

# Instructions

Throughout the year, it is necessary for National to contact squadrons regarding membership renewals, awards, and general communications. In addition, National receives daily requests for post and squadron information from members and potential new members or others who are looking for information about The American Legion at the local level. Maintaining your squadron's current information with National Headquarters has become more important than ever.

Completing an annual Squadron Data Report (SDR) is necessary to inform your Detachment & National Headquarters of pertinent information regarding your squadron and, most importantly, membership renewal information. Complete an annual SDR even if your squadron information has not changed. Any information that has changed can be indicated by checking either the "CHANGE OR CORRECTION" boxes.

Squadron information will be maintained with National's records and published on the legion.org and mysal.org websites and through the "Post Locator" feature. Members who are traveling, have moved, or simply want to transfer frequently refer to the Post Locator for assistance.

Remember to inform your department/detachment any time a change is made throughout the year so the information can be reported to national headquarters.

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**Each question for the SDR requires specific information. For example, each question requires the following:**

- 1) Enter the actual physical location of the squadron's location.
- 2) Enter the mailing address of the squadron (if different than the physical address). This should be the address where the squadron receives all mail and parcels.
- 3) Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the squadron's regular mailing or physical address.
- 4) Write the dues amount each member pays for the current membership year. If your dues are changing, write the effective date of the new rate. Unless noted otherwise, an effective date of July 1<sup>st</sup> will be entered to coincide with the first renewal notice of the new membership year. Indicate your regular member dues rate only. Junior and dual dues rates are to be handled at the squadron level. All district and or county per capita should be included in the squadron dues for each member. The squadron will be responsible for directly paying any local district or county per capita dues.
- 5) Enter the business telephone number of the squadron. (Do not use a personal phone number of a member.)
- 6) Enter the fax telephone number of the squadron, if applicable.
- 7) Enter the squadron email address, if applicable. In addition, enter the email address that is regularly monitored.
- 8) Enter the URL of the squadron website, if applicable.
- 9) Enter the name of the squadron Facebook page, if applicable.
- 10) Enter the date and time of your regularly scheduled squadron meeting. (Ex: 2<sup>nd</sup> Wednesday @ 7:00pm)

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The Annual Squadron Data Report must be signed at the bottom of the page by the Squadron Adjutant or Commander. Unsigned reports will be returned for an authorized signature.

**The Annual Squadron Data Report (SDR) must be forwarded to your department/detachment by April 15<sup>th</sup> and received by National Headquarters no later than May 1<sup>st</sup> for squadron information to be processed in time for the first renewal notice.**

If there is a subsequent change in the squadron's contact information or a change in the dues amount, the squadron must notify their Detachment & National Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if the proper notification was not received or if notification was not received in advance of the established deadlines.

**NOTICE TO DETACHMENTS: All annual SDR's are due to your department/detachment by April 15<sup>th</sup> and received by national headquarters no later than May 1<sup>st</sup> to be processed before printing the first renewal notices. Please forward the SDR to IT/Data Services after receipt from the squadron; this will help ease processing at National.**

**MAIL:** THE AMERICAN LEGION  
ATTN: MEMBER SUPPORT SERVICES  
P.O. BOX 1954  
INDIANAPOLIS, IN 46206

**SCAN & EMAIL:** [PostSqdnUpdates@legion.org](mailto:PostSqdnUpdates@legion.org)



# ANNUAL SQUADRON DATA REPORT (SDR) MEMBERSHIP YEAR

Detachment \_\_\_\_\_ District/County \_\_\_\_\_ Squadron # \_\_\_\_\_

CHANGES OR CORRECTIONS

Please type or print in black ink and forward to your Department/Detachment and National Headquarters

1) Squadron's Home (Physical) Address: \_\_\_\_\_  
(Street address, City, State, and Zip Code) \_\_\_\_\_

2) Squadron's Mailing Address: \_\_\_\_\_  
(If different than physical address) \_\_\_\_\_

3) Squadron's Dues Mailing Address: \_\_\_\_\_  
(If different than physical address) \_\_\_\_\_

**Note:** If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#

4) Annual Squadron Dues for \_\_\_\_\_ Regular member dues: \$  
(membership year) Effective Date: \_\_\_\_\_ Format: mm/dd/yyyy  
(select date from drop-down arrow by clicking inside above box)

**Note:** Include all district and county per capita the squadron will be responsible for paying

5) Squadron Telephone Number: \_\_\_\_\_  
**Note:** DO NOT use personal phone numbers of members

6) Squadron Fax Number: \_\_\_\_\_

7) Squadron Email Address: \_\_\_\_\_

8) Squadron Internet Website: \_\_\_\_\_

9) Squadron Facebook Page: \_\_\_\_\_

10) Squadron Meeting Day & Time: \_\_\_\_\_

Format: mm/dd/yyyy

Squadron Adjutant or Commander Signature

Date (select date from drop-down arrow by clicking inside above box)

### IMPORTANT NOTICE

All annual SDR's are due to your department/detachment by **April 15<sup>th</sup>** and received by National Headquarters no later than **May 1<sup>st</sup>** to be processed before printing the first renewal notices.