

# THE AMERICAN LEGION DEPARTMENT OF



---

DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007  
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: [LEGION@OHIOLEGION.COM](mailto:LEGION@OHIOLEGION.COM)

---

April 20, 2022

## MEMORANDUM

TO: Post Commander & Post Adjutants  
FROM: Eric Hall, Department Adjutant  
SUBJECT: Department Convention call

---

This is the 103rd Department Convention Call for Department Convention to be held at The Hilton Cincinnati Netherland Plaza, 35 W Fifth St. Cincinnati OH 45020, from July 1-3, 2022.

Please take note that we have organized the information and outlined the instructions clearly. As the Post Delegate Chairman or Secretary, you will be required to bring a receipt that you will receive from Department Headquarters as proof of certification of Delegates and Alternates. The deadline for Certification of Delegates and Alternates is June 17, 2022. If Department Headquarters does not have your Post Certification of Delegates and Alternates by this date, your Post will not be represented with a vote and will only be registered as a guest.

Regarding 2023 membership cards, Posts who have not submitted their Certification of Post Officers and Consolidated Post Report (CPR) to Department Headquarters may do so at Department Convention and will sign for and retrieve the Post membership cards on-site. These forms are REQUIRED for the issue of cards. If you complete the forms in advance and email/mail/drop off them directly to Department Headquarters, we will promptly mail the cards. The expected date of arrival for 2023 Membership Cards delivered to Department HQ is the first and second week of May. The soonest they will be available to the Post is the first week of June. You may make arrangements to pick up your cards at HQ by emailing the Membership Team at [Membership@ohiolegion.com](mailto:Membership@ohiolegion.com). Thank you and I look forward to seeing you at the 103rd Department Convention!

Respectfully,

Eric J. Hall  
Department Adjutant