SONS OF THE AMERICAN LEGION

2018 - 2019 MEMBERSHIP GUIDE AND AWARD MANUAL

Doug Heiser
Detachment Commander

“WORKING EVERYDAY THE AMERICAN LEGION FAMILY WAY”
To: District Commanders  
     Squadron Commanders  
     Squadron Membership Chairman 

From: Raymond Giehl III, Detachment Membership Chairman 2018-2019 

Please take time to read the Membership material contained within this packet. As you will see there are many opportunities for your Districts and Squadrons to receive cash rewards for obtaining specific goals. 

As some of you will notice, there are very few changes from last year. My reasoning is to keep it familiar and easy to understand. 

The future of the Sons of The American Legion is in your hands and it is through our membership that we will stay strong. Without Membership and everyone we cannot do what we all love to do and that is taking care of OUR Veterans and our Children. Retention of our members is a necessity, and bringing in new members is a must. If every current member would sign up one new member this year, can you see how strong our organization would be? I urge each and every one of us to do so. Do not forget about the dual member possibilities that are out there. 

I look forward to serving you this year as your Membership Chairman and to a great year! If at any time you have a question, contact me. 

For God and Country! 

“One Team, One Dream, Working for Membership” 

Sincerely, 

Raymond P Giehl III
MEMORANDUM

DATE: June 2018

TO: Squadron Commanders
    Squadron Membership Chairmen

FROM: William Henry, Department Adjutant

SUBJECT: Accountability For Unused Membership Cards

Upon the advice of the Department Membership Chairman and the concurrence of the Department Executive Committee, the Department of Indiana will enforce the constitutional mandate that all unused cards issued to Squadrons be returned to the Department or otherwise accounted for, and that squadrons are required to submit Department and National per capita for each card not returned or accounted for.

The deadline for the return and accounting for of all unused 2019 membership cards is the closing of the annual Department Convention, in accordance with the Department Constitution and By-Laws. However, cards will be accepted beginning Sunday, June 9, 2019, the date established for the Close of Books on the 2019 membership year. Cards will be accepted during traditional Close of Books activities at the Indiana Veterans Home that date.

The authority for this procedure is contained in the By-Laws of the Constitution of The American Legion, Department of Indiana. Article IV, Section 5, entitled “Membership Cards,” provides that “Each squadron is responsible for per capita dues to cover each card given to them at the beginning and during the year. Deductions will be made by the receipt of per capita dues for each card, transfers, duplicates, deceased members or the return of unused cards.”

That is to say that at the beginning of the membership year, upon receipt of its allocation of cards, each post owes the Department of Indiana an amount equal to the number of cards issued times the total per capita, which currently is $7.00 per member. That total is reduced by $7.00 for every card transmitted with payment and every card accounted for as described in the paragraph above. The balance is payable to the Department. This procedure is designed to assure our members that their payments, benefits and continuous years are properly accounted for.

This procedure will be followed in all future membership years. Questions should be addressed to the Department Membership Chairman.

[Signature]

William E. Henry
Department Adjutant
The American Legion, Department of Indiana  
5440 Herbert Lord Road, Indianapolis, Indiana 46216  
Toll Free: 1-888-723-7999  Main Line: 317-630-1300  
Fax: 317-237-9891  E-Mail: membership@indianalegion.org

Administrative Staff

Will Henry, Department Adjutant  
Administration  
Legislative Coordination

John Crosby, Dept. Asst. Adjutant  
Administration  
News Releases & Speeches  
Veterans Outreach  
Marketing

Mark Bernhardt, Finance Director  
Accounts Receivable/Payables/Payroll  
Travel Expenses

Tina Wiseley, Executive Assistant  
Commander’s Correspondence & Schedule  
Receptionist  
Firefighter/Law & Order, EMS, Military Officer  
Educator of the Year  
Directory Proofing & Distribution

Tim Sproles, Communications Director  
Hoosier Legionnaire  
Website/Social Media  
News Releases & Speeches  
Audio/Visual Support

Butch Miller  
Programs Coordinator/Financial Assistance  
Americanism & Government Test  
Oratorical Contest  
Golf  
Baseball  
Boy Scouts  
Temporary Financial Assistance / IVETS

Logistics Coordinator  
Mailroom Duties  
Vehicle/Building Maintenance  
Supply Ordering

