

# *The Sons Of The American Legion*

## **INSTRUCTIONS FOR COMPLETING MEMBERSHIP CARDS**

If the card is already printed with the name and address of the member:

1. When the member pays their dues, fill in the date and your initials of the 3-part card (upper center); sign the membership card; (make no further entries for a renewal unless a correction is needed).
2. If the name is misspelled, or the number of years of continuous membership is either omitted or wrong, use a #2 pencil to place an "X" in the "correction" box on the left section. Pencil is required for automated equipment to pick out this card for necessary correction. Print or type the correct name and/or correct number of years of continuous membership in left and center sections.
3. Do not use this card to correct an address. Send a completed Member Data Form to Detachment Headquarters (Topeka) if address has not already been reported by member.

If the card is not already reprinted with the name and address of the member:

4. Use it for a new or transferred member at the time dues are paid.
5. Type or print the member's name and years of continuous membership on the Official Membership Card and sign the card.
6. Type or print in both sets of boxes on the left and center sections in the space reserved for this purpose: Years of continuous membership; first name, middle initial, last name, mailing address; City, State, Zip Code.
7. Put an "X" in the proper box on the middle portion at the upper center to show Renewal, New Member, or Transfer.
8. Date and initial the center section.
9. Mail the left and center sections along with the membership transmittal to Detachment Headquarters (Topeka). **DO NOT SEPARATE THE 2 PARTS.**
10. Give or mail the member's official card promptly (the section at the right).
11. **DO NOT** at any time change or strike over the Membership ID Number.
12. If the SAL member also belongs to The American Legion, put an "X" in the box provided for this purpose at the center section of the card.

QUESTIONS... ??? ... Contact Detachment Headquarters (Topeka) at (785) 232-9315

# The Sons Of The American Legion

## Membership Cards

|   |                          |            |   |  |  |  |  |  |   |  |  |  |
|---|--------------------------|------------|---|--|--|--|--|--|---|--|--|--|
| <b>2005 Sons Of The American Legion Record</b>        |                          |            | <span style="font-size: 2em; font-weight: bold;">S</span>   | <b>Detachment Card 2005</b>  |  |  | <input type="checkbox"/> RE-AGE <input type="checkbox"/> NEW <input type="checkbox"/> TRANSFER | <b>HERE IS YOUR 2005 MEMBERSHIP CARD</b><br><small>Sign the card on the line provided and carry with you. It is evidence of a full membership in a patriotic service organization. Thank you for your continued support.</small> |   |  |  |  |
| <input type="radio"/> XXXXXXXX 05 19013600 000123 2 X |                          |            | <input type="checkbox"/>  | DATE PAID _____ SQUAD ADH IN FEES _____  |  |  | <input type="checkbox"/>   |  |   | <small>PLEASE PRINT OR TYPE IN BLOCK</small> |  |  |
| MEMBERSHIP ID NO.                                     | SQUAD NO.<br><b>0136</b> | CONT. YRS. | <input type="checkbox"/>  | Place X in #2 pencil for change or correction in boxes provided. Use the space under the name for name correction. Do not use this card for address changes. |  |  | MEMBERSHIP ID NO.  | SQUAD NO.<br><b>0136</b>   | CONT. YRS.  | <input type="checkbox"/>                     |  |  |
| NAME (FIRST MIDDLE LAST): _____                       |                          |            | <input type="checkbox"/>  | NAME (FIRST MIDDLE LAST): _____  |  |  | ADDRESS _____ TELE # _____   |  |   | KS <b>0136</b>                               |  |  |
| MAILING ADDRESS: _____                                |                          |            | <input type="checkbox"/> Duplicate<br><input type="checkbox"/> Deceased<br><input type="checkbox"/> Unknown |  |  |  |  |  |   | KS <b>0136</b>                               |  |  |
| <input type="radio"/> 123<br>2005 SAL                 |                          |            | <b>SEE INSTRUCTIONS ON REVERSE SIDE / DO NOT SEPARATE</b>   |  |  |  |  |  | THE LEGION MEMBER HAS PAID DUES IN THE SQUAD FOR THIS YEAR.<br>MUBVANE KS |  |  |  |

