**Please complete all sections even if the post information has not changed.**
*(Fill in each section and please do not write same)*

**ANNUAL POST DATA REPORT**
**2021 Membership Year**

**ND - AMERICAN LEGION POST (37-00)**

<table>
<thead>
<tr>
<th>District</th>
<th>Data as of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Post's Legal Name (as shown on Post Charter):**

**Post Location (as shown on Post Charter):**

1) **Post's Home (Physical) Address:**

   *List the Post Meeting location if the Post does not have a Physical Post Home.*

2) **Post's Mailing Address:**

   - [ ] Same as Post Home Physical Address
   - [ ] Same as Post Dues Mailing Address

3) **Post's Dues Mailing 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) **Current Annual Post Dues:** $_______

   **NOTE:** All new dues rates will be effective July 1st (1st renewal notice) unless an alternate Effective Date is entered.

   **Dues will be $_______**

   **Effective Date**

   [ ] [ ] [ ]

   *Month* / *Day* / *Year*

5) **Post's Telephone Number:**

6) **Post's Fax Number:**

   Note: Please **DO NOT** use personal phone numbers of members.

7) **Post's Email Address:**

8) **Post's Internet Website:**

9) **Post's Meeting Date & Time:**

10) [ ] Check here if your Post has a Legion Riders Chapter.

---

**Post Adjutant or Commander Signature**

---

**Date**

---

**IMPORTANT NOTICE**

*Complete and return this form to your Department Headquarters no later than **April 15, 2020**. Failure to meet this deadline may cause the first 2021 Renewal Notices to be mailed with incorrect information.*

*(Detailed instructions on reverse side)*

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**Please send this form by April 15, 2020 to:**

American Legion
Department of ND
PO Box 5057
West Fargo, ND  58078

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**Check below for each section if the information you entered is the same as last year or if you are submitting new information.**

<table>
<thead>
<tr>
<th>Post Physical Address</th>
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<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Dues Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Dues Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Phone and Fax</th>
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</thead>
<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email and Internet Address</th>
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<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Meeting Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Same  [ ] New</td>
</tr>
</tbody>
</table>
2021 DIRECT DUES RENEWAL PROGRAM

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 2021 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 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.

*Please remember to inform the Department Headquarters anytime a change is made throughout the year.*

Please send completed form to the Department Office by April 15, 2020.

Mailing Address: American Legion Department of ND, PO Box 5057, West Fargo, ND 58078

### DETAILED INSTRUCTIONS

1. Enter the actual physical location of the Post home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Post may meet regularly at a banquet facility; it may or may not be the Post’s mailing address.

2. Enter the regular mailing address of the Post. This should be the address where routine Post mail is received.

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 regular mailing address of the Post.

4. Your Post’s current dues are shown in the left column. Write the dues amount to be billed to members for their 2021 membership. If dues are changing, write the effective date of the new rate.

If questions 5, 6, 7, 8 or 9 below don’t apply to your Post, write *Not Applicable* (or N/A) in that field in the right column (below Change or Correction).

5. Enter the business telephone number of the Post. *(Not the personal phone number of any member.)*

6. Enter the fax telephone number of the Post, if applicable.

7. Enter the Post’s email address, if applicable. Many Posts now maintain an email address; it should be regularly monitored.

8. Enter the URL of the Post’s website, if applicable.

9. Enter the date and time of your regularly scheduled Post meeting. *(Ex: 2nd Wednesday @ 7:00pm)*

10. If your Post has a Legion Riders Chapter, check the box.