contact the MyLegion.org Support Team by phone at **(833) 253-9995**, fax at **(317) 860-3131** or email at mylegion@legion.org.

RESOLUTIONS See the *Officer's Guide and Manual of Ceremonies*.

RIFLES (CEREMONIAL) See the *Officer's Guide and Manual of Ceremonies*.

SURPLUS MILITARY EQUIPMENT See the *Officer's Guide and Manual of Ceremonies*.



www.casons.org

SONS OF THE AMERICAN LEGION

1601 7th Street
Sanger, CA 93657

Connect [Legion](#)

Any CA Sons or Legion member may contact Adjutant Alex Brandon
Mon. – Sat., 9 AM – 9 PM.

His office is closed Sundays, federal, state, bank, and religious holidays.

His direct email and cell phone are alex_brandon@msn.com and (760) 977-9155.

His mailing address is P. O. Box 290007, Phelan, CA 92329.