

# THE AMERICAN LEGION DEPARTMENT OF



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015

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May 13, 2026

## MEMORANDUM

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

This is the 107th Department Convention Call for Department Convention to be held at The Toledo (Glass City) Convention Center, 401 Jefferson Ave., Toledo, OH 43604, from Friday, July 10th to Sunday, July 12th, 2026.

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 25, 2026. 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.

2027 membership cards will be available for Districts to pick up at the Department Convention on behalf of Posts that have submitted both the Certifications of Post Officers (OCF) and the Consolidated Post Report (CPR) for the ensuing year. These forms are REQUIRED for the issue of cards. If a Post prefers to have its membership cards mailed, a request must be submitted along with a \$15 mailing fee. Checks must be received by the Department prior to July 1. The expected date of arrival for 2027 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 also make arrangements to pick up your cards at HQ by emailing the Membership Team at [SYockey@ohiolegion.com](mailto:SYockey@ohiolegion.com).

Thank you and I look forward to seeing you at the 107<sup>th</sup> Department Convention!

Respectfully,

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

John Robinson  
Department Adjutant