

Part of the administrative requirements from year-to-year is the submisison of certain report forms to the national, state, and district organizations to document important details about a squadron [or district]. Providing the details requested on this tab will automatically populate the corresponding fields on the actual report forms. Specifically, this file will produce completed versions of the following:

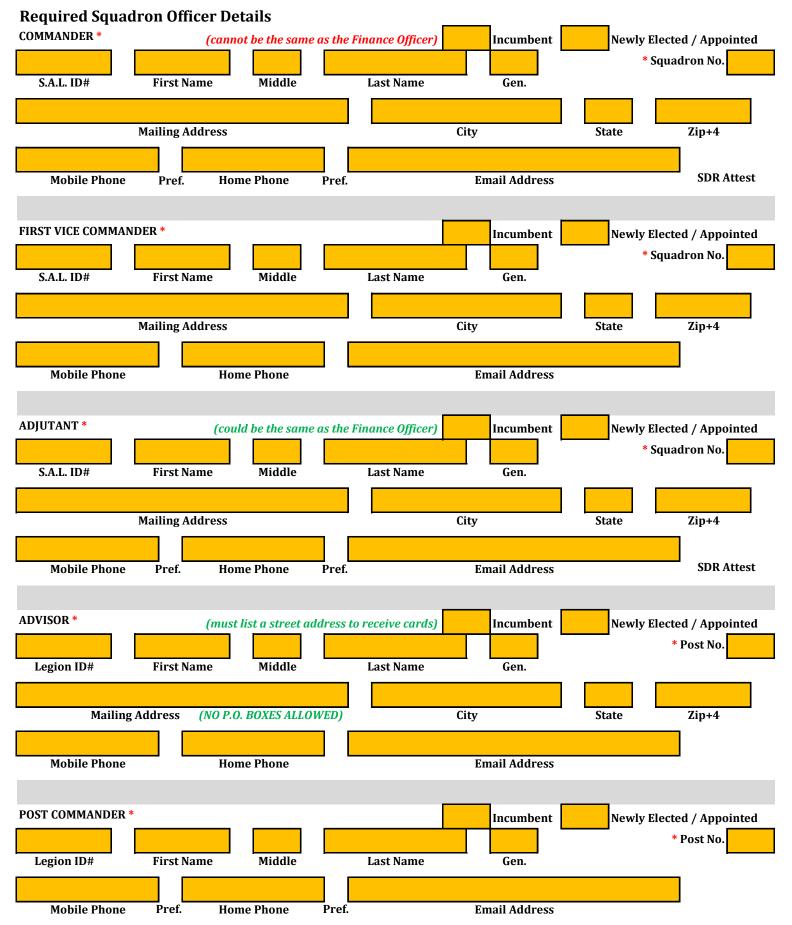
- 1) Annual Squadron Data Report [due to Detachment Headquarters by April 15th each year; National deadline is May 1st]
- 2) Officers Certification Form (for both squadrons and districts; specific to the Detachment of Ohio) [due to Detachment HQ by May 1st]
- 3) Notification of Post/Squadron Commanders & Adjutants (to be filed by the Post Adjutant) [due as soon as new officers are known]

Please enter all of the required information where indicated by the orange highlights. Optional information is highlighted in yellow.

Squadron Details f	or the	to	* Administrative Year * Form Dat		ate		
This report contains	changes	(or)	correctio	ons compared to			
Squadron Name							
* Squadron No.	* County Name			* Dist. No.	* Detachment Na	me	
Squadron Meeting Week	of the Month	*]	Day of the Week		* Start Ti	me	
(i.e., 1st, 2nd, 3rd, 4th,	or Last)		(i.e., Sunday, I	Monday, etc.)	(i.e.,	19:30, 12:00, 10:00, etc.)	
Squadron's Home (Physic	cal) Address: * <sup>1</sup>	Location					
(where the squadron r	neets)	* Street					
(i.e., Post Home; Villag	e Off.; Library; etc.)	* City			* State	* Zip+4	
		-					
Squadron's Mailing Addr	ess:	Street					
(if different than physi	ical address)	City			State	Zip+4	
		-					
Squadron's Dues Mailing	Address:	Street					
(if different than physi	ical address)	City			State	Zip+4	
<u>Note:</u> If the dues m	ailing address is th	at of a squ	adron member's h	ome, please prov	vide the member's ID#:		
Squadron Telephone Nur	nber:			Squadron F	Fax Number:		
<u>Note:</u> DO NOT use a	a per <u>sonal phone n</u>	umbers of	members.				
Squadron Email Address							
Squadron Internet Websi	te:						
Squadron Facebook Page	:						
Dues Details for th	e * M	lember	ship Year	* Ef	fective Date for Dues Ra	ites	
(amounts charged to each type of member;			* Regular Member Dual Member				
NOT the number of me	embers of that type	)	Junior Mem	ber	Max. Age for Juni	or Rate	
Note: Include all di	strict and county p	er capita tl	he squadron will b	e responsible for	r paying.		
District Per	Capita:		per	member	per squadron	ı	