Claudette Collins, Membership Coordinator  
Membership Programs & Processing  
Certification of Posts / Squadrons
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SECTION 1
### 2018 - 2019 NATIONAL MEMBERSHIP TARGET DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY BIRD</td>
<td>SEPTEMBER 12, 2018</td>
<td>10%</td>
</tr>
<tr>
<td>FALL MEETINGS</td>
<td>OCTOBER 11, 2018</td>
<td>25%</td>
</tr>
<tr>
<td>VETERANS DAY</td>
<td>NOVEMBER 15, 2018</td>
<td>35%</td>
</tr>
<tr>
<td>PEARL HARBOR DAY</td>
<td>DECEMBER 12, 2018</td>
<td>45%</td>
</tr>
<tr>
<td>MID-WINTER</td>
<td>JANUARY 17, 2019</td>
<td>60%</td>
</tr>
<tr>
<td>PRESIDENT’S DAY</td>
<td>FEBRUARY 13, 2019</td>
<td>75%</td>
</tr>
<tr>
<td>LEGION BIRTHDAY</td>
<td>MARCH 13, 2019</td>
<td>80%</td>
</tr>
<tr>
<td>CHILDREN &amp; YOUTH</td>
<td>APRIL 10, 2019</td>
<td>90%</td>
</tr>
<tr>
<td>ARMED FORCES DAY</td>
<td>MAY 8, 2019</td>
<td>100%</td>
</tr>
</tbody>
</table>

**DELEGATE STRENGTH 30 DAYS PRIOR TO NATIONAL CONVENTION**

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week.

The November target date will be on the third Thursday due to Veterans Day falling on that previous Sunday.

To maximize the December renewal notice, the January target date will be on the third Thursday of the month.
<table>
<thead>
<tr>
<th>TARGET #</th>
<th>%</th>
<th>DATES</th>
<th>WHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>July 13-14, 2018 - July 21, 2018</td>
<td>Marriott Indpls. East Thurs. 1 - 5 PM Fri. 8 - 2 PM Sat. 8 AM - Noon</td>
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<td>2</td>
<td>15</td>
<td>August 13, 2018</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
</tr>
<tr>
<td>3</td>
<td>25</td>
<td>September 10, 2018</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
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<td></td>
<td></td>
<td><strong>LEGION DAY</strong></td>
<td><strong>Camp Atterbury</strong></td>
</tr>
<tr>
<td>4</td>
<td>30</td>
<td>October 5-6, 2018</td>
<td>Marriott Indpls. East Fri. 1 - 4:30 PM Sat. 8 AM - Noon</td>
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<tr>
<td>5</td>
<td>45</td>
<td>November 5, 2018</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
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<tr>
<td>6</td>
<td>55</td>
<td>December 3, 2018</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
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<td>7</td>
<td>65</td>
<td>January 11-12, 2019</td>
<td>Marriott Indpls. East Fri. 1 - 4:30 PM Sat. 8 AM - Noon</td>
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<td>8</td>
<td>75</td>
<td>February 10, 2019</td>
<td>Turn-in Dept. HQ Accepted until Noon</td>
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<td>9</td>
<td>85</td>
<td>March 11, 2019</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
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<td>10</td>
<td>90</td>
<td>April 5-6, 2019</td>
<td>Marriott Indpls. East Fri. 1 - 4:30 PM Sat. 8 AM - Noon</td>
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<tr>
<td>11</td>
<td>100</td>
<td>May 6, 2019</td>
<td>Mail-in Dept. HQ Accepted until Noon</td>
</tr>
<tr>
<td>12</td>
<td>105</td>
<td>June 9, 2019</td>
<td>Turn-in @ IVH Sun. 9 AM - 1 PM</td>
</tr>
</tbody>
</table>
MEMBERSHIP TIPS

1. $7.00 per card paid to Detachment of Indiana. Membership cards will not be counted unless money is received!

   Mail cards to: The American Legion, Department of Indiana
   ATTN: SAL
   5440 Herbert Lord Road
   Indianapolis, IN 46216

2. When transmitting cards to Department Headquarters:

   A. Fill Out Transmittal Slip (supplied by Department Headquarters)

   B. Put all hand written cards on the top of the stack.

      1. If a person has been a member within the last 10 years, call and get his ID number so that you can put his membership number on the card and avoid members having 2 or more ID numbers.

      2. All hand written cards must have names and full addresses on both sides of the cards. National will not process the card and they will be returned to you to complete.

Read this section carefully!!!

