

SONS OF THE AMERICAN LEGION
DETACHMENT OF OHIO



Squadron Adjutant's
Manual

Introduction

The following is the Detachment of Ohio's Manual for Squadron Adjutants. This manual is designed to improve the efficiency of handling the membership aspect of your Squadron. However, a section is also included regarding many matters that are important to ensure the smooth operation of your Squadron.

While this manual is geared toward Squadron Adjutants we also realize that a Legionnaire or another Squadron officer may be in charge of the day-to-day job of administering the Squadron. We therefore ask that this manual be given to the appropriate individual. Additional copies are available upon request.

Regardless of who is handling the job and whether you are an old pro or a rookie, it is our hope that you will read the material closely, keep it handy, and refer to it throughout the year. It will make your job a lot easier, alleviate unnecessary duplication, and perhaps avoid some of those common pitfalls we all seem to experience throughout the year.

We are sure there will be situations not covered or that a further explanation will be necessary. Therefore, please do not hesitate to contact our office any time you are unsure of a proper procedure or if you just need a simple clarification. We work for you and will be happy to help!

Our office is located at 60 Big Run Road, Delaware, Ohio 43015, and our hours are 8:00 am to 4:15 pm, Monday through Friday. If you wish to call, our telephone number is (740) 362-7478. Our facsimile number is (740) 362-1429, and our email address is legion@ohiolegion.com.

Jason Graven
Department S.A.L. Liaison

Table of Contents

Section I – Adjutant’s Responsibilities and Guidelines	5
Adjutant’s Responsibilities	5
Adjutant’s Guidelines	5
Section II – Membership Card and Member Data Form.....	7
The Sons of The American Legion Membership Card.....	7
Membership ID Number	7
Pre-printed Card – Scan Line.....	7
Pre-printed Card – Scan Line Information Explained.....	8
Pre-printed Card – Detachment Card (middle section) Information Explained.....	8
Handling a Renewal Membership.....	8
Handling a New Member.....	9
Handling a Transfer	10
A Transfer May Be Made Under the Regulations Listed Below	10
Member Transfer Instructions.....	10
Member Data Form.....	11
Section III – Miscellaneous Information.....	13
Replacement Membership Cards.....	13
Extra Membership Cards.....	13
If Duplicate Membership Cards Are Received.....	13
Deceased Members	13
Membership Card Errors / Unknowns	14
Misspelled Member’s Name.....	14
Continuous Membership Years.....	14
Section IV – Other Items	15
Life Membership.....	15
Bonds.....	15
Carnivals.....	15
Squadron Constitution and By-Laws	15
Department Emblem Division	16
S.A.L. Emblem Use	16
Raffle Tickets	16
Solicitations	16
Political Candidates	17



Social Membership	17
Detachment Speakers	17
Correspondence / Telephone Calls	18
Materials Guide.....	18

Section I - Adjutant's Responsibilities and Guidelines

Adjutant's Responsibilities

The job of the Squadron Adjutant or the individual in charge of his job can best be described as the personnel officer. He has intimate contact with the individual members of the Squadron. He keeps the membership records and minutes of meetings, checks up and assists the work of other officers and committees, and publishes official orders, announcements and instructions.

The only indispensable qualifications to complete this task are honesty and willingness. Before starting, the Adjutant should obtain a set of Squadron Account Books from National Emblem Sales. These books require no special knowledge of bookkeeping. The Adjutant should then go through all the Squadron's records and become familiar with the Constitution and By-Laws, minutes of meetings, and reports of officers and committees. Communications from Detachment and National Headquarters will provide additional updates and instructions.

Most Squadrons find it wise to retain a good Adjutant in office over a period of years.

Adjutant's Guidelines

Listed below are various guidelines to help the Squadron Adjutant. This list is not all-inclusive but rather a guide to facilitate the smooth operation of the Squadron during the year.