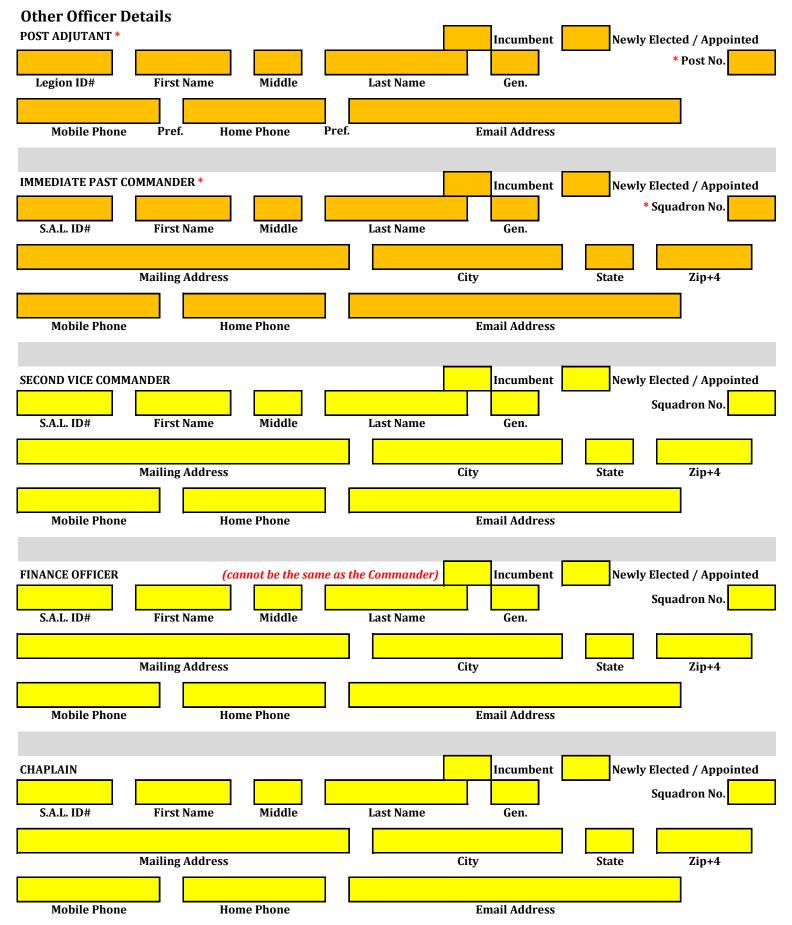


#### SDR / OCF / NPSCA Forms Data Entry



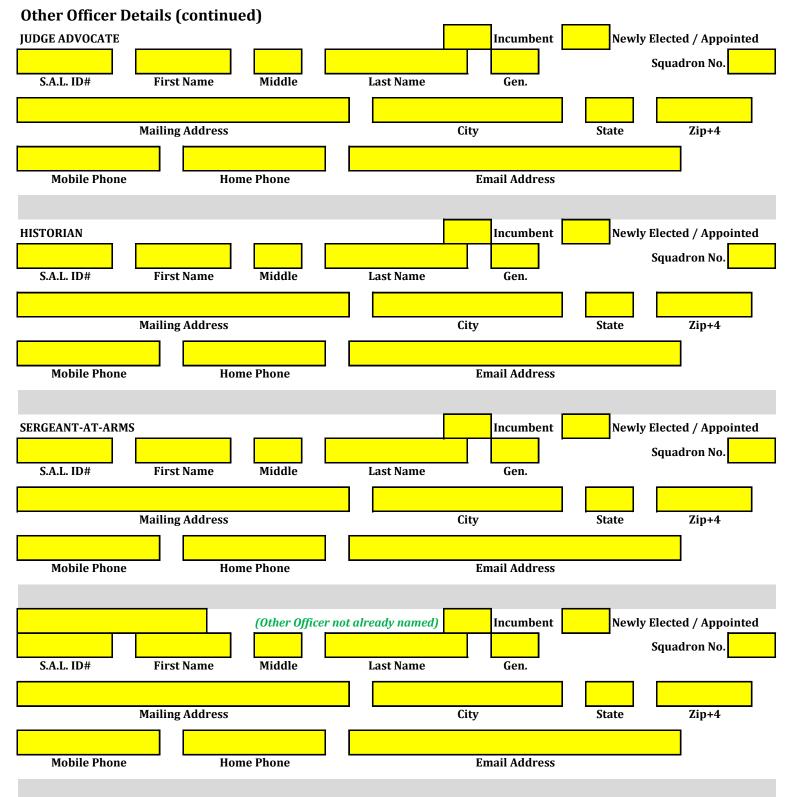


SDR / OCF / NPSCA Forms Data Entry





#### SDR / OCF / NPSCA Forms Data Entry



#### Instructions

Throughout the year, it is necessary for National to contact squadrons regarding membership renewals, awards, and general communications. In addition, National receives daily requests for post and squadron information from members and potential new members or others who are looking for information about The American Legion at the local level. Maintaining your squadron's current information with National Headquarters has become more important than ever.

Completing an annual Squadron Data Report (SDR) is necessary to inform your Detachment & National Headquarters of pertinent information regarding your squadron and, most importantly, membership renewal information. <u>Complete an annual SDR even if your squadron information has not changed</u>. Any information that has changed can be indicated by checking either the "CHANGE" or "CORRECTION" boxes.

Squadron information will be maintained with National's records and published on the legion.org and mysal.org websites and through the "Post Locator" feature. Members who are traveling or have moved, or simply want to transfer, frequently refer to the Post Locator for assistance.

Remember to inform your department / detachment any time a change is made throughout the year so the information can be reported to national headquarters.

#### Each question for the SDR requires specific information. For example, each question requires the following:

- 1) Enter the actual physical location of the squadron's location.