1. Hold blank, unused pre-printed, duplicate issued and deceased cards at your Squadron. These cards will be turned in at CLOSE OF BOOKS, June 9, 2019. You may turn them over to the District Commander to deliver to COB or mail to Department Headquarters to be received no earlier than May 31, 2019 and no later than June 5, 2019. All other cards sent to Department Headquarters monthly should be clearly marked with their intended purpose.

2. Any time you need to replace a person's membership card, use one of your blank cards mark that as a duplicate card. Remember these are to be kept at the Squadron until COB 2019.

Continued on next page
MEMBERSHIP TIPS (CONT.)

3. Prior year membership payments must be clearly marked. You may send in on a separate transmittal. You must include the member's name, ID number and the prior year(s) being paid. You CAN include current membership year and prior membership year payments on one check because the current Detachment per capita will be the same for all years. See transmittal examples on the next page – the 3rd example is showing a different way to record the prior detail and can be used for both examples 1 & 2.

4. Continuous year corrections should be submitted on a Member Data Form.

5. DO NOT use staples, tape, or white-out on the membership cards.

6. DO be prepared to account for or turn-in all unused membership cards at the end of the year to Department Headquarters. No exceptions!

MEMBERSHIP TRANSFER INSTRUCTIONS

1. MEMBER HAS NOT PAID CURRENT YEAR DUES: If a member is transferring into your Squadron and has NOT paid his current year dues, issue that member a blank card and have him pay his dues to your Squadron. When marking his dues payment, place a check mark in the transfer box, as well as the renewal box. Write in the member's PERMANENT ID NUMBER and turn in the card WITH PAYMENT. If you do not have the members PERMANENT ID NUMBER from their previous year's membership card or renewal notice, contact National Headquarters Customer Service Line at 1-800-433-3318 or Indiana HQ at 317-630-1364.

2. MEMBER HAS PAID CURRENT YEAR DUES TO ANOTHER SQUADRON: If a member is transferring and HAS paid his previous Squadron, make sure his account shows paid at National and do not charge him dues for the year. Then you may issue that member a card from your supply of blank cards. Write in the members PERMANENT ID NUMBER. Do NOT pay for his card or include with any transmittal submitted with paying memberships. The portion normally turned in with payment and transmittal is then kept in your Duplicates "holding envelope". You should write the words "USED FOR TRANSFER" or "NPT" (Non-Paying Transfer in), so you can easily account for these cards at year end.

Utilize "MYSAL.ORG" to make changes to member accounts. Otherwise a Membership Data Form must be filled out to denote changes in name, address, marking deceased or adding extra information. Please do not do both. Transfers are processed by National with a properly signed MDF. A properly signed MDF is signed by Squadron Adjutant AND the member. Please use the Member Data Form for continuous years changes.
### Example 1

MEMBERSHIP TRANSMITTAL FORM  
SONS OF THE AMERICAN LEGION, DETACHMENT OF INDIANA

To: Indiana American Legion  
ATTN: SAL  
5440 Herbert Lord Road  
Indianapolis, IN 46216

Transmittal #: 1  
From: 500 / 11  
Squadron / District  
Speedway  
Squadron City

Card Year: 2019  
Date: 7-1-18

Check/Money Order #: 1001  
for $84.00  
Cash $0.00  
to cover per capita for ___ member cards.

Renewal cards this transmittal: 9  
Paying transfers in:  
New cards this transmittal: 1  
Cards prior transmittal:  
Total cards to date:  

Signature: [Signature]

Distribution: White copy to department headquarters, yellow copy retained by squadron.

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### Example 2

MEMBERSHIP TRANSMITTAL FORM  
SONS OF THE AMERICAN LEGION, DETACHMENT OF INDIANA

To: Indiana American Legion  
ATTN: SAL  
5440 Herbert Lord Road  
Indianapolis, IN 46216

Transmittal #: 2  
From: 500 / 11  
Squadron / District  
Speedway  
Squadron City

Card Year: Prior  
Date: 7-1-18

Check/Money Order #: 1002  
for $14.00  
Cash $0.00  
to cover per capita for ___ member cards.

Renewal cards this transmittal:  
Paying transfers in:  
New cards this transmittal:  
Cards prior transmittal:  
Total cards to date:  

Signature: [Signature]

Distribution: White copy to department headquarters, yellow copy retained by squadron.