1. Membership is open to all male descendants, adopted sons and stepsons of members of The American Legion. If the Legion member drops out at a later date the SAL member is allowed to continue his membership. If the person upon whom sponsorship is based is deceased that individual only had to have been eligible for Legion membership. Please do not ask us to make concessions and allow uncles, nephews, spouses of female Legionnaires, etc. This can only be accomplished by amending the National Constitution.
2. All new members should verify their eligibility by presenting a copy of their sponsor's discharge (Form DD-214) showing the dates of military service.
3. Every Squadron must certify their new officers at Detachment Headquarters by May 1st of each year. If your Squadron attends the Detachment Convention but does not have the new officers certified your delegation will not be allowed to take part in any official business.
4. At the end of the membership year all unused membership cards (all 3 portions) must be accounted for and returned to Detachment Headquarters. Any unused membership cards not returned will cost the Squadron \$5.00 per card, even if they are lost by the Postal Service.
5. New membership cards will not be sent until guidelines 3 and 4 are met.
6. The Squadron may hold their unused cards as long as they like, however, we prefer that they be returned the last two weeks in June.
7. New membership cards will be sent to the Squadron Advisor via U.S. Postal Service unless we are advised in writing to send them to someone else. Please give us a STREET ADDRESS as opposed to a P.O. Box number. **PLEASE NOTE:** Only those members, with few exceptions, who had their membership recorded at National Headquarters by April 1st will have a pre-printed membership card.
8. The Detachment and National per capita payment (\$7.00 per card) must accompany all paid memberships sent to Detachment Headquarters. If payment is not made, the cards will not be processed.

9. Some District organizations within the Detachment have a per capita charge per membership. If you are unsure of the amount or if you have any questions, you should contact your District Commander. **DO NOT send District per capita dues to Detachment Headquarters!**
10. All paid membership **MUST** be sent to Detachment Headquarters. **DO NOT SEND PAID MEMBERSHIP CARDS, OR ANYTHING ELSE FOR THAT MATTER, TO NATIONAL HEADQUARTERS!** They will only return those items to us causing unnecessary delays and increase the chance of its being lost. The current mailing list between Detachment Headquarters and the Squadron is with the Advisor, Commander, 1st Vice Commander and Adjutant. If any correspondence is returned because of an unreported address change, that individual will be taken off the mailing list.
11. When sending money and/or membership cards we recommend that it be sent **CERTIFIED MAIL**, and please make all checks payable to **THE AMERICAN LEGION – DEPARTMENT OF OHIO**.
12. Do not hold on to paid membership cards. Many SAL members like to enter the American Legion's Tournaments but are often ineligible because their dues were not recorded by the specified deadlines.
13. To obtain extra membership cards you must write to Detachment Headquarters.
14. Early Bird stickers will be enclosed with the new membership cards. They are only used for those who pay their dues before Veterans Day (November 11th). Let us know if you need more.
15. **A SQUADRON IS PERMITTED TO CHARGE DUAL DUES RATES**, one for Senior and one for Junior members. Dues rates are set by the Squadron only with the approval of the sponsoring American Legion Post.
16. At the present time, there is a life membership program in the SAL, but it is very restrictive. See Section IV, page 11.
17. All Detachment officers are available for speaking assignments. To obtain a speaker you must put your request in writing providing all the details (times, location, etc.) and send it to Detachment Headquarters.
18. We have a Detachment Newsletter but we must receive articles from your Squadron reporting on its activities and programs. **Be proud of your Squadron and let the rest of the Detachment know what you are doing.**
19. Whenever it is necessary to make a change on a membership card you **MUST** use a **#2 pencil**. This will ensure that the change will not be missed by our scanning equipment.
20. If a member loses his membership card you must provide a replacement from your supply of surplus cards. **DO NOT REQUEST DUPLICATES FROM OUR OFFICE.**
21. Membership cards not listing the member's complete mailing address will not be processed.
22. A Member Data Form still needs to be filled out and returned to our office if a member pays his current dues to a new Squadron, and he must retain his permanent 9-digit ID number.
23. Your Squadron may obtain all SAL literature and forms from Detachment Headquarters **FREE** of charge **except** the SAL Handbook. Its cost is \$1.25 each plus 6.25% sales tax.
24. Every Squadron should have a Constitution and By-Laws with a copy on file at Detachment Headquarters. If your Squadron does not have one, we suggest one be written as soon as possible. We recommend that the sponsoring Post's Constitution be used as a guide or you may write to us and we will send a copy from another Squadron for you to use. Before it is

adopted by your membership it should be sent to us for review by the Detachment Judge Advocate to ensure there are no conflicts.