- 2) Enter the mailing address of the squadron (if different than the physical address). This should be the address where the squadron receives all mail and parcels.
- 3) Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the regular mailing or physical address of the squadron.
- 4) Write the dues amount each member pays for the current membership year. If your dues are changing, write the effective date of the new rate. Unless noted otherwise, an effective date of July 1st will be entered to coincide with the first renewal notice of the new membership year. Indicate your junior and dual dues rates, include the maximum age the junior rate is valid, i.e., 18, 19, 20, 21 years of age, etc. All district and / or county per capita should be included in the squadron dues for each member. The squadron will be responsible for directly paying any local district or county per capita dues.
- 5) Enter the business telephone number of the squadron. (Do not use a personal phone number of a member.)
- 6) Enter the fax telephone number of the squadron, if applicable.
- 7) Enter the squadron email address, if applicable. This should be an address that is regularly monitored.
- 8) Enter the URL of the squadron website, if applicable.
- 9) Enter the name of the squadron Facebook page, if applicable.
- 10) Enter the date and time of your regularly scheduled squadron meeting. (Ex: 2nd Wednesday @ 7:00pm)

The Annual Squadron Data Report must be signed at the bottom of the page by the Squadron Adjutant or Commander. <u>Unsigned</u> reports will be returned for an authorized signature.

## The Annual Squadron Data Report (SDR) must be forwarded to your detachment by April 15th and received by National Headquarters no later than May 1st for squadron information to be processed in time for the first renewal notice.

