

2011 DIRECT DUES RENEWAL PROGRAM

ATTENTION ALL POST ADJUTANTS

The DIRECT RENEWAL PROGRAM is a free service provided to ALL Departments for the past several years by National Headquarters. National will send all Dues Renewal Notices with your return address to members of your post who have not paid their 2011 membership dues. The program sets uniform dates for mailing of five (5) Renewal Notices to members inviting them to renew their American Legion membership by mail.

The Department Executive Committee voted to require ALL posts to use ALL of the five renewal notices mailed by National Headquarters. This program was designed to give post membership workers more time and make it convenient for the majority of our members to pay their dues through the mail. Therefore, all Posts will be required to participate in this outstanding membership enhancement program.

Although participation in all five notices is required, we still need to have you verify the amount of dues to be paid and the name and address of where they are to be returned.

National Headquarters is also asking for updated information regarding "Permanent Address" of your post. This is the physical address of your Post Home, if you have one. Do not list a Post Office box number of the address of the post adjutant. This should be a street address.

COMPLETE THIS FORM AND SEND IT TO DEPARTMENT HEADQUARTERS AT BOX 5057, WEST FARGO, ND 58078, NOT LATER THAN APRIL 9, 2010.

POST DATA FORM	
American Legion State Headquarters Box 5057, West Fargo, ND 58078	_____ (Date)
Dues in our Post for 2011 are \$ _____ (total of local + \$26.50 Dept & Natl dues). We understand that this amount will be printed by National Headquarters on dues notices to be mailed to our members. If post dues are changed we will notify Department Headquarters promptly.	
Indicate below the address to be printed on each dues notice showing where renewing members are to mail their dues for this post. (If possible, use a PO Box No. or permanent post address. Avoid using the name of an individual unless such is needed for mail to reach the proper post official).	
POST RETURN ADDRESS Ideal example: American Legion Post #1 Adjutant PO Box # Anytown, ND 58000	POST PARTICIPATION SELECTION Our post will participate in this program as follows: XXXXX All five Renewal Notices
American Legion Post # _____ Adjutant (or other title position listed below) _____ _____ (Street Address or Box #)	Submitted by _____ Title _____ Do you have a permanent Post Home? If yes, complete the following: Address _____ _____, ND _____
_____, ND _____	_____, ND _____

HERE IS THE 2011 DUES RENEWAL NOTICE SCHEDULE

2011 RENEWAL NOTICE DATES	Memberships must be at Dept. Hqtrs. by:	To be removed from Natl Hq Computer by: (note)
FIRST (mandatory) July 1, 2010	April 26, 2010	May 3, 2010
SECOND (mandatory) October 1, 2010	September 2, 2010	September 9, 2010
THIRD (mandatory) January 3, 2011	December 1, 2010	December 8, 2010
FOURTH (mandatory) March 1, 2011	February 2, 2011	February 9, 2011
FINAL NOTICE (mandatory) May 2, 2011	April 6, 2011	April 12, 2011

Note: The above cutoffs are important, as memberships are processed at Natl Headquarters they are removed from the computer and the member should not receive any more Dues Renewal Notices. There are cases where some members will receive another notice if they pay their dues too close to the cutoff.

Posts are encouraged to evaluate the merits of this program in their local operation. However, we MUST have a completed POST DATA FORM from your post by April 9th. Detach the bottom form and keep the above schedule for future references.

This program is an excellent opportunity for your post to save time, material and postage by letting National Headquarters do your initial mailing. TO BE TRULY SUCCESSFUL THOUGH, PERSONAL CONTACT STILL WORKS BEST.

More information on this program can be obtained by writing Department Headquarters, Box 5057, West Fargo, ND 58078 or call 293-3120 or FAX us at 293-9951.

**GET THE JUMP ON YOUR 2011 MEMBERSHIP MAIL THE "POST
DATA FORM" TODAY**