



**SONS OF THE AMERICAN LEGION
NATIONAL HEADQUARTERS**

February 20, 2020

MEMO TO: SAL NATIONAL OFFICERS
SAL NATIONAL EXECUTIVE COMMITTEEMEN
SAL ALTERNATE NATIONAL EXECUTIVE COMMITTEEMEN
SAL PAST NATIONAL COMMANDERS
SAL NATIONAL COMMISSION AND COMMITTEE CHAIRMEN AND MEMBERS

THRU: ANTHONY W. WRIGHT (PA), NATIONAL ADJUTANT

FROM: KEN GEORGE (FR), NATIONAL SAL LIAISON

SUBJECT: NATIONAL EXECUTIVE COMMITTEE MEETING SATURDAY AND SUNDAY, MAY 2-3, 2020

Pursuant to Section 2, article VII, of the National Constitution of the Sons of The American Legion, the National Commander of The Sons of The American Legion, hereby calls for a meeting of the National Executive Committee of The Sons of The American Legion to be held May 2-3, 2020 at the Sheraton Indianapolis City Centre, Indianapolis, IN. **When arranging your trip, book your flight to arrive in Indianapolis on Friday, May 1, 2020, and departing after 1:30 p.m. on Sunday, May 3, 2020, if possible. Members arriving early or staying later will be at their own expense unless pre-approved.**

All certified National Executive Committeemen (NEC) or Alternate National Executive Committeemen (A-NEC) if representing your detachment, National Officers, Past National Commanders, and National Commission/Committee Chairmen/Members attending the meeting will receive a National Call-in and entitled to reimbursement. Reimbursement checks will be processed and sent via U.S. mail the week after the close of the meeting; allow up to 21 days to arrive. **In order to receive your reimbursement, all members are required to sign-in at registration and present when mandatory roll-call is taken at each session. Failure to do so may result in a delay or denial of your reimbursement.** Only those who receive an official call-in will receive payment unless otherwise directed by a separate letter of authorization from the national organization.

Anyone planning to attend the National Executive Committee Meetings, May 2-3, 2020, must register online at <https://www.legion.org/salconference>. **(this includes non-call in and visitors)**

The registration link will open February 20, 2020, 9 am EST, and close March 18, 2020 at midnight EST. Primary housing will be at the Sheraton Indianapolis City Centre located at 31 West Ohio Street in Downtown Indianapolis, IN. Space is limited, and it may be necessary to place some members in overflow lodging based on demand and availability. Upon checking-in be prepared to present an

acceptable payment option to cover your non-covered room expenses. Self-parking in the hotel garage will be reimbursed up to \$50 total, and valet parking will not be reimbursed. **All incidentals charged to the room and additional days stayed outside your call-in dates are your responsibility.**

All members who register online are guaranteed a room, however, if your plans change and you are unable to attend, it is your responsibility to cancel by notifying the National SAL Liaison Ken George by email at kgeorge@legion.org or 317-630-1376 within 24 hours of your reservation. Failure to cancel your room in a timely manner will result in your Detachment being billed for the non-canceled room. **Members who fail to register by the deadline will result in the member booking their own lodging.** On Friday and Saturday, May 1-2, 2020 you are required to complete a travel reimbursement and submit all receipts to the National SAL Finance Commission. Be sure to submit receipts for self-paid air-travel or \$.51 per mile up to \$500 maximum if you chose to drive your vehicle, baggage, transportation to and from the airport (whether taxi or self-drive). There is no shuttle from the airport to downtown, ride with a buddy and save the organization some money. Per diem will be indicated in your call-in letter. To arrange air travel, please contact Joyce Hamilton, Travel Administrator, National Headquarters by email at jhamilton@legion.org or call 317-630-1232. Do not wait until the last minute, book your flight and register early.

If you have any questions, please feel free to contact me directly at kgeorge@legion.org or 317-630-1376. On behalf of the National Staff, we look forward to seeing everyone and having a great weekend.