

THE AMERICAN LEGION DEPARTMENT OF



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
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May 13, 2024

MEMORANDUM

TO: Post Commanders & Post/District Adjutants
FROM: John Robinson, Department Adjutant
SUBJECT: Department Convention Call

This is the 105th Department Convention Call for Department Convention to be held at The Holiday Inn Cleveland South, 6001 Rockside Rd., Independence, OH 44131, from July 12 - July 14, 2024.

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 27, 2024. 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 2025 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 them off directly to Department Headquarters, we will promptly mail the cards. The expected date of arrival for 2025 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 SYockey@ohiolegion.com or membership@ohiolegion.com. Thank you and I look forward to seeing you at the 105th Department Convention!

Respectfully,

A handwritten signature in black ink, appearing to read 'John Robinson', written in a cursive style.

John Robinson
Department Adjutant