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### Example 3

MEMBERSHIP TRANSMITTAL FORM  
SONS OF THE AMERICAN LEGION, DETACHMENT OF INDIANA

To: Indiana American Legion  
ATTN: SAL  
5440 Herbert Lord Road  
Indianapolis, IN 46216

Transmittal #:  
From: /  
Squadron / District  
Speedway  
Squadron City

Card Year:  
Date:  

Check/Money Order #:  
for $0.00  
Cash $0.00  
to cover per capita for ___ member cards.

Renewal cards this transmittal:  
Paying transfers in:  
New cards this transmittal:  
Cards prior transmittal:  
Total cards to date:  

Signature: [Signature]

Distribution: White copy to department headquarters, yellow copy retained by squadron.

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Extra Notes:  
+ 2 priors  
# 260 XXX XXX  
Matt Balint  
2017 + 2018

See attached list
SECTION 2
TARGET 1
5 Percent of Goal

Department Convention
Membership Drive
Marriott Hotel, Indianapolis

Card Turn-In
Friday, July 13, 2018
8:00 a.m. – 2:00 p.m.
Saturday, July 14, 2018
8:00 a.m. – 12:00 p.m.

Target Date = Saturday, July 21, 2018

AWARDS

Each Squadron that exceeds the goal percentage (6% or higher) on this Target Date will receive a chance at the 1st quarter drawing for $500. The drawing will be after the September turn-in.

Each District, in which 25% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: None

TARGET 2
15 Percent of Goal

August
Pre-National Convention
Card Roundup

Card Mail-In
Monday, August 13, 2018

All cards must be received at Department Headquarters by noon on Monday, August 13, 2018. All cards received after noon will be on the next weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (16% or higher) on this Target Date will receive a chance at the 1st quarter drawing for $500. The drawing will be after the September turn-in.

Each District, in which 30% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: None
Target 3
25 Percent of Goal

Membership Drive
Department Headquarters
Indianapolis

Card Mail-In
Monday, September 10, 2018

All cards must be received at Department Headquarters by noon on Monday, Sept. 10, 2018. All cards received after noon will be on the next weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (26% or higher) on this Target Date will receive a chance at the 1st quarter drawing for $500. The drawing will be after the September turn-in. One Squadron will receive a check for $500.00 to be spent as the Squadron wishes.

Each District, in which 40% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: 10%
September 12, 2018

Target 4
30 Percent of Goal

Fall Conference
Marriott Hotel
Indianapolis

Card Turn-In
Cards will be accepted at the Fall Conference.
Friday, October 5, 2018
1:00 p.m. – 4:30 p.m.
Saturday, October 6, 2018
8:00 a.m. – 12:00 p.m.

All cards turned in after 12:00 p.m. Saturday will count on the next scheduled weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (31% or higher) on this Target Date will receive a chance at the 2nd quarter drawing for $500. The drawing will be after the December turn-in.

Each District, in which 45% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: 25%
October 11, 2018
Target 5
45 Percent of Goal

Veterans Day
Membership Drive
Department Headquarters
Indianapolis

Card Mail-In
Monday, November 5, 2018

All cards must be received at Department Headquarters
by noon on Monday, November 5, 2018. All cards received
after noon will be on the next weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (46%
or higher) on this Target Date will receive a chance at the
2nd quarter drawing for $500. The drawing will be held after
the December turn-in

Each District, in which 50% of their Squadrons meet or exceed the goal percentage on this
Target Date, will receive three goal pins for $25.00. The check will be issued to the District
to be spent as the District chooses.

The District Commander and his Membership Chairman with the highest percentage on this
Target Date will win a trip to the Lincoln Pilgrimage in Springfield, IL in February.

The District with the highest percentage of retention, on this target date, will receive a
$50.00 check.

National Target Date: 35%
November 15, 2018

Target 6
55 Percent of Goal

Pearl Harbor Commemorative
Membership Drive
Department Headquarters
Indianapolis

Card Mail-In
Monday, December 3, 2018

All cards must be received at Department Headquarters
by noon on Monday, December 3, 2018. All cards received after
noon will be on the next weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (56% or higher) on this Target Date
will receive a chance at the 2nd quarter drawing for $500. The drawing will be held after the
December turn-in. One Squadron will receive a check for $500.00 to be spent as the
Squadron wishes.

Each District, in which 55% of their Squadrons meet or exceed the goal percentage on this
Target Date, will receive three goal pins and $25.00. The check will be issued to the District
to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a
$50.00 check.

National Target Date: 45%
December 12, 2018
Target 7
65 Percent of Goal

Mid-Winter Conference
Membership Drive
Marriott Hotel
Indianapolis

Card Turn-In
Friday, January 11, 2019
1:00 p.m. – 4:30 p.m.
Saturday, January 12, 2019
8:00 a.m. – 12:00 p.m.