25. Anyone knowing of a Post desiring to charter a Squadron should be instructed to write to Detachment Headquarters for a packet containing a charter application as well as other important information.
26. Finally, the SAL is in existence only because of The American Legion. At all levels of our organization the SAL must answer to and have all their actions approved by its American Legion counterpart.

Section II – Membership Card and Member Data Form

The Sons of The American Legion Membership Card

Membership cards are pre-printed each year at National Headquarters with the names and addresses of your previous year's members. The card is made up of three basic parts. The left portion ends up at National and the Detachment gets the middle portion. These are identified throughout this manual as "**The Detachment Record Card**" and should **NOT** be separated by the Squadron.

The right portion is given to the member when he pays his dues.

The Detachment Record Card has several boxes that are to be used in making out cards for new and renewing members, correcting continuing membership years, and correcting a changed or misspelled name. **NOTE: THE BOXES SHOULD NOT BE USED TO CORRECT AN ADDRESS.** General instructions on the handling of the membership card are printed on the back of the Detachment Record Card.

Pre-printed membership cards are based on paid members for the previous year as of April 1st. There is no guarantee a member will have a pre-printed card if his dues have not been paid prior to March 31st.

Membership ID Number

The Official Membership ID number is printed in four places on the pre-printed membership card – twice on the left section and once each on the middle and right sections of the three-part card. **This ID number is the most important feature in identifying this member from all other members in the SAL, and should be used whenever you call or write to Detachment Headquarters.**

Every member having a pre-printed card will have assigned to him a 9-digit number that will stay with that person as long as dues are paid continuously without a disruption in membership. Even if a person transfers from one Squadron to another, this permanent number will remain with the member.

For this reason, it is most important to complete an official transfer using the Member Data Form (see page 12). This will prevent the creation of duplicate and unnecessary records in our data file.

Pre-printed Card– Scan Line (Begins with XXXXXXXXXXXX in the image on page 8.)

When the left section of the member card is processed through our scanner equipment, the primary line that is scanned appears on the left portion of the membership card near the top. Any marks or notations made to these pre-printed characters may cause errors when the card is processed. **NEVER CHANGE OR MARK OVER THIS AREA.**



The image shows three forms related to the Sons of the American Legion membership process. On the left is the '2017 Sons of The American Legion Record' form, which includes a pre-printed member ID 'XXXXXXXX 17 38058700 000124 3 X' and a large 'S' in a box. The middle form is the 'Detachment Card 2017', which has fields for 'DATE PAID', 'RENEWAL', 'NEW', 'TRANSFER', and 'SQUAD ADJT INITIALS'. It also includes fields for member ID, name, address, and telephone number. On the right is the '2017 Membership Card', which features the American Legion logo, the member's name, detachment 'OH', and squad number '0587'. It also includes the member ID and a 'CONT. YRS.' field. The card is signed by the member and the authorized squadron officer.

Pre-printed Card– Scan Line Information Explained

- XXXXXXXXXXX = This is the permanent 9-digit member ID number – it will stay the same as long as the member continues to pay dues annually.
- 17 = This two-position number represents the membership year.
- 38058700 = This 8-digit number has multiple purposes: Positions 1-2 identify the Detachment (38 = Ohio); positions 3-6 identify the Squadron; positions 7-8 are used if the Squadron is in a foreign country.
- 000124 = This is the 6-digit sequential number. Every card will have a number to serve as a counter. For example, if your Squadron has 175 cards with pre-printed data for members last year and you get an extra 25 blank cards, the first card will have a sequence number of 000001 and the last card will carry a number of 000200.
- 3 = This variable number has importance only to National Headquarters.
- X = All SAL cards will carry a letter ‘S.’

