



ADJUTANT'S  
NEWSLETTER  
OFFICE PHONE 856-8951  
EMAIL:  
ADJUTANTNH@NHLEGION.COM



THE DEPARTMENT OF NEW HAMPSHIRE  
THE AMERICAN LEGION

**TO MY LEGION FAMILY:**

**WINTER CONFERENCE:** The Winter Conference will be held on January 25<sup>th</sup>, 2014, at Post 7 in Rochester. I urge everyone to participate and there will be much that we will try to cover at this conference.

The following is an outline of the agenda as it stands now. Remember this agenda is subject to change and probably will right up to the time of the conference.

I am always looking for suggestions to try to make this conference better. Also we will be looking for a more centrally located area to hold this conference at next year.

Saturday, January 25, 2014:

8:00 am – Registration opens, coffee and Donuts

9:00 am – Opening of morning joint session, introductions

9:30 am – Introduction of SAL Guest – SAL National Commander Joe Gladden

9:45 am – Special Guest TBD

10:00 am – Jr. President Project

10:05 am – Detachment Commander Project

10:10 am – Auxiliary President Project

10:15 am – Department Commander project and introduction of Jon Morrell, Wounded Warriors at 45 North

1030 am – Report by Richard Brooks – 2014/15 conventions

10:40 am – Presentation Leadership Committee – Department Vice Commander Bob Dionne

11:00 am – Presentation – Legion Insurance Trust – Adjutant

11:15 am to 12:30 Lunch – Jr Auxiliary

Legion – Afternoon Session

12:30 pm – Legion reconvene – Auxiliary and SAL to respective sessions

12:45 pm – Gary Wayman DSO report

1:00 pm – Finance/Treasurer – Budgets

1:15 pm – Todd Small – Membership updates

1:30 pm – Ray Lapointe (Ken Maynard) – Oratorical

1:45 pm – Nate Fernald – Junior Oratorical

2:00 pm – Adjutant – Department announcements

2:15 pm – Any Other business before conference

2:20 pm - Announcements for Office:

Department Commander  
Department Vice Commanders – 4  
Department Treasurer  
Judge Advocate  
Historian  
Auditor

2:30 pm – Department Commander remarks

2:50 pm – Winter raffle drawing

3:00 pm – Closing

**Department Calendar**

**January 2014**

**Jan**

- 10 District 3 Meeting – Post 70 Seabrook – 7:00 PM
- 11 After Holiday Party @ NH Veterans Home – Tilton – 2:00 PM to 4:00 PM
- 11-12 District 4 Raffles at Manchester Gun Show – 9:00 AM to 5:00 PM
- 12 District 4 rescheduled Christmas Party – Jutras Post
- 18 District 4 Oratorical Contest – Londonderry High School – 8:00 AM
- 23 District 3 Oratorical Contest – Post 35 Hampton – 7:00 PM
- 25 Department Winter Conference – Post 7 Rochester – 9:00 AM to 3:00 PM
- 26 District 5 Oratorical Contest – Post 81 Contoocook – 1:00 PM

**IRS Rules clarified:** Over the past 6 months there have been many Posts in the Department that have had questions and concerns about the maintaining of DD-214’s on file for every member of that Post. This has also been addressed by National Headquarters on several occasions over the last few months and I believe that the National Adjutant has been able to get the clarification we are all looking for. In December the IRS modified its examination guide for its field agents. The following are some of those points that were addressed and modified.

If an agent needs to determine the composition of membership of a veterans’ organization the agent shall initially request and collect from the organization four sets of documents as follows:

1. Membership lists(s) that contain the names of the members, the military service dates, and the status of each individual member. This information is to indicate whether the member is active duty, veteran, cadet, or spouse. The organization may provide list(s) from its affiliated parent organization.
2. A document that shows the dues structure and classes of membership.
3. The documentary information used by the organization to create the membership list(s) noted above. Organizations should be informed that to satisfy this request may provide membership applications, membership cards, or other similar documents other than a DD-214.

4. Documents showing the organization’s policies and procedures on how it decides an individual is eligible for membership, including documents which show the means by which it enforces its membership requirements.

If a agent of the IRS possesses information that contradicts documentary information provided or if the organization fails to satisfy a reasonable request, agents may then request DD-214’s or other discharge documents from the organization in order to

ascertain compliance with federal laws. A DD-214 must include the name, department, component and branch of service, and record of service dates. All other personal information may be blanked out.

It is recommended that Posts maintain members “SIGNED” and properly filled out membership application on record. By marking the military service era and signing the application the member certifies they meet the requirements of the organization. Keep these records stored in a locked location and not assessable to unauthorized individuals.

For the SAL the same rules apply as mentioned above and it is also recommended each squadron maintain a “SIGNED” properly filled out SAL membership application. The application includes the SAL members signature that they subscribe to the Constitution of the Sons of the American Legion, the veterans name, dates of service and relationship to the member under which they are eligible. If possible make a copy of the Legion member’s membership card under which they are applying and attach it to the application. These applications should also be kept stored in a secure location.

The American Legion has a 501 (c) 19 tax status; it is up to the IRS to ensure organizations that state they want a certain tax status maintain the requirements for that status.

I recommend and encourage that every Post be part of MyLegion.org to handle their roster needs. National Headquarters will no longer be providing the old computer generated “Green Sheets” of rosters as it has done in the past after January 1’ 2014.

I hope this helps clear up some of the confusion on the requirements of being in compliance with this tax law.

**In Remembrance:** It is with deep regret this Department loses a great legionnaire in the passing of Past Department Commander Roland Patnode on Dec 27, 2013. PDC Patnode was a member of the American Legion, Post 7 in Rochester for over 40 years. He served this Department in many capacities including our Department Commander in 2003. He served this country with honor during the Vietnam War as a U.S. Marine. He was a mentor and friend to many in this Department including myself. He will truly be missed. There will be a Celebration of Life on January 19<sup>th</sup>, at 1:00 PM, at Post 7 in Rochester. There will also be a military service on January 21<sup>st</sup>, at 12:20 PM at the N.H. State Veterans Cemetery. The title “Marine” is earned, never given, you proved that my friend! “Semper Fidelis”

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