



THE AMERICAN LEGION
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202
(410) 752-3104

MEMORANDUM

March 12, 2018

TO : DEC Members
All Posts

FROM : Russell W. Myers Jr., Department Adjutant *RW*

SUBJECT : Post Membership Credit Refund for Post participating in the
Online Post Transmittal Process on MyLegion.org

The Department of MD Executive Committee (DEC) in regular meeting on February 18, 2018 at Laurel, MD voted to allow the Department Adjutant to issue quarterly refunds of Post Membership Credits to those Posts participating in the Online Post Transmittal process on MyLegion.org. To date approximately 30 Posts in our Department are eligible for this refund. We hope that more Posts will participate in this Online Post Transmittal Process on MyLegion.org as it is a labor/cost saving tool at all levels.

The attached form needs to be submitted only once to make the Post election for refunds, and then subsequently to change the Post's election. Refunds will be processed every quarter on August 1st, November 1st, February 1st, and May 1st. The first refund shall occur on or about May 1, 2018.

Posts may elect to receive the refund, leave the credit at Department HQs for future use, or donate the credit to another Post for their membership submissions. The Department is allowing a transfer of Post membership credits from one Post to another. We are aware Posts have assisted Post 298 (Post at Charlotte Hall with mostly elderly Veterans in their long term care facility) and Post 127 (Post at MCVET with all homeless Veterans). We want to make this donation option available to Posts that want to give to the Posts that assist the homeless or long-term care Veterans in our Department. This is another great way to show support for these Veterans. Every \$29.00 donated pays for 1 of these Veterans to have a year of membership in our great organization.

Please submit your refund election form NLT the 15th of the month prior to refund (remember the form is be submitted only once to start election, thereafter only to change an election when necessary). Schedule of due dates is as follows: May 1st is due by April 15th, August 1st is due by July 15th, November 1st is due by October 15th, and February 1st is due by January 15th.

If you have any questions, please feel free to contact me at 410-752-1405 or russell@mdlegion.org.

The American Legion, Department of Maryland
Post Membership Credit Refund Request

Note: The Department of MD Executive Committee (DEC) in regular meeting on February 18, 2018 at Laurel, MD voted to allow the Department Adjutant to issue quarterly refunds of Post Membership Credits to those Posts participating in the Post Online Transmittal process. This form serves as the means to request quarterly refunds. The form needs to be submitted only once to make the Post's election for refunds, and thereafter only to change the election. Refunds will be processed every quarter on August 1st, November 1st, February 1st, and May 1st, with the first refund being May 1, 2018.

Post name and Number

This is to change our election Effective date

Post Election for Quarterly refunds (select one option below)

<input type="checkbox"/>	Please send quarterly refund checks of Post membership credits to the Post Adjutant or Post Address.
<input type="checkbox"/>	Please retain our Post membership credit at Department HQs, we will submit cards to use the credit periodically
<input type="checkbox"/>	Please donate our Post membership credits to Post _____ for their use for membership transmittals

The Department is allowing a transfer of Post membership credits from one Post to another to give an opportunity to assist less fortunate Posts. We are aware Posts have assisted Post 298 (Post at Charlotte Hall with mostly elderly Veterans in their long term care facility) and Post 127 (Post at MCVET with all homeless Veterans)

Please submit your refund election form NLT the 15th of the month prior to refund (remember the form must be submitted once to start election, thereafter only to change an election when necessary).

I certify this Post is participating in the Post online transmittal process on MyLegion.org and understand this election will stay in force until changed by a subsequent submission.

Post Adjutant Signature and Date