Any time the continuous years or the member’s name is to be changed / corrected the appropriate box must be marked. The correct information is to be entered in the same space that is provided for the name and/or continuous years or immediately above it.

Pre-printed Card– Detachment Card (middle section) Information Explained

One of these three source boxes must be marked when filling out a card. The referral box identifies whether a member is renewing, new, or transferring.

Handling a Renewal Membership

When your membership cards arrive from Detachment Headquarters they will be in alphabetical order. After you have received the dues from a member who is renewing his membership, pick out the card that has already been made for him by National Headquarters; then,

1. Place an “X” in the Renewal box in the middle section of the Detachment Record Card.
2. Fill in the date paid immediately below and to the left of the Renewal box on the middle section of the Detachment Record Card.
3. Put your initials on the Detachment Record Card next to the “Date Paid” line.

4. Sign the member's portion on the line reserved for the Squadron Adjutant, or other authorized officer (right section).
5. Separate the member's portion from the Detachment Record Card. Give or mail the member's card to him promptly and put the Detachment Record Card aside to be sent to Detachment Headquarters.
6. Finally, find the member's name on the membership register, which is also in alphabetical order, and mark the date paid in the column set aside for this purpose (extreme left side).

Except for the important job of transmitting dues and the Detachment Record Card to Detachment Headquarters, this completes your record keeping for a renewal member. (How to change addresses, etc., will be described later.)

Handling a New Member

NOTE: In addition to new members these instructions also apply to any renewal that did not receive a pre-printed card.

When a new member or renewal without a pre-printed card pays his dues for the current year, take the first blank card from the supply you have received from Detachment Headquarters. The serial number printed on the card will be the 6-digit sequential number on the SCAN LINE (see page 8.) For the first year of membership the sequential number will be the member's temporary ID number.

Type or print on **both** sections of the Detachment Record Card the following:

1. Membership ID Number – same as the 6-digit sequential number.
2. Squadron Number.
3. Years of Continuous Membership – “1” for a new member.
4. First name, middle initial, and last name.
5. Mailing Address – including City, State and Zip Code.
6. Put an “**X**” in the proper box on the middle portion of the card to show “New” or “Renewal.”
7. Enter the Date Paid.
8. Put your initials on the line provided to validate the card. If membership records are handled by an officer other than the Squadron Adjutant, the initials of the designated officer are acceptable.
9. Type or print the member's name on the first line of the member's portion (right side), immediately above the words, “The above member has paid dues for 20xx in the Squadron indicated above.”
10. If the number of the Squadron has not been pre-printed, enter the Squadron number.
11. Enter the continuous years in the star.

Handling a Transfer

NOTE: THE FOLLOWING INFORMATION APPLIES TO TRANSFERS ONLY.

Transferring from one Squadron to another is a privilege granted to any paid-up Squadron member, and ONLY with the approval of the Squadron to which the member desires to transfer.

A Transfer May Be Made Under the Regulations Listed Below

1. No transfer shall be made unless the member requesting transfer has a membership card showing that he is a member in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1st of that year are suspended, are not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Squadron to another. The accepting Squadron may require payment of a difference in dues on a pro-rata basis if dues are higher than the transferring member's former Squadron.
3. A SAL member desiring transfer of membership must first secure approval from the Squadron to which transfer is desired. He may do this orally or by letter. The Adjutant or designated individual of the new Squadron will then complete the transfer process.
4. A Member Data Form (see page 12) is always required when processing a transfer, regardless of the circumstances.
5. National Headquarters will carry through the necessary procedures to transfer the member's record to his new Squadron, provided his current record is on file and the information on the transfer certificate (Member Data Form) is complete.