All cards turned in after 12:00 p.m. on Saturday will count on the next scheduled weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (66% or higher) on this Target Date will receive a chance at the 3rd quarter drawing for $750. The drawing will be held after the March turn-in.

Each District, in which 65% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: 60%
January 17, 2019

Target 8
75 Percent of Goal

President’s Day
Membership Drive
Department Headquarters
Indianapolis

Card Turn-In
Sunday, February 10, 2019
9 a.m. to noon

All cards turned in after 12:00 p.m. on Sunday will count on the next scheduled weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (76% or higher) on this Target Date will receive a chance at the 3rd quarter drawing for $750. The drawing will be held after the March turn-in.

Each District, in which 75% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: 75%
February 13, 2019
**Target 9**  
85 Percent of Goal  

American Legion Birthday  
Membership Drive  
Department Headquarters  
Indianapolis  

Card Mail-In  
Monday, March 11, 2019  

All cards must be received at Department Headquarters by noon on Monday, March 11, 2019. All cards received after noon will be on the next weekly report.  

**AWARDS**  

Each Squadron that exceeds the goal percentage (86% or higher) on this Target Date will receive a chance at the 3rd quarter drawing for $750. The drawing will be held after the March turn-in. One Squadron will receive a check for $750.00 to spend as the Squadron wishes.  

Each District, in which 85% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.  

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.  

**National Target Date: 80%**  
March 13, 2019  

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**Target 10**  
90 Percent of Goal  

Spring Conference  
Membership Drive  
Marriott Hotel,  
Indianapolis  

Card Turn-In  
Friday, April 5, 2019  
1:00 p.m. – 4:30 p.m.  
Saturday, April 6, 2019  
8:00 a.m. – 12:00 p.m.  

All cards turned in after 12:00 p.m. on Saturday will count on the next scheduled weekly report.  

**AWARDS**  

Each Squadron that exceeds the goal percentage (91% or higher) on this Target Date will receive a chance at the 4th quarter drawing for $1000. The drawing will be held after the Close of Books turn-in.  

Each District, in which 90% of their Squadrons meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.  

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.  

**National Target Date: 90%**  
April 10, 2019
Target 11
100 Percent of Goal

Membership Drive
Department Headquarters
Indianapolis

Card Mail-In
Monday, May 6, 2019

All cards must be received at Department Headquarters by noon on Monday, May 6, 2019. All cards received after noon will be on the next weekly report.

AWARDS

Each Squadron that exceeds the goal percentage (101% or higher) on this Target Date will receive a chance at the 4th quarter drawing for $1000. The drawing will be held after the Close of Books turn-in.

Each District, in which ALL Squadrons in the District meet or exceed the goal percentage on this Target Date, will receive three goal pins and $25.00. The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

National Target Date: 100%
May 8, 2019

Target 12
105 Percent of Goal

Indiana Veteran’s Home
West Lafayette
Close of Books

Card Turn-In
Sunday, June 9, 2019
9:00 a.m. – 1:00 p.m.

All cards turned in after 1:00 p.m. on Sunday will not count in the COB totals. We will submit any late cards for 2019, June 25th or 26th. After this the 2019 payments will be considered prior year payments.

AWARDS

Each Squadron that exceeds the goal percentage (106% or higher) on this Target Date will receive a chance at the 4th quarter drawing for $1000. The drawing will be held after the Close of Books turn-in. One Squadron will receive a check for $1000.00 to spend as the Squadron wishes.

Each District, in which ANY Squadron in the District exceeds the goal percentage (106% or higher) on this Target Date, will receive five goal pins and $50.00 (one per district, a maximum payout of 11 x $50 = $550). The check will be issued to the District to be spent as the District chooses.

The District with the highest percentage of retention, on this target date, will receive a $50.00 check.

Close of Books Pins:
Each Squadron that turns in paid cards will receive 3 pins.
You must participate at IVH to receive a pin.

Delegate Strength Target Date: 105%
30 days prior to National Convention
MEMBERSHIP
RIBBONS, CERTIFICATES AND PLAQUES

100% Certificates

Any Squadron achieving 100% of their goal will receive a 100% certificate, ribbon, and 3 100% Pins for Commander, Adjutant, and Membership Chairman. Department Headquarters will send these out periodically to the Detachment District Commanders.

