



ANNUAL POST DATA REPORT 2025 Membership Year

AMERICAN LEGION POST

District

Data as of

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

Post Location (as shown on Post Charter):

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

Please type or print in ink and forward to the Department

CURRENTLY ON FILE:

CHANGE OR CORRECTION:

1) Post's Home (Physical) Address:

Note: Enter only if Post owns or leases this facility.

UNKNOWN

2) Post's Mailing Address:

3) Post'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 Post Dues: \$

NOTE: All dues rates will be effective July 1st unless an alternate Effective Date is entered.

2025 Dues will be \$□□.□□

Effective Date □□ / □□ / □□□□
Month Day Year

5) Post's Telephone Number: ()-

□□□-□□□-□□□□

6) Post's Fax Number: UNKNOWN

Note: DO NOT use personal phone numbers of members.

□□□-□□□-□□□□

7) Post's Email Address:
UNKNOWN

8) Post's Internet Website:
UNKNOWN

9) Post's Meeting Date & Time:

10) Post sponsors an ALR Chapter

11) Smoking permitted No Smoking

12) Facilities are available to rent for special events

13) Post has a Club Room (food/drink)

Post Adjutant or Commander Signature

Date

★ IMPORTANT NOTICE ★

Complete and return this form to your Department Headquarters no later than April 15, 2024. Failure to meet this deadline may cause the first 2025 Renewal Notices to be mailed with incorrect information.

(Detailed instructions on reverse side)

Instructions

Throughout the year it is necessary for National to contact its Posts regarding membership renewals, awards, Veterans Affairs or other important information. In addition, National receives daily requests for Post information from members and potential new members, or others who are looking for information about The American Legion at the local level so maintaining current Post information on National's files has become more important than ever.

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

This information will be maintained on National's records and, with Department approval, will be published on its websites (*legion.org* or *myLegion.org*) through its Post Locator feature. Members who are traveling or have moved, or simply want to transfer, frequently refer to the Post Locator for assistance. Maintaining current Post information on National's files has become more important than ever.

Please remember to inform your Department Headquarters any time a change is made throughout the year.

- 1) Enter the actual physical location of the Post home. This should be reported only if the facility is owned or leased by the Legion Post.
- 2) Enter the regular mailing address of the Post. This should be the address where routine Post 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 Post.
- 4) Your Post's current dues are shown in the left column. Write the dues amount to be billed to members for their **2024** membership. If dues are changing, write the effective date of the new rate; unless noted otherwise, all new dues rates will be entered with an effective date of July 1st to coincide with the first renewal notice of the new membership year.

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 Post. (Not the personal phone number of any member.)
 - 6) Enter the fax telephone number of the Post, if applicable.
 - 7) Enter the Post's email address, if applicable. Many Posts now maintain an email address; it should be regularly monitored.
 - 8) Enter the URL of the Post's website, if applicable.
 - 9) Enter the date and time of your regularly scheduled Post meeting. (Ex: 2nd Wednesday @ 7:00pm)
 - 10) Check the box if your Post sponsors an American Legion Riders Chapter.
 - 11) Check the box that applies to your Post's smoking policy.
 - 12) Check the box if your Post facilities are available for rent to members and/or the public for special occasions. (*This is a common question directed to National Headquarters regarding its local Posts.*)
 - 13) Check the box if your Post has food/drink service available.
-

The Annual Post Data Report **must** be signed at the bottom of the page by the Post 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 Annual Post Data Report must be forwarded to your Department Headquarters no later than April 15th in order for the information to be processed in time for the first 2024 Renewal Notice.

If there is a subsequent change in the Post contact information or a change in the dues amount, the Post must notify the Department 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 DEPARTMENTS: All Annual Post Data Reports must be received at National by May 1st in order to be processed prior to printing the first 2024 Renewal Notices. Please forward as quickly as possible after receipt from the Post; this will help ease processing at National.