

DETACHMENT OF KANSAS

Sons of The American Legion



MEMBERSHIP CARDS And MEMBERSHIP TRANSMITTAL GUIDE

Revised June 2020

Instructions for Handling and Processing S.A.L. Membership Cards And Membership Transmittals

This guide is provided as an aide for those Squadron officers who handle and process S.A.L. Membership Cards and Membership Transmittals.

The entire process is really quite simple, and *We want you to be successful.*

The easiest way for YOU to keep it simple is to Transmit at least every 2 weeks (even if you only have a couple of renewals). That way things don't pile up (or get misplaced) and you stay on top of your Squadron's membership.

Questions...??... Please contact:

Michelle Johnston, Department Membership Secretary

Membership@ksamlegion.org

785-232-9315

Or

Terry Harris, flstfi_2005@hotmail.com

Don Culver, dlculver@swbell.net

We're here to help...!!

The Sons of The American Legion

MEMBERSHIP CARD CHECKLIST

1. Immediately upon receiving your Squadron new membership cards for the upcoming year, please take time to go over the following checklist, which should save you much time, effort, and confusion during the balance of the membership year.
2. Thumb through the cards to ensure that you have cards for your Squadron only, then check the first and last number, and compare to your membership roster. If you receive cards for another Squadron, return to your Department with a note attached, "Sent in Error".
3. Go through the three-part cards and pull out any preprinted cards for members who are deceased. Put an "X" in the box opposite the word "deceased" on the left section of card. Write "deceased" in the "remarks" column of your membership register. Return the entire card, including the official membership card, to your Department Headquarters.
4. Check to see if you have any preprinted cards for anyone who was not a member of your Squadron last year and who is not known to your Squadron. Pull these out, strike the name off your membership register and write "unknown" in the "remarks" column. Return the entire card, including the official membership card, to your Department Headquarters with a note attached "Unknown".
5. Check to see if you may be missing a preprinted card for one or more of your members from last year. This occurs when the member pays late in the year—after the cards for the next year have already been printed. If you have to make out a new card for a member who belonged last year, record his name and address in exactly the same way as it was previously reported, and credit the member with the proper number of years of continuous membership. Unless the name and address on the new card are the same as previously recorded, it will likely result in duplicate membership cards being preprinted the next year.
6. Check to see if you have any duplicate preprinted membership cards for a member. If so, mark an "X" in the box opposite the word "duplicate" on the left section. Strike those returned off your membership register and write "duplicate" in the "remarks" column. Return the entire duplicate card, including the official membership card, to your Department Headquarters. Unless duplicate membership cards are reported, the member will also receive duplicates for everything mailed using the National Headquarters mailing list.
7. Check the years of continuous membership on the cards for corrections. If the number of continuous years of membership is incorrect, or nothing appears in the box, and if you are now able to report the number of years to be credited to the member, first with a pencil put an "X" in the "update" box on the left section. Then strike out the incorrect number printed in the left and middle sections. In each box write or type in the correct number. Correct the member's official membership card and also the membership register. The figure will then be advanced one year when the cards are printed each year.
8. Check for correct spelling of members' names. If the member's name is misspelled, first with a pencil put an "X" in the "update" box left section and type or print the name correctly in the left and middle section. Please do not make out a new card; correct the one you receive.
9. The membership card should not be used to make a change of address. The Member Data Form (00-007) should be used for this purpose. Membership cards for the coming year are printed in the spring. Naturally, some of your members will move after the cards have been printed, and the membership card will not show their present address. Even though the address is wrong on the card, do not correct the address printed on the card. The Member Data Form is available from your Department Headquarters without charge and should be used to report address changes as they occur.

INSTRUCTIONS

MEMBERSHIP CARDS

If the card is already printed with the name and address of the member:

- 1) When the member pays their dues, fill in the date and your initials on the 3-part card (lower center); sign the member's card; (make no further entries for a renewal unless a correction is needed).
- 2) If the name is misspelled, or the number of years of continuous membership is either omitted or wrong, use a #2 pencil to place an X in the "update" box on the left section. Pencil is required for automated equipment to pick out this card for necessary correction. Print or type the correct name and/or correct number of years of continuous membership on left and center sections.
- 3) Do not use this card to correct an address. Send a completed Member Data Form to Detachment Headquarters (Topeka) if address has not already been reported by member.