If there is a subsequent change in the squadron's contact information or a change in the dues amount, the squadron must notify their Detachment & National Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if the proper notification was not received or if notification was not received in advance of the established deadlines.

NOTICE TO DETACHMENTS: All annual SDRs are due to your department / detachment by April 15th and received by national headquarters no later than May 1st to be processed before printing the first renewal notices. Please forward the SDR to IT/Data Services after receipt from the squadron; this will help ease processing at National.

MAIL: THE AMERICAN LEGION - DEPT. OF OHIO ATTN: MEMBERSHIP DIVISION 60 BIG RUN RD. DELAWARE, OH 43015 SCAN & EMAIL: membership@ohiolegion.com

		A	NNUAL SQU		DATA bership		T (SDR)		
De	tachment		Distr	ict/County	1	/		Squadro	on #
	-			GES (				_	
	Pl	ease type or	print in ink and f	orward to v	our Detac	hment and	d National I	Headquarte	ers
			-						
1)	Squadron's	Home (Phys	sical) Address:						
	(Street addr	ess, city, state	e and zip code)						
2)	Squadron's	Mailing Add	ress:						
	(If different	than physical	address)						
3)	Squadron's	Dues Mailin	g Address:						
	(If different	than physical	address)						
			ess contains a mem e member's ID#	ber's name	or is being	sent to a m	nember's ho	me address	as the contact,
4)	Squadron l	Dues for Men	nbership Year:		Regular	member _	D	ual membe	r
	Junior me	mber	Max. age for	Jr. rate			Effective	-	
	Note: Inclu	ıde all distric	t and county per ca	pita the squ	adron will	be respons	sible for pay	Month ing.	/ Day / Year
5)	-	T <b>elephone N</b> u NOT use perso	<b>umber:</b> onal phone numbe	rs of membe	rs				_
6)	Squadron H	ax Number:							_
7)	Squadron H	Email Addres	s:						_
8)	Squadron I	nternet Web	site:						_
9)	Squadron H	Facebook Pag	ge:						_
10)	Squadron N	leeting Day	& Time:				@		_
	Sqdn. Adjuta	ant or Sqdn.	Commander Sig.	Sqdn. A	Adjutant o	r Sqdn. Co	mmander N	ame	Date

#### **IMPORTANT NOTICE**

All annual SDRs are due to your department / detachment < <u>membership@ohiolegion.com</u> > by April 15th and received by National Headquarters no later than May 1st to be processed before printing the first renewal notices.



