

The Sons Of The American Legion

FILLING OUT THE SQUADRON MEMBER DATA FORM FOR TRANSMITTING TO HEADQUARTERS

The **Member Data Form** (stock #00-007) is a multipurpose form developed in order to keep better track of your members. Please follow the instructions in filling out the form... These instructions are also printed on the reverse of the form.

The **Member Data Form** can be used to report:

- a. A deceased member
 - b. Continuous years change
 - c. Name correction
 - d. Change of address
 - e. Telephone number
 - f. Date of birth
 - g. Squadron transfer
1. The **Member Data Form** should be used to report names changes, address changes, continues years changes, Squadron transfer and deceased member(s).
 2. *The Member ID Number, Squadron Number and Name of the Detachment are required for a Member Data Form to be processed by Detachment Headquarters.*

The following information pertains to transfers only:

Transfer from one Squadron to another is a privilege granted with the approval of the Squadron to which the member desires to transfer.

TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOWS:

1. No transfer shall be made unless the member requesting transfer has a member card showing they're a member in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended, are not in good standing, are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transmitted from one Squadron to another. The accepting Squadron may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member's former Squadron.
3. A S.A.L. member desiring transfer of membership must first secure approval from the Squadron TO WHICH transfer is desired. This may be done orally or in writing. The Adjutant of new Squadron will then complete and route the parts of the forms as instructed below
4. National Headquarters will carry through necessary procedures to transfer member's record to the new Squadron, provided member's current record is on file and provided information on Member Data Form is complete.

Route the parts of the Member Data Form as follows:

Parts 1 – 3 mail to Detachment Headquarters. (Detachment will forward part 1 to National, retain part 2, and mail part 3 to the Squadron that loses the member who transfers).

Part 4 Retain in Squadron files.

(NOTE: Signature of Squadron Adjutant is required in reporting a deceased member, transfer, or a continuous years change).

SONS OF THE AMERICAN LEGION
MEMBER DATA FORM

(Please use ink and print clearly using UPPERCASE letters) Date _____

Member ID # (9-digit) Detach. Alpha Code Sqdn #

Name

(First) (MI) (Last) (Suffix)

MEMBERSHIP RECORD CHANGE

Deceased

Name Correction

(First) (MI) (Last) (Suffix)

New Address

Line 1

Line 2

City State Zip Code

Telephone # - -

Date of Birth: - - Cont. Years Mbsp: for
Month Day Year (4-digit) # Years Paid Mbsp Year

Transferring from: Detachment (Alpha Code) Former Squadron #

Transferring to: Detachment (Alpha Code) New Squadron #

Applicant is Son Adopted Son Stepson Grandson of _____, who is (a) a member in good standing of Post # _____ in the Department of _____; or (b) a deceased veteran who served honorably during the period _____ through _____
Entry Date Discharge Date

Signature - Post/Sqdn Adjutant
(Required for Transfer, Deceased and Cont. Years changes)

Signature - Member/Guardian
(Required for Transfer)

SEE INSTRUCTIONS ON REVERSE SIDE

Form No. 00-007 (2001)

National Headquarters Copy