

2008 MEMBERSHIP CARD INFORMATION

Sons of The American Legion Detachment of Wisconsin

Detachment Headquarters 2930 American Legion Drive PO Box 388

Portage, WI 53901-0388 - 608-745-1090, Fax 608-745-0179 www.wisal.org

Michael Lawler, Adjutant 608-795-4345 mll@chorus.net or adjutant@wisal.org

MEMBERSHIP CARDS and ROSTERS: If you find any errors on your rosters, please report them to the Department or you can contact Customer Service at National at 1-800-433-3318.

ADDRESS CORRECTIONS: Please review your roster for addresses marked undeliverable, "U" in the UN column. These members will not be getting mail from the Detachment or National. If you need to make address corrections, remember that they will not be changed from a correction made to the face of the membership card. You must use a **member data form** No. 00-007 for the address corrections or you can go on line at www.legion.org, select "Change of Address" under the "Membership" tab, A fill in form comes up that requires you to enter SAL, last name, ID#, post # and Dept. and then the old address and the new address. It will still take 4 to 6 weeks to get everything converted to the new address, as many things are printed in advance at National, but it does save paper and postage expenses.

MEMBERSHIP TRANSMITTAL SHEET: Please use the Squadron Membership Transmittal sheet, sending \$7.00 per member. 2007 and 2008 Transmittals should be on separate sheets with a separate check for each.

MEMBER TRANSFERS: If a member wishes to transfer to a different Squadron, it is up to the Squadron **receiving** the member to handle the paperwork. Transfers will not occur by just submitting a membership card for a transferee. All Squadron transfers must be done on a **member data form** (00-007). The post must have an officer sign the form as well as the member. Forms without proper signatures will be returned.

SQUADRON OFFICERS REPORT FORM: These forms must be filled out annual or when you have a change in officers. Our mailing list is generated from the information you provide us. **DO NOT** leave blank fields on the form. If you do not know someone's address, phone or ID numbers **ASK THEM.**

If you need more forms please contact Adjutant Lawler mll@chorus.net or Headquarters, be sure to specify that you are requesting SAL forms.

You may start collecting 2008 dues now and you may continue to collect 2008 dues through December.

SAL Mailings to End

If your Squadron does not have an up to date Squadrons Officers Report form 2007-2008 (bright pink) on file at HQ by Convention your squadron will be removed from all Detachment Mailings until the form is completed and received at Headquarters.