#### Officers Certification Form Administrative Year

Dur	adron #	Details (skip for	or a District repo	nrt) D	istrict#	Deta	ils	De	partment H	lQ Use Only
Due	s Rate Amounts	(not the counts o	of member types	s) (Dist	rict # is req	uired for ALL i	reports)	(e.g., 20.	22-2023)	-
Regular		Junio	or	Per Capi	ta Dues (i	f appl.)		Recei	ved Date	
Dual		Max. Age f	or Jr. Rate	per	n	nbr.	sqdn.	Rec	eived By	
Squadro	on Meeting Info	rmation		*NOTE: Dis	trict Confe	rence inform	ation should	l be subn	nitted via th	e separate form.
Week	of Month (i.e., <sup>•</sup>	1st, 2nd, 3rd, 4t	h, or Last)	Day	of Week			Sta	art Time	
Post / Other Location							Phone			
Full /	Address									
	Street				City				State	Zip
PL	EASE PRINT CLEA	RLY and USE HO	ME ADDRESS ai	nd PHONE (no	t the Post)	. You must lis	t a Street Add	dress to sl	hip the new n	nembership
car	ds (sent via USPS)	to the Squadron .	Advisor. Include	the E-mail add	lress for all	officers to imp	orove electroi	nic distrib	ution of info	rmation and
redu	ice mailing expens	ses. <b>Squadrons s</b>	hould send a co	opy to their re	espective D	istrict Adjuta	nt in additio	on to Dep	oartment He	adquarters.
Require	d Officers Conta	act Information	*NOTE: T	hese four offi	ers MUST	he reported t	o receive th	e Sauadr	on's new mi	embership cards!
•	MMANDER (cann									,
	A.L. ID #		quadron #	ojjicer)	ς ۵	.L. ID #	TIKST VICE	COMMANDER Squadron #		
Name					Name			544		
Nume	First	Middle	Last	Gen.	Hume	First	Middle		Last	Gen.
Addr.					Addr.					
	C	ity	State	Zip			City		State	Zip
Mobile		Hom	ie		Mobile			Home		
E-mail					E-mail					
ADJUTANT (could be the same as the Finance Office			ficer)				VISOR			
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			712	VISOR	<b>D</b>	
S.A	A.L. ID #		<i>the Finance Of</i> quadron #			on ID #		VISOK	Post #	
	A.L. ID #	S	quadron #		Legio Name					Gen.
S.# Name				Gen.	Name	on ID # First	Middle		Post # Last	Gen.
S.A	A.L. ID #	S	quadron #							Gen.
S.# Name	A.L. ID # First	Middle	quadron #	Gen.	Name		Middle			
S.A Name Addr.	A.L. ID # First	Middle	quadron # Last State		Name Addr.				Last	Gen. Zip
S.A Name Addr. Mobile	A.L. ID # First	Middle	quadron # Last State	Gen.	Name Addr. Mobile		Middle	Home	Last	
S.A Name Addr. Mobile E-mail	A.L. ID # First	Middle ity Horr	quadron #	Gen. Zip	Name Addr. Mobile E-mail	First	City	Home	Last State	Zip
S.A Name Addr. Mobile E-mail	A.L. ID # First	Middle ity Horr	quadron #	Gen. Zip	Name Addr. Mobile E-mail	First	City	Home	Last State	
S.A Name Addr. Mobile E-mail America	A.L. ID # First	Middle ity Sement	quadron #	Gen. Zip	Name Addr. Mobile E-mail to SALAdj	First utant@Ohiol	City egion.com	Home and Mer	Last State	Zip DhioLegion.com.
S.A Name Addr. Mobile E-mail America	A.L. ID # First C	Middle ity its being accurate	quadron #	Gen. Zip pleted form	Name Addr. Mobile E-mail to SALAdj	First utant@Ohiol rict) Officers.	City city .egion.com	Home and Mer d that th	Last State	Zip DhioLegion.com. must be
S.A Name Addr. Mobile E-mail America	A.L. ID # First C In Legion Endors I hereby certify a ertified annually	Middle ity its being accurate	quadron # Last State state the above list that no new S.A	Gen. Zip Inpleted form Ting of Squadro A.L. Membersh	Name Addr. Mobile E-mail to SALAdji on (or Dist.	First utant@Ohiol rict) Officers. vill be sent to	Middle City Legion.com I understan the Squadro	Home and Mer d that th on (or the Departme	Last State mbership@ ese officers at the Distri ent Headque	Zip DhioLegion.com. must be ct Officers
S.A Name Addr. Mobile E-mail America	A.L. ID # First C In Legion Endors I hereby certify a ertified annually will not be rec	Middle  Middle  Hom  sement  s being accurate by MAY 1st and	quadron # Last State state *** Send com e the above list that no new S.A lose of the Dete	Gen. Zip Inpleted form ing of Squadra A.L. Membersh	Name Addr. Mobile E-mail to SALAdji on (or Dist.	First utant@Ohiol rict) Officers. vill be sent to	Middle City Legion.com I understan the Squadro	Home and Mer d that th on (or the Departme	Last State mbership@u nese officers at the Distri	Zip DhioLegion.com. must be ct Officers



