



# *The American Legion, Department of Indiana*

5440 Herbert Lord Rd, Indianapolis, Indiana 46216  
(317) 630-1300 (317) 237-9891 (Fax)

*For God and Country*

---

## MEMORANDUM

**DATE:** April 11, 2019

**MEMORANDUM TO:** All Posts  
**FROM:** John Crosby, Department Adjutant  
**SUBJECT:** 2019-2020 Department & National Reports

Please find the following forms referenced below in this mailing. Each form is unique and requires your attention to properly and timely report your Post information to Department and National Headquarters. Each form comes with directions. These forms are also available for download at [www.indianalegion.org/forms](http://www.indianalegion.org/forms).

Forms to Department Headquarters should be mailed to 5440 Herbert Lord Rd., Indianapolis IN 46216, ATTN: Audra Leary. Forms can be scanned and emailed to [membership@indianalegion.org](mailto:membership@indianalegion.org). Please allot the proper time required to meet each form's respective deadline.

### NATIONAL FORMS

- **Notification of Post/Squadron Commanders & Adjutants**
  - Due to Department Headquarters **no later than July 1, 2019**
  - This report is used by the National Headquarters to input current officers into MyLegion.org
  - If 2019-2020 Post Commanders or Adjutants cannot fulfill their one-year term, the Post is responsible to report updates of their officers throughout the year
- **Consolidated Post Report**
  - Due to National Headquarters **no later than July 1, 2019**
    - If mailing paper copy, mail **no later than June 24, 2019**
  - Report your Post's activities from June 1, 2018 through May 31, 2019
  - Reports can be made through MyLegion.org
    - No paper copy necessary if completed through MyLegion.org
    - Reporting through MyLegion.org available through July 1, 2019

### DEPARTMENT FORMS

- **Post Annual Awards Packet**
  - Due to Department Headquarters **no later than June 1, 2019**
  - If mailing paper copy, mail **no later than May 25, 2019**
- **Post Officer Certification**
  - Due to Department Headquarters **no later than June 11, 2019**
- **Delegate/Alternate Certification Form**
  - Due to Department Headquarters **no later than June 11, 2019**
- **Post Committee Chairpersons**
  - Due to Department Headquarters **no later than July 1, 2019**

Please direct any questions to Department Adjutant John Crosby by phone at 317-630-1264, or email at [jcrosby@indianalegion.org](mailto:jcrosby@indianalegion.org).

Thank you,

A handwritten signature in black ink, appearing to read 'John Crosby', with a stylized flourish at the end.

John Crosby, Adjutant  
The American Legion,  
Department of Indiana

*This copy for:*

Rodney Strong, Commander

Jim Koutz, Past National Commander

Jerry Jordon, National Executive Committeeman