



THE AMERICAN LEGION  
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202  
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## MEMORANDUM

July 27, 2018

TO : DEC Members  
All Posts

FROM : Russell W. Myers Jr., Department Adjutant

SUBJECT : New Membership Report Familiarization

Please review the new Department membership report using the attached legend to understand the columns of the report.

A few changes to keep in mind:

1. This week's report contains all PUFLs processed, Department Life members, online renewals processed as of 7/26/2018, traditional members transmitted (completed or pending) via online Post Transmittals as of 7/26/2018, and traditional members transmitted via mail to Dept HQs as of 7/23/2018.
2. This report will be run at noon on every Friday. The mailed submissions received any given week from Posts will not be on this report until the following week (see 2(c)).
3. Member online renewals no longer are Only posted twice a month. Each report shall contain the number of Members that renewed online as the day previous to the report.
4. This report no longer reflects membership processed at Department HQs. It reflects membership processed at National HQs.
  - a. Membership renewed online by the member is shown as of the next day on this report.
  - b. Membership transmitted by Posts utilizing the new Post online transmittal tool on MyLegion shall be credited the next day on this report. Pending transactions are counted upon submission, and they will be reversed and taken away from the Post totals if required at National (ie. Insufficient funds for transmittal).
    - i. This reduces the number of members receiving renewal notices after they have paid, and streamlines the renewal process at all levels.
    - ii. Posts can enter new members and transfer members not paid for the current year in the system.
  - c. Membership mailed to Department HQs currently will be batched and sent to National HQs once a week (usually sent on Tuesday for arrival on Wednesday in Indianapolis). This method now will be the slowest way to get credit for the Post's membership. There is a new tool coming in a few months that would allow the Department to submit an online transmittal to National in a similar fashion as Posts are currently using. When this happens the Department will scan the cards mailed to Department by posts and they will be credited the next day. So please bear with us in this new process as the ability to get these mailed cards on the report faster is coming in the near future (3-6 months is the timeline given us by National).
  - d. This is important to note as deadlines for membership reports especially as it relates to incentives and contests must be understood and planned in advance. This HQs has instituted a new membership report, and all should adjust their timelines and practices to coincide with the new process. If a Post or other official has questions or needs assistance with understanding how this change may impact their submissions making it on the membership report, please call or email as soon as the issue arises. However, calling after a cutoff and complaining that one does not understand how the process works will have no effect on changing the report as the numbers come from national processing. We want to help the Posts make their goals, but procrastinating and then trying to submit through the mail or hand carrying will not work until the Dept has the means to do the transmittals electronically, and that could be months from now..
5. The credit report has been consolidated with this report and the separate report has been eliminated.
6. The last pages of the membership report is the figures from national that are used to populate the report. They are included to assist the Posts in understanding what goes into the current figures.
7. The standing in the incentive categories shall be distributed at a future date as part of the membership report.
8. Post 297 challenge has been discontinued as of the 2018 membership year.

## MEMBERSHIP REPORT COLUMN LEGEND

### **Pos**

Short for **Position**, this column gives a numerical indication where the District, County / Area, or post ranks relative to other Districts, Counties, and Posts within the given category Department wide.

### **2019 Total (YTD Current Membership Year) (July-June)**

YTD stands for Year to Date and gives the exact amount of membership received and processed at National for the Department, District, County, or Post for the current membership year. Membership mailed to Department HQs, but not yet processed by National shall not be included in this number as of the date of report.

### **2019 vs 2018**

The comparison of membership processed at National for current membership year as compared to the same date in the previous membership year.

### **Current GOAL %**

Percent of Goal is the percentage of the current membership year goal processed at National as of the date of the report.

### **Members needed to achieve goal**

These 9 columns show the number of members the Post needs to achieve each of the intermediate goals to 100% and the dates of those goals.

### **Goal**

Goal is last year's total membership plus 1 percent or 101 percent of the previous year's membership, this figure is always **ROUNDED UP**. For example: A post's previous year's membership was 501 then the goal for the next year is 507. On the other hand, a post's previous year's membership was 50 then the goal for the next year is 51.

### **Changes since (date of last report)**

This column is the date membership from a given post was last received and processed by National Headquarters, and the number reflects the change. This number can show negative or positive. Negative could be for insufficient funds received from Post, or duplicate transactions.

### **Post Credits**

Shows the current amount of Post credits at Department HQs. Post participating in the Online Post transmittal submissions may receive a rebate of their credits quarterly. Please contact Dept HQs to obtain the form to start these rebates. Rebates are distributed in August, November, February, and May

### **National Report Explanation**

**Column 1: (District)** The number of the District. Each MD District is assigned a number

**Column 2: (Post)** The Post number

**Column 3: (New)** Number of New members processed at National for the given Post to date of report

**Column 4: (PUFL)** Number of PUFL members processed at National for the given Post to date of report

**Column 5: (OnlineRnw)** Number of members that renewed online THEMSELVES at National for the given Post to date of report

**Column 6: (PendingOnlinePost)** Number of members submitted via Post Online Transmittal, but still in a pending status at National for the given Post to date of report

**Column 7: (TradRen)** Number of members submitted via Post Online Transmittal OR submitted via US Mail/hand carried to Dept HQs, and processed by National for the given Post to date of report

**Column 8: (TotTradRnw)** Sum of Columns 6 and 7 (Pending online and traditional processed to date)

**Column 9: (TotPaid)** Sum of Columns 3,4,5, and 8 (New, PUFL, Members renewing online, and Total traditional renewed to date)

**Column 10: (HqTrns)** Members transferred to given Post from a HQs Post

**Column 11: (TotalMbrs)** Sum of Columns 9 and 10 (Total Paid and HQs Transfers into Post to date)

**IGNORE** Columns 12 and 13 as they are not used currently

**Column 14: (HqTrnsPY)** Members transferred to given Post from a HQs Post by the same calendar date in the previous membership year

**Column 14: (TotMbrPY)** Total members Paid and processed at National for the given Post by the same calendar date in the previous membership year