

**Sons Of The American Legion
Member Data Form
Instructions**

Please clearly print or type the information when filling out the form.

This is a *newly* designed form intended for use by electronic scanning equipment. Information that is not understandable or legible is subject to error. Your help is greatly appreciated and will permit National Headquarters to maintain a more accurate database of the Sons of The American Legion membership.

The Member Data Form should be used to report

- **Name/Address Changes,**
- **Date of Birth,**
- **Continuous Years Changes,**
- **Squadron Transfers and**
- **Deceased members**

The Member ID No., Squadron No. and the name of the Detachment is required for a Member Data Form to be processed by National Headquarters.

The following pertains to transfers only:

The transfer from one Squadron to another is a privilege granted to any paid-up SAL member with the approval of the Squadron to which the member desires to transfer.

A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:

1. No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time of the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended, and are not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Squadron to another. The accepting Squadron may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former Squadron.
3. A SAL member desiring transfer of membership must first secure approval for the Squadron TO WHICH transfer is desired. This may be done orally or in writing. The Adjutant of the new Squadron will complete and route the parts of the form as instructed.
4. National Headquarters will carry through by transferring the member's record to the new Squadron, provided the member's current record is on file and provided the information on the transfer is complete.

Route the parts of the member Data Form as follows:

Parts 1-3: Send to department/Detachment Headquarters. The Department/Detachment will forward part 1 to National, retain part 2, and mail part 3 to the Squadron that loses the member who transfers.

Part 4: Squadron should keep for their files.

Note: The signature of the Post/Squadron Adjutant is required in reporting a deceased member, a transfer or a continuous years change.