Member Transfer Instructions

If a member has a current membership card and transfers,

1. The Squadron Adjutant must fill out the appropriate sections of the Member Data Form (see page 12). **PLEASE NOTE: THE SQUADRON ADJUTANT AND TRANSFERRING MEMBER MUST BOTH SIGN THE MEMBER DATA FORM.**
2. The transferring member must then surrender the membership card from his former Squadron.
3. The Squadron Adjutant should destroy the former Squadron card and issue a new card from his supply of blank cards received from Detachment Headquarters.
4. On the left section you must enter the member's permanent 9-digit membership number listed on his previous Squadron card. Above the number write the word "**TRANSFER.**" You must also fill in the member's complete name, address and continuous years.
5. On the middle section of the three-part card, place a "**X**" in the transfer box. Then enter the 9-digit member ID number. Again, fill in the member's complete name, address and continuous years.
6. **These two portions must be returned to Detachment Headquarters. If not, the card will be treated as "unaccounted for" at the end of the year and the Squadron will be charged \$5.00.**

7. On the right section (member's portion) enter the member's permanent 9-digit ID number, his name, Squadron number, continuous years and Squadron location (city and state). Be sure to sign the member's portion before giving it to him.

If a member has last year's membership card and wishes to transfer and pay his current dues to the new Squadron, follow these instructions after collecting the current dues from the member:

1. The Squadron Adjutant must first fill out the appropriate sections of the Member Data Form (see page 12). **PLEASE NOTE: THE SQUADRON ADJUTANT AND THE TRANSFERRING MEMBER MUST BOTH SIGN THE MEMBER DATA FORM.**
2. The 9-digit number on last year's membership card must be entered on the left section. Above the number write the word "TRANSFER." The fill in the member's complete name, address and continuous years.
3. On the middle section you must again enter the 9-digit membership number, complete name, address and continuous years. Place an "X" in the **TRANSFER** box.
4. On the right section (member's portion), enter the 9-digit membership number, his name, new Squadron number, continuous years and Squadron location (city and state). Be sure to sign the member's portion before giving it to him.
5. Transmit the left and middle sections of the card with the per capita payment to Detachment Headquarters.

Member Data Form

This multi-purpose form (see page 12) is designed to keep track of your members and is principally used to report name changes, address changes, continuous membership years changes, transfers and deceased members.

The member's name, ID number, Squadron number and Detachment are required for changes to be processed by National Headquarters. It is requested that the telephone number and date of birth are provided – especially date of birth.

YOU MUST ROUTE THE THREE PARTS OF THE MEMBER DATA FORM AS FOLLOWS.

Parts 1, 2 and 3 (white, yellow and pink copies) must be mailed to Detachment Headquarters. We will forward part 1 to National Headquarters and retain parts 2 and 3. Part 4 (green copy) should be kept in your Squadron files.

Section III – Miscellaneous Information

Replacement Membership Cards

If a member loses his official membership card (right section), a replacement card must be provided from the Squadron's supply of blank membership cards that have been received from Detachment Headquarters.

When it is necessary to provide a replacement from your blank supply you should proceed in the following manner:

1. On the left and middle sections you must enter the member's permanent 9-digit ID number in the ID number box. You must then fill in the member's complete name and address. Then write in bold letters across the face of the card "**REPLACEMENT**" or "**DUPLICATE.**" These two portions must then be returned to Detachment Headquarters. **YOU DO NOT PAY THE \$7.00 PER CAPITA FOR CARDS SO USED.**
2. On the right section (member's portion) you must enter the member's permanent 9-digit ID number along with his name and continuous years. Finally, enter the location of the Squadron (city and state) near the bottom of the card and sign it.
3. **PLEASE NOTE:** The left and middle sections must be returned to Detachment Headquarters. If not the card will be treated as "unaccounted for" at the end of the year and the Squadron will be charged \$5.00 for it.

