

Annual Squadron Data Report (SDR) 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 a 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 dues and renewal information. Complete an annual SDR even if your squadron information has not changed. Any information that has changed can be indicated by checking either the "CHANGE OR CORRECTION" boxes on the form below.

Squadron information will be maintained with National's records and published on the national website at <https://mylegion.org/PersonifyEbusiness/Find-a-Post> through the "Find a Post Directory". Members who are traveling, have moved, or simply want to transfer frequently refer to the Post Directory 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 form below requires specific information. For example, each question requires the following:

- 1) Enter the actual physical location of the squadron's location, if applicable.
- 2) Enter the mailing address of the post/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 squadron's regular mailing or physical address.
- 4) Write the dues amount each member pays for the current membership year. If the 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 regular membership dues rate only.** (*Junior and dual dues rates are to be handled at the squadron level.*) All district and or county per capita should be included in the squadron dues rate for each member, a squadron will be responsible for directly paying any local district or county per capita dues (*if applicable*).
- 5) Enter the business telephone number of the post/squadron. (*Do not use a personal phone number of a member*)
- 6) Enter the fax number of the post/squadron, if applicable.
- 7) Enter the contact post/squadron email address, and/or email address that is regularly monitored, if applicable.
- 8) Enter the URL of the post/squadron website, if applicable.
- 9) Enter the name of the squadron Facebook social media pages, if applicable.
- 10) Enter the date and time of your regularly scheduled squadron meeting. (Ex: 2nd Wednesday of each month @ 7:00pm)

NOTICE TO POSTS/SQUADRONS: The Annual Squadron Data Report (SDR) must be forwarded to your department/detachment when sent to National Headquarters. The Annual Squadron Data Report must be signed at the bottom of the page by the Post or Squadron Adjutant and/or Commander. Any unsigned SDR reports will be returned to the state office for an authorized signature and may cause delays from the squadron receiving important membership information and renewal notices from national or state headquarters.

NOTE: If there is a subsequent change in the squadron's contact information or a change in the dues amount, the squadron must notify their state office and national headquarters immediately. The American Legion 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 DEPARTMENTS/DETACHMENTS: Please forward a copy of the Annual Squadron Data Report (SDR) to National Headquarters, Attn: IT/Member Support Services by one of the below methods after receipt from the squadron; this will help ease processing (contact email address listed below).

MAIL: THE AMERICAN LEGION
ATTN: IT/MEMBER SUPPORT SERVICES
P.O. BOX 1954
INDIANAPOLIS, IN 46206

SCAN & EMAIL: PostSqdnUpdates@legion.org



ANNUAL SQUADRON DATA REPORT (SDR) MEMBERSHIP YEAR

Detachment **State** **District/County** **Squadron #**

CHANGES *OR* **CORRECTIONS**

Please type or print in black ink and forward to your Department/Detachment and National Headquarters

1) Squadron's Home (Physical) Address:

(Street address, City, State, and Zip Code)

2) Squadron's Mailing Address:

(If different than physical address)

3) Squadron's Dues Mailing Address:

(If different than physical address)

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#

4) Annual Squadron Dues for

(membership year)

Regular member dues: \$

Effective Date:

(select date from drop-down arrow by clicking inside above box)

Format: mm/dd/yyyy

Note: Include all district and county per capita the squadron will be responsible for paying

5) Squadron Telephone Number:

Note: DO NOT use personal phone numbers of members

6) Squadron Fax Number:

7) Squadron Email Address:

8) Squadron Internet Website:

9) Squadron Facebook Page:

10) Squadron Meeting Day & Time:

Format: mm/dd/yyyy

Post/Squadron Adjutant or Commander Signature

Date (select date from drop-down arrow by clicking inside above box)

IMPORTANT NOTICE

All annual SDR's are due to your state Department/Detachment office by April 15th and sent to National Headquarters no later than May 1st to be processed before printing the first renewal notices