

# ***The Sons Of The American Legion***

## **FILLING OUT THE SQUADRON TRANSMITTAL FORM FOR MAILING TO HEADQUARTERS**

1. First, look over the form to familiarize yourself with the questions asked.
2. Type or neatly print, the name of your Squadron, and the Squadron number in the proper blanks on the top line.
3. The name of your city goes in the blank on the next line.
4. To: this is the address that you will need to type or write on the front of the envelope that this transmittal is mailed in.
5. File in the Dues for blank, and the blank for the number of New and Renewal Members. Now multiply the total of members transmitted by the \$10.00 fee and write this amount in the last blank on this line.
6. If you were notified by Topeka that your Squadron had under/overpaid on a previous transmittal, make the proper adjustments on the next two lines.
7. Write in the number of your check, and then the dollar amount total.
8. One of your Squadron Officers then signs the noted lines.
9. Drop down to the bottom of the form and fill the return address line in neat printing, or typewritten. Headquarters need this so they can send back the bottom half of this sheet as your acknowledgment of the transmittal. It comes to the Squadron filled in with verification of transmittal and with a running total of the number of members that Headquarters shows being sent in by your Squadron.
10. **SAVE THE RETURN PORTION OF THIS FORM.** Save the return forms together for the complete membership year. If a question arise about the dates of, or the number of members send in, you will have information handy to verify while on the phone with the Membership Secretary at Headquarters.

This really isn't a hard form to fill out, but if you should still have questions, don't hesitate to call Headquarters. The office staff is very willing to assist as needed. Call between the hours of 8:30am and 4:30pm, Monday thru Friday. (785) 232-9315

**SONS OF THE AMERICAN LEGION**

\_\_\_\_\_ Squadron # \_\_\_\_\_

\_\_\_\_\_, Kansas

Date \_\_\_\_\_

To: Department Finance Officer, The American Legion  
1314 S.W. Topeka Blvd., Topeka, Kansas 66612-1886

Dues of 20\_\_\_\_ New and \_\_\_\_ Renewal Members @ 10.00 \$ \_\_\_\_\_

Add shortage from previous transmittal \$ \_\_\_\_\_

Less credit from previous transmittal \$ \_\_\_\_\_

Total Amount Transmitted by Check # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Squadron Officer

**LETTER OF ACKNOWLEDGEMENT**

Squadron Officer, Sons of The American Legion \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, Kansas

This will acknowledge receipt of your Dues Transmittal of \_\_\_\_\_, 20\_\_\_\_  
containing \$ \_\_\_\_\_ as National and Department Dues for \_\_\_\_ New and \_\_\_\_ Renewal  
members of your Squadron, together with \_\_\_\_\_ "Detachment Record Cards". Your total  
Squadron membership is now \_\_\_\_\_. Check # \_\_\_\_\_

Very truly yours,

RETURN ACKNOWLEDGEMENT TO:

\_\_\_\_\_  
Membership Secretary,  
Kansas Detachment

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Always fill out return Address**