100% Ribbon by Legion Birthday

Any Squadron achieving 100% of their goal by Legion Birthday, March 17, will receive a special “100% Before Legion Birthday” ribbon. This is in addition to the 100% certificate, ribbon and pins listed above. Department Headquarters will send these out periodically.

First Squadron to Reach Goal*

The Squadrons in each of the 5 categories listed below to reach their goal first will receive a plaque.

Highest Percentage Over Goal*

The Squadrons in each of the 5 categories listed below to get the highest percent overall will receive a plaque at Detachment Convention.

Most Cards Over Goal for Squadron*

The Squadrons in each of the 5 categories listed below with the most cards over their goal will receive a plaque.

Jacket

A personalized Satin S.A.L. jacket will be awarded to the Top District Commander, the District Membership Chairman and the Top Recruiter in the Detachment at the end of the year.

MEMBERSHIP CATEGORIES

1 - 10 to 50 members   2 - 51 to 100 members   3 - 101 to 200 members
4 - 201 to 300 members   5 - 301 or more members

* A Squadron can win only one of these three awards. *
Goal Percentage #1:
Each District Commander that has 25% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #2:
Each District Commander that has 30% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #3:
Each District Commander that has 40% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #4:
Each District Commander that has 45% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #5: **
Each District Commander that has 50% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #6:
Each District Commander that has 55% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #7:
Each District Commander that has 65% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #8:
Each District Commander that has 75% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #9:
Each District Commander that has 85% of their Squadrons meet or exceed goal will receive 3 goal pins and a check for $25. *

Goal Percentage #10:
Each District Commander that has 90% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #11:
Each District Commander that has 100% of their Squadrons meet or exceed goal will receive a check for $25. *

Goal Percentage #12:
Each District in which ANY Squadron in the District exceeds the goal percentage (106% or higher, this is not a misprint) will receive a check for $50. *

*A check will be issued to the District to be spent as the District chooses.

**Lincoln Pilgrimage trip awarded to the District Commander and his Membership Chairman with the highest percentage at November 4th turn-in.

A $50 check will be awarded to the first THREE District Commanders with all their Squadrons off zero.

An S.A.L. denim jacket will be awarded to the Squadron Commander and District Commander with the most cards over goal at the end of the year.
SECTION

3
**PAID MEMBER LISTING**

Below is a list of renewals/new members whose records are being paid on the transmittal number listed above, which is included with this form and membership cards. I understand this will be stapled to my transmittal slip at the time of processing and if there are any discrepancies, the Department will be able to use this sheet for easy assistance.

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*Please retain a copy for your Squadron records and copies of this form must be made at the Squadron expense. This form is optional.*
For 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 and 60 years’ membership in the Sons of The American Legion.

NOTE: WE ONLY NEED TO KNOW THE NAME AND MEMBER ID NUMBER TO VERIFY CONTINUOUS YEARS.

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<tr>
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Squadron Name ___________________________ Number _____________
Address ______________________________________

__________________________
Squadron Commander

__________________________
Squadron Adjutant

__________________________
Squadron Membership Chairman

__________________________
Date
DATE: __________________________

TO: SONS OF THE AMERICAN LEGION
5440 HERBERT LORD ROAD
INDIANAPOLIS, INDIANA 46216

SHIP TO:

SQUADRON #: __________ DISTRICT #: __________

NAME: __________________________________________

ADDRESS: _______________________________________

CITY, STATE, ZIPCODE: __________________________

PLEASE SHIP THE FOLLOWING SONS OF THE AMERICAN LEGION MATERIALS:

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td></td>
<td>APPLICATIONS FOR MEMBERSHIP</td>
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<td>TRANSMITTAL FORMS</td>
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<td>MEMBER DATA FORMS</td>
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<td>BLANK MEMBERSHIP CARDS (Specify #)</td>
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<td>DETACHMENT ADDRESSED ENVELOPES – BUSINESS SIZE</td>
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<td>DETACHMENT ADDRESSED ENVELOPES – LARGE</td>
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<td>Use only for 20+ cards – limited supply available</td>
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<td>WHY I BELONG BROCHURE</td>
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<td>SONS OF THE AMERICAN LEGION BROCHURE</td>
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Check with your District for supplies they may have on hand. Blank cards are only available through the SAL office at Department HQ. Supplies may be limited as they are shipped from National Headquarters only once a year and the Department must keep a stock for all Squadron requests, Conferences and Convention.
From: American Legion Squadron ________

______________________________________, Squadron Officer

_____________________________________

Subject: Member(s) To Remove from Squadron Roster

Dear SAL Membership Office,

Unfortunately, I have a member(s) of the Sons of The American Legion that is “unknown” to the Squadron #1, the Squadron has received contact from the member and they wish to no longer belong to the Sons of The American Legion #2, or the Squadron has tried to locate the member with no success #3. At my request, please remove the following member(s) from my Squadron roster. I do understand when I receive next year’s membership cards and roster; they will not be included. I have listed the member(s) information below. If you have any questions or concerns, please contact me at the address and/or phone number listed above.