If the card is not already preprinted with the name and address of the member:

- 4) Use it for a new or transferred member at the time dues are paid.
- 5) Type or print the member's name and years of continuous membership on the Official Membership Card and sign the card.
- 6) Type or print in both sets of boxes on the left and center sections in the space reserved for this purpose : Years of continuous membership; first name, middle initial, last name , mailing address ; City, State, Zip Code.
- 7) Put an "X" in the proper box on the middle portion at the bottom center to show Renewal, New Member, or Transfer.
- 8) Date and initial the center section.
- 9) Mail the left and center sections along with the membership transmittal to Detachment Headquarters (Topeka). **DO NOT SEPARATE THE 2 PARTS.**
- 10) Give or mail the member's official card promptly (the section at the right).
- 11) DO NOT at any time change or strike over the Membership ID Number.
- 12) If the SAL member also belongs to The American Legion, put an "X" in the box provided for this purpose at the center section of the card.

QUESTIONS???.....Contact Detachment Headquarters (Topeka) at 785-232-9315.

HOW TO COMPLETE A MEMBERSHIP TRANSMITTAL TO DEPARTMENT

Before you start be sure you have the correct transmittal form; Posts use the American Legion Transmittal Form; Squadrons use the Sons of The American Legion Transmittal Form.

1. **Type or neatly print** the name of your Post/Squadron, and the Post/Squadron number in the proper blanks on the top line.
2. The name of your city goes on the next line.
3. Fill in the **Dues for** blank; this is the membership year you are transmitting dues for.
4. Fill in the blanks for the number of renewals and/or new* members you are transmitting.
Now multiply the total amount of members transmitted by the dollar amount listed on the transmittal form. (Legion multiply by \$ 35.00; SAL multiply by \$ 20.00).

*A member transferring into your Post/Squadron may be counted as new if that member is paying your Squadron/Post the current year's dues. If the transferring member has paid their previous Post/Squadron the current dues then **do not transmit** a card for that member to Department, this only cause's confusion, duplicated membership and/or payments.

5. If you have been notified by Department that your Post/Squadron had under or over paid; or if you are transmitting life members fill in the proper credits on the respective blanks.
6. Write in the number of your check and the dollar amount total.
7. Sign the form.
8. **At the bottom of the transmittal form, complete the return address legibly; this will ensure that your letter of acknowledgement is returned to the proper person without delay.**
9. Mail the completed Transmittal Form, Check, and the left and center sections (**DO NOT SEPARATE THE 2 PARTS**) of the Member Card to Department Headquarters.
10. Once you have received the letter of acknowledgement back from us look it over; if you have any questions call Department.
11. **File the letter of acknowledgement for your records.**

Transmit every two weeks. When a Post/Squadron fails to make timely transmittals, it wastes our dues money in paper, postage, and time, and causes confusion, frustration, double payments, and loss of members.

If you have any questions please call Department Headquarters at 785-232-9315; Our hours are Monday thru Friday, 8:00am to 4:30pm.

SONS OF THE AMERICAN LEGION

_____ Squadron # _____

_____, **Kansas**

Date _____

To: Department Finance Officer, The American Legion
1314 S.W. Topeka Blvd., Topeka, Kansas 66612-1886

Dues for 20_____ New and _____ Renewal Members @ **20.00** \$ _____

Add shortage from previous transmittal _____

Less credit from previous transmittal _____

Total Amount Transmitted by Check # _____ \$ _____

Squadron Officer

LETTER OF ACKNOWLEDGMENT

Squadron Officer, Sons of The American Legion.

_____, 20_____

_____, Kansas

This will acknowledge receipt of your Dues Transmittal of _____, 20_____

containing \$ _____ as National and Department Dues for _____ New and _____ Renewal

members of your Squadron, together with _____ "Detachment Record Cards". Your total

Squadron membership is now _____. Check # _____

Thank You,

RETURN ACKNOWLEDGMENT TO:

Michelle Johnston, Membership Secretary
membership@ksamlegion.or
785-232-9315

Before You Mail the S.A.L. Membership Transmittal Be Sure To Include:

- 1. A completed S.A.L. Membership Transmittal Form**
- 2. The 2-piece member card for each member whose dues are being paid
(Do Not Separate The 2 Parts)**
- 3. Your Check for the Proper Amount:
Example: 4 renewals and 2 new would be \$120
(6 members x \$20 each = \$120)**

As always If You Have Questions Please Contact:

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