			-	officers to i	-		tion of informati				
Other Officers Contact Information *Note					TE: These officers should be reported to aid in Squadron communications.						
	SEC	COND VICE	СОММАМ	IDER		FINANCE OFFICER (cannot be the same as the Commander)					
S.	A.L. ID #		Squ	adron #		S.,	A.L. ID #		Squ	adron #	
Name						Name					
	First	Middle		Last	Gen.		First	Middle		Last	Gen.
Addr.						Addr.					
		City		State	Zip			City		State	Zip
Mobile			Home			Mobile			Home		
E-mail						E-mail					
		СНАР						IUDGE	DVOCAT	F	
c /	A.L. ID #	CIIAF		adron #		c.	A.L. ID #	JUDGL		adron #	
Name	Α.Ε. Ι <i>Ο π</i>		344			Name	Π.Ε. Ι <i>Ο π</i>		Jqu		
Nume	First	Middle		Last	Gen.	Nume	First	Middle		Last	Gen.
Addr.						Addr.					
Addi.						Addr.					
		City		State	Zip			City		State	Zip
Mobile			Home			Mobile			Home		
E-mail			nonne			E-mail		ļ			
		HISTO	RIAN					SERGEAN	IT-AT-ARI	MS	
S.	A.L. ID #		Squ	adron #		S.,	A.L. ID #		Squ	adron #	
Name	-			• •		Name				• •	
	First	Middle		Last	Gen.	_	First	Middle		Last	Gen.
Addr.						Addr.					
		<b></b>		<b>a</b>				<b>e</b> •.			
		City		State	Zip			City		State	Zip
Mobile			Home			Mobile			Home		
E-mail						E-mail					
	IMM	EDIATE PAS	т сомм	ANDER							
S.	A.L. ID #		Squ	adron #		S.,	A.L. ID #		Squ	adron #	
Name						Name					
	First	Middle		Last	Gen.		First	Middle		Last	Gen.
Addr.						Addr.					
		City		State	Zip			City		State	Zip
Mobile			Home			Mobile			Home		
E-mail						E-mail					



## THE AMERICAN LEGION NATIONAL HEADQUARTERS

### NOTIFICATION OF POST / SQUADRON COMMANDERS & ADJUTANTS

The Post Adjutant is to complete this form when all officers (who must be in good-standing for the upcoming membership year are known, and will then forward the form to the Department Headquarters.

#### INSTRUCTIONS TO POST ADJUTANTS Post / Squadron Commander & Adjutant Notification Form

Use this form to report the following to Department & National Headquarters:

- A. Your department and post number.
- B. The name, member ID number, phone number and email address of the post/squadron commander and adjutant for the impending membership year.
- C. Indicate the re-election/re-appointment of the incumbent or a newly elected or appointed officer by placing an 'X' in the appropriate box.
- D. If the post doesn't sponsor an SAL Squadron, leave that section blank.
- E. Sign the bottom of the form in the space provided.

After completing the form, the Post Adjutant is to submit the form to the Department Headquarters. Keep a copy for the post's records.

#### INSTRUCTIONS TO DEPARTMENTS

The department will <u>retain a copy</u> for its records and forward the original Notification Form to National Headquarters at the following address:

The American Legion IT/Data Services PO Box 1954 Indianapolis, IN 46206

## SEE FORM ON REVERSE

The department should forward the forms to IT/Data Services as quickly as the information is received from its posts. Please do not hold the forms. Refer to the department copy of the Notification Form to verify posts whose new officers have not yet been reported to National Headquarters. These changes to post and adjutants can also be made through the Department MyLegion.org portal. SAL forms must be mailed in to address above. Instructions were previously sent to you via e-mail from Internal Affairs.

NOTE: If a post or squadron officer reported on this form is unable to complete his/her term, the Post Adjutant should report this information as soon as possible to the Department Headquarters and provide his/her replacement's name, ID number, phone number and email address. This should be reported in writing, preferably on post letterhead. The department will update its records and forward the notification to National Headquarters. It's very important for the Department and National Headquartes to have current officer information at all times.



# THE AMERICAN LEGION NATIONAL HEADQUARTERS Notification of Post / Squadron Commanders & Adjutants

Department of	Post No. Date
POST COMMANDER	
Enter Member ID #	Incumbent Newly Elected / Appointed
Name	
Phone	Cell Home Work
Email	
POST ADJUTANT	
Enter Member ID #	Incumbent Newly Elected / Appointed
Name	
Phone	Cell Home Work
Email	
(Complete this section if Post has an SAL	Squadron.)
SQUADRON COMMANDER	
Enter Member ID #	Incumbent Newly Elected / Appointed
Name	
Phone	Cell Home Work
Email	
SQUADRON ADJUTANT	
Enter Member ID #	Incumbent Newly Elected / Appointed
Name	
Phone	Cell Home Work
Email	
[	