

INSTRUCTION FOR FILLING OUT MEMBERSHIP TRANSMITTALS

- DATE: Fill in the date
- FROM: Fill in the Post Name and Number
- SUBJECT: Fill in the Transmittal Number for your Post (Transmittals are to be numbered, beginning with #1 for each year. example 2012-0001).

Section 1.

- Fill in number of membership cards transmitted with this transmittal **(line 1)**
- Fill in total of PUFL memberships from previous year - **(line a)**
- Fill in total of previously paid memberships - from the last transmittal your Post submitted. - **(line b)**
- Fill in the total number of memberships paid on this transmittal - **(should match line # 1) - (line c)**
- Fill in the total number of online renewals since your last transmittal – **(line d) See Note 1**
- Fill in total PUFL membership for the year – **(line e) See Note 2**
- Fill in total membership to date **(line d) - (add lines a, b, c, & d to get total)**

Note 1: Online renewals must still be tracked and they count to the Post total membership for the year. However, do not send any portion of the Membership Card to the Membership Chairman, since the member is already renewed and this will cause a duplicate transaction.

Note 2: This is not included with the membership count because the member must first purchase his/her current year membership card to apply for a PUFL membership; this is for the information of the Department Adjutant to provide a count of the number of new PUFLs within the Department and to be able to better track PUFLs submitted to National.

Section 2.

- Fill in the number of Transfers into your Post
- Fill in the number of Transfers out of your Post

Note: Transfers into your Post, **do not count** for the current membership year count, as the member has already paid the current years dues to the other Post and has been processed and counted for by National Headquarters with the losing Posts. Transfers out of your Post count, only if the member has paid the current year membership dues.

Section 3.

- Fill in the check number and amount made out for. This is \$19.50 for each membership card transmitted and made out to: Department of France

Section 4.

- List all names and membership numbers of card submitted with this transmittal.

Section 5.

- Remarks: Any special instruction for a membership card i.e. member is deceased or change of incorrect membership years on the cards.

Post Adjutants/Membership Chairmen:

- All transmittals are to be submitted to the Membership Chairman. If you submit the transmittal to any other Department Officer it will only submitting your transmittal to National and could cause your transmittal to get lost.
- Posts must submit with the Membership Transmittal: 1 copy of the transmittal form, sections 1&2 of the membership card (**please leave the two sections together**), and the check for the full amount to correspond with the number of cards submitted.
- Make out separate transmittal forms for Legion and SAL. And, when transmitting different membership year, make out separate transmittals for each year.
- When making changes to the membership card use only #2 Pencil and don't make any changes to the upper scan line, as National's computer will only kick it back if you make changes in the scan line or use something other than a #2 pencil. **Please read the back of the Membership Card.**
- Do not use white out on the membership card. National must first remove all of it for the card to be processed through the computer. A considerable amount of time is required to do this and it also holds up the entire Department Transmittal. It can also cause the scanner and computer to jammed or damaged.
- The computer will NOT pick up address changes on membership cards; use Member Data Form #13-001 for submitting these transactions. It is suggested that you also submit a Member Data Form for notice of death, unknown members, changes of membership years and changes of name and address. (For Posts with internet access, all changes, except for Member Transfer, can be accomplished at the myLegion.org website.
- Post should transmit **every two weeks**. Don't hold membership cards waiting for a larger number. This will cause members to receive unwanted renewal notices from National Headquarters. (See membership section of this manual for more details about renewal notice cutoff dates and renewal notices).

Renewal Schedule

Normally, during each membership year, National sends five renewal notices. The following is the renewal schedule:

July, October, January, March, and May

Sometimes, at the request of a department, a special notice in February may be mailed to boost a department's renewals.

The 2012 membership year renewal schedules for transmitting membership dues to arrive at National by the established dates are outlined below. This schedule will be followed in order to remove the names of paid members prior to a specific mailing. Using the renewal schedule, national extracts unpaid member records, then prints and mails the renewal notices.

REGULAR LEGION MEMBERSHIP

2012 RENEWAL NOTICE SCHEDULES

% Due	Holiday/Activity	Department	National
50%	Early Bird/NEF Kickoff	3 Sep 11	*14 SEP 11
55%	Fall Meetings	8 Oct 11	19 OCT 11
65%	Veterans Day	5 Nov 11	16 NOV 11
75%	Pearl Harbor Day	3 Dec 11	*14 DEC 11
80%	Mid-Winter	7 Jan 12	19 JAN 12
85%	President's Day	28 Jan 12	*08 FEB 12
90%	Legion Birthday	3 Mar 12	14 MAR 12
95%	Children & Youth	31 Mar 12	*11 APR 12
100%	Armed Forces Day	28 Apr 11	09 MAY 12
	Delegate Strength	14 Jul 12	30 Days Prior to Convention 25 Jul 12

***This date is also a renewal notice cutoff date.** Transmittals received after this date will not prevent a subsequent notice from being delivered at or around the renewal date.

Department Target dates fall on Saturday, 1 ½ weeks prior to the National Target date to insure receipt at National by the Target date.

Membership Transmittal Procedures 1 ½ week prior to National Target Date:

Saturday and Sunday: Membership Chairman (MC) processes all Transmittals and HQ Post renewals received.

Sunday evening: MC sends an e-mail to Finance Officer (FO) requesting check for National.

Monday: FO sends check via German mail and is received by MC Tuesday.

Monday: MC sends all on hand checks to FO via German mail.

Monday: Prepare and mail Membership cards and renewal letter to all HQ Post 9999 renewals.

Tuesday: All cards, check(s) and paperwork required for transmittal are packaged for mailing.

Tuesday: Statistics spreadsheet prepared and uploaded to Department website.

Wednesday: Mail Transmittal to National via APO Priority Mail.