

SECRETARY NOTES:

Please pass this on to those that mail in membership: **PLEASE DO NOT SEND ME DISCHARGE PAPERS (DD214)** with new member applications. All I need is a COPY of the application, signed by a Legion Officer. You should be holding onto the originals in case the IRS audits you – the same for the DD214.

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Department Officers, District Directors and Chairmen: Next month the items for the bulletin will be due to me no later than 9 am on February 18th.

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We will be needing the endorsements for Department Officers shortly. Now is the time for Units to think about those endorsements. They are put in the March bulletin.

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Installations will be coming up soon. I have enclosed an Installation Form to be filled out at the time and turned in to your District Director. I also need a copy here at headquarters so I can make the list of officers for next year's mailings. Even if you aren't changing officers, PLEASE fill out the form and get it to us. We didn't get some of them last year, so even if officers stay the same, we may not know who they are if the form isn't sent in.

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There are still a few Units that have not paid their obligations. According to the Department Constitution and By-Laws, the Levy Tax and Bonding MUST be paid before Department Convention in order for your Unit to have voting rights during convention. (Must be paid at least 2 weeks prior to convention)

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