

Instructions

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

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

This information will be maintained on National's records and, with Department approval, may be published on its website (legion.org or myLegion.org) through its Post Locator feature.

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

1. Enter the actual physical location of the Post home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Post may meet regularly at a banquet facility; it may or may not be the Post's mailing address.
 2. Enter the regular mailing address of the Post. This should be the address where routine Post mail is received.
 3. Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the regular mailing address of the Post.
 4. Your Post's current dues are shown in the left column. Write the dues amount to be billed to members for their 2016 membership. If dues are changing, write the effective date of the new rate.
- If questions 5, 6, 7, 8 or 9 below don't apply to your Post, write *Not Applicable* (or *N/A*) in that field in the right column (below Change or Correction).**
5. Enter the business telephone number of the Post. (Not the personal phone number of any member.)
 6. Enter the fax telephone number of the Post, if applicable.
 7. Enter the Post's email address, if applicable. Many Posts now maintain an email address; it should be regularly monitored.
 8. Enter the URL of the Post's website, if applicable.
 9. Enter the date and time of your regularly scheduled Post meeting. (Ex: 2nd Wednesday @ 7:00pm)
 10. If your Post has a Legion Riders Chapter, check the box.

The *Annual Post Data Report* must be signed at the bottom of the page by the Post Adjutant or Commander. Unsigned reports will be returned for the authorized signature, which may cause the deadline for receipt of changes to be missed.

The completed *Annual Post Data Report* must be forwarded to your Department Headquarters no later than April 15, 2015 in order for the information to be processed in time for the first 2016 Renewal Notice.

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

NOTICE TO DEPARTMENTS: All Annual Post Data Reports must be received at National by May 1st in order to be processed prior to printing the first 2016 Renewal Notices. Mail to: The American Legion, Post Data Report, PO Box 1954, Indianapolis, IN 46206.