Extra Membership Cards

Every Squadron is provided with a supply of blank cards in addition to the pre-printed cards. If this supply isn't enough you may request additional cards from Detachment Headquarters. Extra cards come in packs of 27 only and are used for new members, renewals who do not have a pre-printed membership card, transfers, and replacements.

Additional cards will NOT have the number of your Squadron pre-printed on them, therefore, you will have to type/print the Squadron number on all three sections of the card when it is issued to a member. You will also receive a new membership register sheet listing the sequential numbers of the blank cards that you receive. **In all instances, write the member's name and address next to the sequential number on the membership register in order to keep track of these numbers.**

If Duplicate Membership Cards Are Received

Sometimes you may receive more than one pre-printed membership card for the same member. If this happens, process one of the cards as usual. On the duplicate card put an "**X**" with a #2 pencil in the box opposite the word "**DUPLICATE**" on the left section. Return the entire card, including the member's portion to Detachment Headquarters. Strike the name off your membership register and note in the "**REMARKS**" column that the card was returned to Detachment Headquarters as a "**DUPLICATE.**"

Deceased Members

If you receive a card that has been pre-printed for a member who is deceased put an "**X**" with a #2 pencil in the box opposite the word "**DECEASED**" on the left section. Return the entire card

including the member's portion to Detachment Headquarters. Write "DECEASED" in the "REMARKS" column on your membership register.

If a member dies after his dues have been paid and transmitted that fact should be reported to Detachment Headquarters via the Member Data Form (see page 12). Be sure to include his name, ID number and last known address.

Membership Card Errors / Unknowns

If you receive a pre-printed card for someone who was not a member of your Squadron last year and who is not known to your Squadron, put an "X" with a #2 pencil in the box opposite the word "UNKNOWN" on the left section. Return the entire card including the member's portion to Detachment Headquarters. Strike the name off your membership register and note in the "REMARKS" column that the card was returned to Detachment Headquarters as "UNKNOWN."

It also might happen that, through an error in packaging, you would receive cards intended for another Squadron. In this case please return them to Detachment Headquarters. **DO NOT MARK THESE CARDS "UNKNOWN" SINCE THE INTENDED SQUADRON WILL NEED TO USE THEM.**

Misspelled Member's Name

If the member's name is misspelled or needs to be corrected, put an "X" with a #2 pencil in the Correction box on the left section. White out or draw a line through the name on the left and middle portions and type or print the name correctly.

If a name correction needs to be made after the member has paid his dues and the Detachment Record Card has already been transmitted to Detachment Headquarters you must use the Member Data Form (see page 12).

Continuous Membership Years

Although it is the responsibility of the individual Squadron to maintain continuous membership records for each member, National and Detachment Headquarters offer their facilities to help compile and maintain accurate records. Years of continuous membership will be recorded once they have been reported by the Squadron. Records at Detachment Headquarters are kept for three (3) years.

If the number of years of continuous membership is not printed on the card and you are able to report the number of years to be credited to the member, put an "X" with a #2 pencil in the Correction box on the left section. Then, enter the number of continuous years of membership on all three portions of the membership card reserved for this purpose.

If the number of years of continuous membership printed on the card is incorrect, put an "X" with a #2 pencil in the Correction box (left section). Strike out the incorrect number printed in both boxes of the Detachment Record Card, and in the same boxes or immediately above it write or type in the correct number. Correct the member's portion of the card and also the membership register.

If it should be necessary to correct the number of years of continuous membership after the Detachment Record Card has been transmitted, you **MUST** use the Member Data Form (see page 12).

Section IV – Other Items

Life Membership

Unbeknownst to many, the Sons of The American Legion has a Life Membership Program. It is called the Honorary Life Membership and was approved by the National Internal Affairs Commission of The American Legion in 1977. This is the only Life Membership available in the Detachment of Ohio.

