

THE AMERICAN LEGION DEPARTMENT OF



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 EMAIL: LEGION@OHIOLEGION.COM

Subject: Important Reminders for the 2026 Membership Year

Post Leadership,

Thank you for your continued dedication and service to your local community and The American Legion. Your leadership has been instrumental in our Department achieving every membership target goal. We are incredibly grateful for your hard work and commitment.

While we celebrate our successes, the year is not over yet. Let's finish strong!

Preparing for the 2026 Membership Year:

To ensure a smooth and seamless membership year for your Post and its members, we kindly request your assistance with the following time-sensitive items:

1. **Annual Post Data Report (PDR):** Due no later than **March 31, 2025.**
2. **Consolidated Post Report (CPR):** Due no later than **March 31, 2025.**
3. **Certification of Officers Form:** Due no later than **June 1, 2025.**
4. **Post-Programs Chairman Form:** Due no later than **June 1, 2025.**

Submission Options:

- **Mail:** Submit completed forms by mail to The American Legion Department of Ohio, PO Box 8007, Delaware, OH 43015
- **Email:** Submit scanned copies of forms via email to forms@ohiolegion.com
- **MyLegion.org:** Submit your Consolidated Post Report online through MyLegion.org.
- **Certification of Officers Form:** Submit online at [Ohiolegion.com/forms/certification-of-post-officers-form/](https://ohiolegion.com/forms/certification-of-post-officers-form/).

MyLegion.org:

We strongly encourage all Posts to utilize MyLegion.org. This powerful tool allows you to:

- Process membership applications and renewals.
- Update member addresses and contact information.
- Submit your annual Consolidated Post Report.
- Download mailing labels.
- Send letters to expired members and 888 members in your community.

Registration for MyLegion.org is simple. Contact the Department for assistance if you need help getting started.

Membership Cards:

Your 2026 Membership cards will be mailed directly to the Post Membership Chairman. Please ensure the Membership Chairman's mailing address and contact information are accurate and filled in on the Officer Certification List. If the Membership Chairman position is left blank, membership cards will be mailed to the Post's First Vice Commander.

Paid-Up-For-Life (PUFL) Members:

As a reminder, Paid-Up-For-Life members with undeliverable addresses are at risk of membership cancellation by National Headquarters. Please ensure that your PUFL members' addresses are correct. Additionally, please accurately report all deceased members to prevent the arrival of renewal notices and membership cards to the family's address and the Post.

Thank you for your continued support and dedication to The American Legion. We look forward to the successful 2026 Membership Year!

Sincerely,

The American Legion Department of Ohio Membership Team

"Veterans Strengthening America"