Thank You,

Squadron Officer

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*Please retain a copy for your Squadron records and copies of this form must be made at the Squadron expense.*
To: Sons of the American Legion Detachment of Indiana  
Attn: SAL Membership Office  
5440 Herbert Lord Road  
Indianapolis, IN 46216

From: American Legion Squadron ________  
______________________________________, Squadron Officer

______________________________________  
(____) ________________

Subject: Member(s) Record Wrongly Marked Deceased

Dear SAL Membership Office,

Unfortunately, I have had a member(s) of the Sons of The American Legion wrongly marked deceased. I have verified that the member(s) is alive, in good standing with the Sons of The American Legion and would like for their membership record to be reactivated. I have listed the member(s) information below. If you have any questions or concerns, please contact me at the address and/or phone number listed above.

Thank You,

Squadron Officer

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

ID #: ____________________ Name: ______________________________ Sq #: ________

*Please retain a copy for your Squadron records and copies of this form must be made at the Squadron expense.*
To: Sons of the American Legion Detachment of Indiana  
Attn: SAL Membership Office  
5440 Herbert Lord Road  
Indianapolis, IN 46216

From: American Legion Squadron ________

______________________________, Squadron Officer

(_______)________________________

Subject: Deletion of Duplicate Member(s) Record

Dear SAL Membership Office,

Unfortunately, I have had a member(s) of the Sons of The American Legion issued two separate membership ID numbers. I have verified that this is the same member, the original ID number the member should keep and ask that you delete the duplicate ID number to avoid unnecessary renewal notices and any other solicitation that may come from National or Department Headquarters. I have listed the member(s) information below and included the 3-part card of the ID number to be deleted. If you have any questions or concerns, please contact me at the address and/or phone number listed above.

Thank You,

Squadron Officer

ORIGINAL ID NUMBER(S)

1.) Name: ____________________________ Original ID #: ____________________________

2.) Name: ____________________________ Original ID #: ____________________________

3.) Name: ____________________________ Original ID #: ____________________________

DELETE THE FOLLOWING DUPLICATE RECORD(S)

1.) Name: ____________________________ Duplicate ID #: ____________________________

2.) Name: ____________________________ Duplicate ID #: ____________________________

3.) Name: ____________________________ Duplicate ID #: ____________________________

*Please retain a copy for your Squadron records and copies of this form must be made at the Squadron expense. Please fill out a Member Data Form if continuous years need to be corrected for the original membership ID number.
Please note the following forms are now located at

Paid Member Listing
Certification of Continuous Membership
Membership Material Order Form
Application for Five-Star Award Supplies
Blue Brigade New Member Recruiter Award
Blue Brigade Fifth Consecutive Year or More Award
VAVS Hospital/Medical Center Representative

Memorandums for National:

1. Cancellation of Membership/Remove Members
2. Please call for Members Wrongly Marked Deceased
3. Please call for Deletion of Duplicate Member Records
WHAT TO DO WHEN FILLING OUT THIS FORM

Section I – General Data

General
Squadrons should submit their nominee, if available, to the Detachment Adjutant. During the Detachment Convention, the appropriate Detachment officials should select one nominee, from all requests, as the nominee from the Detachment and send it to National Headquarters no later than thirty (30) days prior to the National Convention. Only one nominee per Detachment can be submitted to National Headquarters.

Section II – Total VAVS Hours and Visits

Period
The period of this volunteer award should be from Detachment Convention to Detachment Convention. Overlapping periods should not be counted.

Section III – Remarks

Activities
This section should be completed in detail as to the types of volunteer activities (what the nominee actually did) that were performed. If additional space is required, please use additional paper stapled to the original form.

Location
This section should list the locations (names of hospitals and homes) and location of where the nominee’s volunteer work was actually performed.

Section IV – Certification

Certification
The report can be submitted by any SAL or Legion Family member (must not be related) who belongs to the same Squadron or Post. The report should be “Attested” to by the Squadron or Post Commander.