This program is very restrictive and can be used **ONLY** under the following conditions:

1. That a member has rendered distinctive service to the Sons of The American Legion.
2. That said, "Life Membership" may be awarded by the sponsoring Squadron.
3. That the awarding of a "Life Membership" by a Squadron is intended as an unusual honor to the member, but recipients of "Life Memberships" will remain as members of the Sons of The American Legion only so long as **their annual membership dues are paid by the Squadron.**

Bonds

BOND all Squadron officers who handle money. It is not a dishonor to have a bond. It protects your Squadron, it protects the individual, and it protects his family. The cost offsets the worry. All Squadron officers and others handling funds of any type should be bonded for double the average amount of money handled in a single year. Before buying a bond, remember that you are a program of The American Legion, therefore, you fall under the jurisdiction of your sponsoring Post and should, for an additional fee, be covered under their bond. Please verify this fact with one of your sponsoring Post's officers.

Carnivals

Carnivals are sometimes a sure way to make money. A word of caution: Be sure of the "Carney" operator. Have what he says he will do in writing and have some of the Squadron members check the "till" at night. Be sure you understand your contract. Be sure you understand how and where he is handling his advertising. Watch the use of the name of your Squadron. Some operators have been known to collect the advertising money and then leave a bad taste in the advertiser's mouth or even leave town before fulfilling the contract. The advertiser blames your Squadron, not the carney operator. State law requires a Squadron to get a special fund-raising permit from the Attorney General before entering into any special fund-raising promotion.

Squadron Constitution and By-Laws

It has been strongly recommended for many years that **EVERY** Squadron in Ohio furnish the Detachment Headquarters with a copy (up to date) of its Constitution and By-Laws, and yet the latest check of Squadron files at Headquarters reveals that many have none on record and others haven't furnished an up-to-date copy since the Squadron was originally chartered.

To prevent arguments within your own membership and to have the benefit of the Detachment Judge Advocate's experience, kindly make sure your Squadron furnishes the Detachment with your latest Constitution and By-Laws without delay. All proposed amendments should be sent to Headquarters before your membership formally adopts them to be certain of no conflicts.

Those Squadrons wishing to review a “sample” Constitution and By-Laws can receive one free upon request from Detachment Headquarters.

Department Emblem Division

As a convenience to our members in Ohio, your Department Headquarters maintains its own Emblem Division. Items available (U.S. Flags and accessories, SAL items, and those not normally listed or offered by National Headquarters) are the only items offered.

When ordering from Department Headquarters just write to the Emblem Division, The American Legion, P.O. Box 8007, Delaware, OH 43015, including a check or money order payable to The American Legion. Include State sales tax of 6.25% with your payment. We can furnish all the standard purchase order forms you need upon request. National Emblem Sales catalogs are **FREE** upon request.

S.A.L. Emblem Use

The right to use, manufacture or reproduce the Sons of The American Legion official emblem is controlled completely and explicitly by National Headquarters. The only exception is the use of the SAL emblem on Squadron stationery, Squadron publications, notices or other routine items of legitimate Squadron business.

Squadrons or individuals may use the emblem on programs which carry advertising and are for sale or distribution outside the SAL ONLY UPON WRITTEN APPROVAL of the National Adjutant. The National SAL emblem is copyrighted by the U.S. Congress, and to use it without written approval is a violation of Federal law and violators are subject to prosecution.

Applications for use of the emblem other than on stationery and non-saleable Squadron programs should be routed through the Department Adjutant of The American Legion, together with a copy, if possible, of the material on which it is to be used. In the event the copy is not available, the Squadron shall make a complete statement as to the type of material and its prospective use when requesting permission to use the emblem. Sending your request directly to National Headquarters will only result in delay since the Department must give its approval before the National Headquarters will give its O.K.

Raffle Tickets

Raffle tickets are the business of the Squadron. Before any Squadron participates in this type of fund-raising venture, it should be thoroughly discussed on the floor of the Squadron and then again on the floor of the sponsoring Post. They have their advantages and disadvantages.

BE SURE OF ONE THING: DO NOT MAIL THEM! This is a violation of Postal Service regulations and someone could go to jail. Raffle tickets cannot, under any circumstances, be sent through the mail.

