



ANNUAL SQUADRON DATA REPORT

2025 Membership Year

AMERICAN LEGION SQUADRON

District

Squadron's Legal Name (as shown on Charter):

Squadron Location (as shown on Charter):

(Contact your Department Headquarters immediately if any of the information above is incorrect)

Please type or print in ink and forward to the state Department Headquarters office

CURRENTLY ON FILE:

CHANGE OR CORRECTION:

1) Squadron's Home (Physical) Address:

2) Squadron's Mailing Address:

3) Squadron's Dues Mailing 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) Current Annual Squadron Dues: \$

2025 Dues will be \$.

Note: All new dues rates will be effective July 1st (1st renewal notice) unless an alternate Effective Date is entered.

Effective Date: / /
Month Day Year

5) Squadron Telephone Number:

6) Squadron Fax Number:

Note: Please **DO NOT** use personal phone number of members.

7) Squadron's Email Address:

8) Squadron's Internet Website:

9) Squadron's Meeting Date & Time:

Squadron Adjutant or Commander Signature

Date

Format: mm/dd/yyyy

(select date by clicking in box)



IMPORTANT NOTICE



Complete and return this form to your Department Headquarters no later than **April 12, 2024**. Failure to meet this deadline may cause the first 2025 Renewal Notices to be mailed with incorrect information.

(Detailed instructions on the reverse side)

Instructions

Throughout the year National must contact its Squadrons regarding membership renewals, awards, or other important information. In addition, National receives daily requests for Squadron information from members and potential new members, or others who are looking for information about The American Legion at the local level. Maintaining current Squadron information on National's files has become more important than ever.

The Annual Squadron Data Report is used by the Squadron to inform the Detachment and National Headquarters of pertinent information regarding the local Squadron and, most importantly, membership renewal information. The left column (CURRENTLY ON FILE) shows the information that National has on record for the Squadron. Updates to the information should be entered in the right column (CHANGE OR CORRECTION). Instructions or a description of each item are shown below.

This information will be maintained on the National records and, with Department approval, may be published on its websites (legion.org or myLegion.org) through its Post Locator feature.

Please remember to inform your Detachment Headquarters anytime a change is made throughout the year.

1. Enter the actual physical location of the Squadron home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Squadron may meet regularly at a banquet facility; it may or may not be the Squadron's mailing address.
 2. Enter the regular mailing address of the Squadron. This should be the address where routine Squadron mail is received.
 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 address of the Squadron.
 4. Your Squadron's current dues are shown in the left column. Write the dues amount to be billed to members for their 2025 membership. If dues are changing, write the effective date of the new rate.
If questions 5, 6, 7, 8 or 9 below don't apply to your Post, write Not Applicable (or N/A) in that field in the right column (below Change or Correction).
 5. Enter the business telephone number of the Squadron. (Not the personal phone number of any member.)
 6. Enter the fax telephone number of the Squadron, if applicable.
 7. Enter the Squadron's email address, if applicable. Many Squadrons now maintain an email address; it should be regularly monitored.
 8. Enter the URL of the Squadron's website, if applicable.
 9. Enter the date and time of your regularly scheduled Squadron meeting. (Ex: 2nd Wednesday @ 7:00pm)
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The Annual Squadron Data Report must be signed at the bottom of the page by the Squadron Adjutant or Commander. Unsigned reports will be returned for the authorized signature, which may cause the deadline for receipt of changes to be missed.

The completed Annual Squadron Data Report must be forwarded to your Detachment Headquarters no later than **APRIL 12, 2024** for the information to be processed in time for the first 2025 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 the Detachment Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if proper notification was not received, or if notification was not received in advance of the established deadlines.

NOTICE TO DETACHMENTS: All Annual Squadron Data Reports must be received at National by **MAY 1, 2024** to be processed before printing the first 2025 Renewal Notices.

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

EMAIL: PostSqdnUpdates@legion.org