MAIL TO:

SAL National Liaison
American Legion National Headquarters
P.O. Box 1055
Indianapolis, IN 46206
Charles B. Rigsby  
Veterans Affairs and Rehabilitation  
Volunteer of the Year Award

Section I General Data
Nominee: 
(Name, address, city, state, zip code)

Squadron: 
(#, name, address, city, state, zip code)

SAL Card #: ___________________________  
Detachment of Indiana

Section II Total VAVS Hours and Visits
Number of Hours Volunteered: ____________  Number of Visits: ____________

Section III Remarks
Volunteer Activities: ____________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Location of Volunteer Performance (VA Homes and Hospitals): ________________
________________________________________________________________________
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General Remarks: ____________________________
________________________________________________________________________
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Section IV Certification
Submitted by: ____________________________  Title: ______________  Date: _______

Attested by: ____________________________  Title: ______________  Date: _______
SONS OF THE AMERICAN LEGION  
BLUE BRIGADE NEW MEMBER  
RECRUITER AWARD  
2019 CERTIFICATION FORM

SEND TO: Detachment Adjutant  
5440 Herbert Lord Road  
Indianapolis, IN 46216-2119

ON OR BEFORE MAY 13, 2019

The following member in the Detachment of Indiana qualifies for the SAL “Blue Brigade” Award for enrolling 30 or more NEW MEMBERS into the Sons of The American Legion by the May Target Date (May 8, 2019).

Reinstated members do not qualify as new members. New members must be delivered to National by the May target date.

First time qualifiers for the SAL “Blue Brigade” receives:  
A SAL “Blue Brigade” Jacket and SAL Blue Brigade Certificate

Second consecutive time (or more) qualifiers for the award receives:  
A SAL “Blue Brigade” Certificate and a “hash mark” for jacket sleeve.

PLEASE CHECK THE APPROPRIATE BOX:

This SAL “Blue Brigade” award will be my:
[ ] A. First SAL “Blue Brigade” Award
[ ] B. Other (Specify 2nd time or more qualified) ____________

(PLEASE TYPE OR PRINT)

NAME__________________________________ SQUADRON #___________

Circle Size: ( S  M  L  XL  XXL  XXXL )

MEMBER ID NUMBER____________________________________

Circle One:  SAL  LEGION  AUXILIARY

ADDRESS________________________________________________

Address [No PO Boxes], City, State  ZIP

PHONE: (___) ________________  # of NEW MEMBERS enrolled (minimum 30) ________

Department Adjutant (signature)__________________________________  Squadron Adjutant (signature)__________________________

Date_________________________________________________________

SQUADRON: RETAIN A COPY FOR YOUR RECORDS
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<th>NEW MEMBER'S NAME</th>
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CERTIFICATION FORM
SONS OF THE AMERICAN LEGION
BLUE BRIGADE
FIFTH CONSECUTIVE YEAR OR MORE AWARD

Departments: Send to National Headquarters by the May Target Date

The following member of the Detachment of Indiana qualifies for the fifth consecutive year or more S.A.L. "Blue Brigade" Award for enrolling thirty or more New members into the Sons of The American Legion by the May target date.

This award is a $150.00 gift certificate for the following:

__________________________
National Emblem Sales

(Please Type or Print)
Name __________________________ Post No. _______ Mem. ID# _____________

Phone (____) _________________ Years of being a S.A.L. Blue Brigader 20___ - 20___

Certified:

__________________________
Department Adjutant (signature)

__________________________
Date
SONS IN NEED

How this Program works:

Applicants must be a current member in good standings with the Indiana Sons of The American Legion. The Squadrons are responsible for obtaining the information needed to support a claim to the Sons In Need Committee. The committee will review the evidence supporting the claim and will pass their decision to the Adjutant for dispersal of funds to the Squadron from Department. The Squadron will then pay said monies that are owed to. A onetime payment for funds up to and not to exceed, $500.00. We are trusting that the member is really in need and we are also trusting that the Squadron is not taking advantage of the program. If it is apparent that a Squadron is routinely making claims then it will be time to investigate that Squadron.

Applications covered but not limited to:

- Groceries, child and infant needs, emergency housing, utility payments, medical needs, text books, clothing, etc....

Not covered:

- Cable, satellite, internet, cell phone, taxes, fines, insurance premiums, previous debts, bail money, etc....

We are here to help our brothers!