Solicitations

If you solicit funds, clothing, food, or anything else in your community, be careful. Don't promise to do a lot of things you can't fulfill. So many solicitations are being made that people are becoming skeptical.

Make sure your solicitation project is worthwhile, or don't have it. Be careful of "pros." They sometimes attempt to keep everything they take in under one guise or another. Some are honest, and others are just plain crooked.

Political Candidates

The Seattle National Convention of The American Legion in 1976 adopted a Constitutional Amendment concerning political restrictions in The American Legion, and it therefore applies to the Sons of The American Legion. Article I, Section 2 of The American Legion National Constitution states, "The American Legion shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment."

There are no restrictions prohibiting a political office holder or candidate for public office from holding a SAL office at the same time.

However, we should be extremely cautious to be certain that no candidate or public office holder uses the good name or prestige of the Sons of The American Legion to seek election to or retention of his office. This does not prohibit a Squadron from urging "GET OUT THE VOTE" campaigns or from endorsing local issues related to levies, bond issues, local options, etc.

Social Membership

The National Constitution reads, "There shall be no form or class of membership except an ACTIVE membership, and dues shall be paid annually." The interpretation of this by The American Legion Department Executive Committee of the Department of Ohio is that no one is entitled to any type of a membership card that would permit one to be a regular entrant into a Legion Post clubroom, unless he or she has paid dues to be a member.

A bona fide member is one who has a membership record ON FILE WITH DEPARTMENT HEADQUARTERS. Courtesy cards, key cards (without a Legion card) and social membership cards are **NOT** permitted, and upon the submission of proof to a District or Detachment officer, violation of this section of the National Constitution is sufficient grounds for revocation of the Squadron Charter under the Uniform Code of Procedure for the Revocation, Cancellation, or Suspension of a Squadron Charter.

Detachment Speakers

No Detachment speaker can be officially assigned to any Squadron, unless that Squadron makes such a request in **WRITING** to Detachment Headquarters, at least thirty (30) days in advance of the event. Emergency "fill-ins," of course, will be accepted.

Squadrons should remember that Detachment and District officers, like most everyone else, must earn their living. Therefore, it would be well to keep in mind when you ask Detachment officers to travel 100 miles or more, one way, that the meeting should be something special. Keep in mind that the type of meeting must be taken into consideration when Headquarters makes assignments. Too many times the Detachment Commander has travelled 150 miles, only to find that the meeting was cancelled, that the date had been changed, or that there were less than 25 people in attendance. If the Commander were to travel just once to each county, that would mean he would spend eighty-eight (88) nights on the road.

Correspondence / Telephone Calls

When you need supplies, a speaker, or just have a question or problem, a letter to Detachment Headquarters will bring a quick response. It is helpful if you will write separate letters if the requests are to be handled by different divisions (request for a speaker and an emblem order, for instance), but regardless, we are here to help you. Address all correspondence to P.O. Box 8007, Delaware, OH 43015.

If you wish to call on an urgent matter, the office is open Monday through Friday, 8:00 am to 4:15 pm. Those wishing to visit the office are always welcome. We are located at 60 Big Run Road in Delaware, Ohio. To reach us, take I-71 to Exit 131 (Delaware). We are just off US-36 / OH-37, two miles west of I-71. Our telephone number is (740) 362-7478.

Materials Guide

The following is a list of Sons of The American Legion materials available from Detachment Headquarters. All the items listed below are **FREE** upon request. Just let us know how much you want and where you want it sent. We do, however, reserve the right to limit quantities.

1. Membership Applications
2. Member Data Forms
3. Membership Promotion Posters (A must for all Squadron members)
4. Dues Reminders
5. Chaplain's Handbook
6. 5-Star Award Forms
7. Pamphlets
 - a. Membership Promotion
 - b. Protecting the U.S. Flag
 - c. "Say No to Drugs"
 - d. Benefits Brochures