

For Dept Use:

Roster \_\_\_\_\_ Bkpr \_\_\_\_\_

Mail List \_\_\_\_\_ Web \_\_\_\_\_

## POST INFORMATION FOR 2019-2020

Post No.: \_\_\_\_\_

District No.: \_\_\_\_\_

Division: \_\_\_\_\_

### Post Mailing Address:

Street or PO Box No. \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Post Phone No.: \_\_\_\_\_ Meeting Day/Night and Time: \_\_\_\_\_

Post Email: \_\_\_\_\_ Post Website: \_\_\_\_\_

Meeting Place Address: \_\_\_\_\_

### COMMANDER:

Name: \_\_\_\_\_ Member ID No.: \_\_\_\_\_  
(Required)

Address: \_\_\_\_\_  
Street or PO Box No. \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**At least 1 phone # is required**

E-mail Address: \_\_\_\_\_ Cell: \_\_\_\_\_ FAX \_\_\_\_\_

### ADJUTANT:

Name: \_\_\_\_\_ Member ID No.: \_\_\_\_\_  
(Required)

Address: \_\_\_\_\_  
Street or PO Box No. \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**At least 1 phone # is required**

E-mail Address: \_\_\_\_\_ Cell: \_\_\_\_\_ FAX \_\_\_\_\_

### MONTHLY MAILING ADDRESS: PLEASE SEE REVERSE SIDE

Only 1 Monthly Mailing is sent to each Post. Please complete the section below to inform Department Headquarters of the mailing address for the Monthly Mailing. It should be the Post Adjutant, Post Commander, or the Post PO Box. Please note the Monthly Mailing is also accessible on our website at [www.nclegion.org](http://www.nclegion.org).

Name(Identify if person or Post) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*NOTE: It is important that this information is completed as soon as Post Officers are elected. We must have correct information for both the Commander and Adjutant. It is also important that you list the date, time and place of your Post meeting as well as a Post address and phone number.**

Date: \_\_\_\_\_

Post Officer: \_\_\_\_\_

**PLEASE SEE REVERSE SIDE**

## **ELECTRONIC RECEIPT OF THE MONTHLY MAILING**

Please let us know if you are willing to receive the monthly mailing electronically; either by email or by accessing it from our website, instead of by mail. This will begin with the new officers mailing to start in July.

If you elect to receive it by email, you can then forward to the members in your post. Please inform your post members that it is and has been available on our website [www.nclegion.org](http://www.nclegion.org) for the past several years.

Yes my post would like to receive electronically instead of by mail \_\_\_\_\_

Please Email to: \_\_\_\_\_