



Membership & Post Activity

November 2018

Happy Veterans Day

MyLegion Membership Processing

Are you ready to learn it?
Can you access & use MyLegion?

Special MyLegion Membership Processing Class

Fall Conference, Friday, Oct 19th, 9:00 AM at the North Raleigh Hilton.

Every NC Post is encouraged to send their adjutant or a MyLegion knowledgeable representative to this class.

Based on meeting feedback, Finance Officers should be included.

Every District Commander and/or District Vice Commander is encouraged to attend this class to better help their Posts.

What does Membership Processing mean to each Post?

1. You can process membership renewals through MyLegion.
2. You can process new members through MyLegion
3. You can process transfers with money through MyLegion.

Again here are the Nuts & Bolts of the program:

Renewals

- ◆ Each Post using MyLegion Membership Processing signs up for Echeck automatic draft.
- ◆ Using MyLegion, a Post can input all renewals on one page & pay the National & Department dues using Echeck.
- ◆ Different from Online payments the Post gets to keep their portion of the dues.
- ◆ No errors for duplication of dues. MyLegion will not allow duplication of payment.
- ◆ No cards to mail to Department.

New Members

- ◆ New members are entered on screen and paid for using Echeck.
- ◆ New members are added quicker because National doesn't have to type in the cards they cannot read

- ◆ No spelling errors
- ◆ No cards to mail to Department

Transfers With Money

- ◆ Transfers with money are typed in on screen and paid using Echeck.
- ◆ Transfers are processed quicker
- ◆ No member data form to Department.

Transfers Without Money

- ◆ Transfers without money **MUST** have a Member Data Form sent to the Department.

Questions & Answers

1. ***Does a Post have to sign up for Echeck?***
No. A Post can continue to use the cards, transmittal forms & mail their membership.
2. ***Is Echeck/Automatic Transfer Safe?***
Yes. The Banking System uses encryption.
3. ***Does the Adjutant have to do the processing?*** The Adjutant Manual gives the Adjutant that job but each Post is unique. You can use a Membership Team or an assistant to help with MyLegion.

Manual Membership Processing Questions

So your Post does not want to use MyLegion Membership Processing. That's fine. A Post can mail the cards and transmittal forms to update renewals, make out new member cards and do transfers with the Member Data Form.

1. ***Can a new member application get sent to the Department with the transmittal?***
No. You need to make out a new member card from your 2019 blank cards.
2. ***Does the new member card need all the info filled in including email and telephone number?*** Yes. Collect as much information as you can on each member. Be sure to include email and telephone numbers if they have one. What the Post gathers is in the National database.
3. ***Can a member be transferred with a member card?*** No. Transfers must be done with a member data form. Only exception is a MyLegion transfer with money.
4. ***How much are the National & Department Dues?*** \$27.50. If you have a transmittal form that shows \$22.50, **THROW IT AWAY.**
5. ***Double check your Transmittal form math.*** Add twice, transmit once.
6. ***How many member cards to a Transmittal Form?*** It's up to you. As many as you want to process.

Tech Talk, My Legion

- Print your current roster with all updates either through **Reports** or **Downloads**.
- Check your paid online through **Members Renewed Online**. You can select what period

you wish to look at. A week, a month or the whole membership period.

•**Report Server.**

- Labels. Set up and print labels.
- Listings. Pull all your rosters
- Project Stay Alive. These are Legion members who have moved into your zip code area. Maybe it's temporary like a second home or temp job. But it could also be a permanent move. These are members you should contact to welcome to the area and possibly join your Post.
- Letters. Headquarters Invitation Letters (Department Post 1981) preformatted and ready to print. You make your selections of who you wish to target using the menu. Don't forget to select Aux, Sons, Riders if you have them. These letters will include the Project Stay Alive names from above. Fold to fit a #10 single window envelope.
- Commanders Renewal Push. Here's where you can find the letters for your unrenewed members. Again they are all preformatted and ready to print. #10 single window envelope. For added incentive add a colored piece of paper with your Post upcoming events, or a Post coupon. Remember the National letter is standardized so personalize your letters.

Recruiting Practices

- ◆ Always be ready with a 30 Second "elevator pitch" on the importance & benefits of Legion Membership.
- ◆ Download the Legion app. Keep a few membership applications ready.
- ◆ Build & maintain a relationship with your local military installations. Use publication "Access Granted" for details on how.
- ◆ Build and maintain a relationship with the person in charge of veterans admissions and/or veteran student organizations that may be on college campuses.
- ◆ Network with first responders, civic & community organizations, as well as other veteran service organizations to expand your pool of potential members.
- ◆ Ensure that your Post is building it's brand—make sure your Post is an asset to the community; inform them of your Post's Programs, participation in parades, service activities, etc.
- ◆ Don't narrow your focus to veterans in only one or two war eras. Any veteran may be eligible, but you won't know if you don't ask!

- ◆ Don't let all of your hard work go to waste— Retain The Members.

Retention Practices

- ◆ Have a program, not a campaign. Retention is a year-round priority and needs to be planned.
- ◆ Recognize members who reach milestone membership anniversaries. .
- ◆ Provide and encourage the use of The American Legion Emblem. Wear your Legion gear proudly.
- ◆ Recognize your members as often as possible. .
- ◆ Get members involved at SOME level.

DEPARTMENT POST DATA FORM. Is your Post info up to date. Does it include an email address & telephone number for the Post Commander or a Post Officer? If not, why not?

NATIONAL INFORMATION FORM

Make sure it's up to date and includes an email and telephone number.

100% Club, 10/5/18 Report

1. Post 396 Spring Hope
2. Post 431 Wingate

Need Membership or Post Activity Help?

Let your District Commander know if you need assistance with membership, revitalization, use of MyLegion, officer training, or information about American Legion Programs. This will contribute to successful membership programs.

Membership Forms & Reports

All located in on the Department website at www.nclegion.org

Contact. Membership Committee Chairman Bob Barker can be reached at rgbhawaii7@gmail.com or 336-420-5877

Important Dates

Oct 18-20, 2018
Feb 14-16, 2019
Jun 5-8, 2019

Fall Conference, North Raleigh Hilton
Mid Winter Conference, North Raleigh Hilton
Department Convention, North Raleigh Hilton