

MyLegion.Org

HQ Transfer Invitations

Labels & Letters

What is the purpose of this listing?

- These are invitations for individuals in Post 1982 (AD or MN) to transfer to your post.
- The letters are preprinted and can be edited to fit your post's needs
- Mailing Labels are also available

How do I get to the Letters and Labels

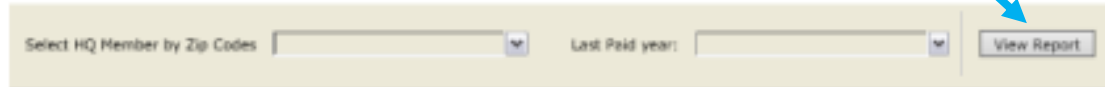
- Once logged into MyLegion.Org go to:
- Reports/Labels
- Post Reports
- Revitalizations
- **HQ Transfer Invitations - Labels**
 - *OR*
- **HQ Transfer Invitations - Letters**

You're Invited!

Required Information for the Labels

- Enter Zip Code – You can enter as many Zip Codes as you wish
- Select the Last Paid – You can go back to 2015 and you can select as many years as you wish

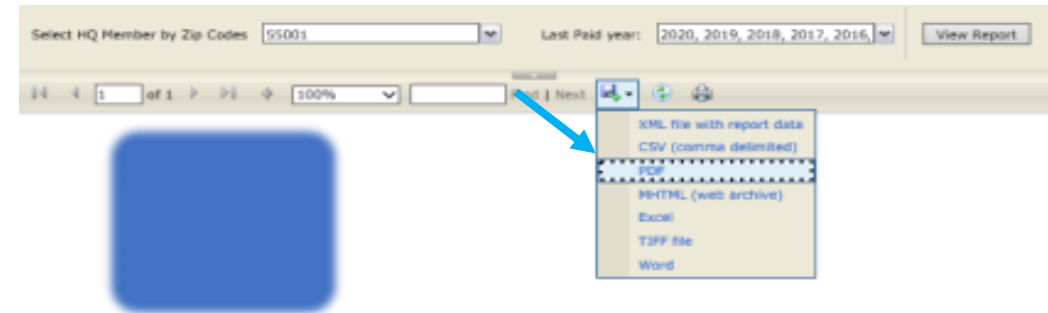
All items must be entered before selecting “View Report”



The screenshot shows a horizontal form with a light beige background. On the left, there is a label "Select HQ Member by Zip Codes" followed by a text input field and a small downward arrow icon. To the right of this is another label "Last Paid year:" followed by another text input field and a small downward arrow icon. On the far right of the form is a rectangular button labeled "View Report". A blue arrow points from the top right towards the "View Report" button.

Printing the Labels

- On the Export drop down menu icon select PDF

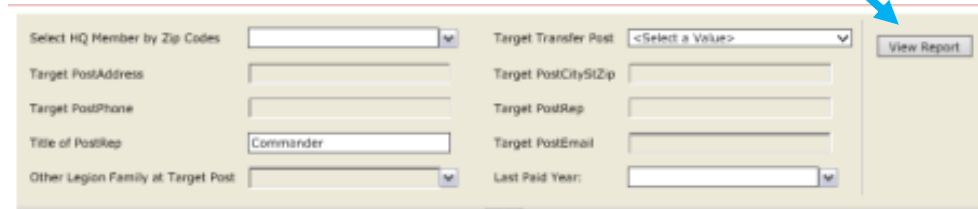


- If you get another window that asks if you want to Open or Save the file – Open the file
- The labels will need to be printed on AVERY 5160 or equivalent



Required Information for the Letters

- Select HQ Member by Zip Codes
 - Can enter as many Zip Codes as you wish
- Target Transfer Post – The post you want the member to transfer to
- Other Legion Family at Target Post – If you have an Auxiliary, SAL or Riders you can include them in your letter. If none, select none.
- Select the Last Paid – You can go back to 2015 and you can select as many years as you wish
- The other information can be edited if need be



The screenshot shows a web form with the following fields:

Select HQ Member by Zip Codes	<input type="text"/>	Target Transfer Post	<Select a Value>	<input type="button" value="View Report"/>
Target PostAddress	<input type="text"/>	Target PostCityStZip	<input type="text"/>	
Target PostPhone	<input type="text"/>	Target PostRep	<input type="text"/>	
Title of PostRep	Commander	Target PostEmail	<input type="text"/>	
Other Legion Family at Target Post	<input type="text"/>	Last Paid Year:	<input type="text"/>	

A blue arrow points to the "View Report" button.

All items must be entered before selecting “View Report”

Printing the Letters

On the Export drop down menu select Word

Select HQ Member by Zip Codes: 55001
Target Transfer Post: 0001 - MINNEAPOLIS
View Report

Target PostAddress: 2507 E 25TH ST
Target PostCityStZip: MINNEAPOLIS MN 55406

Target PostPhone: 612-721-3023 B
Target PostRep: Lawrence A. Schoppe

Title of PostRep: Commander
Target PostEmail: mplsipost1@hotmail.com

Other Legion Family at Target Post: - NONE -
Last Paid Year: 2020, 2019, 2018, 2017, 2016

THE AMERICAN LEGION
POST 0001 - Minneapolis
2507 E 25TH ST
MINNEAPOLIS MN 55406

Dear _____

By joining The American Legion, you have taken the first step to connect to the most powerful veteran service organization in America. By taking the next step and transferring to Post 0001, you are connecting with other American Legion members in your area and this is the true strength of our organization.

American Legion Post 0001 exists to support fellow veterans, their families, and our community. I invite you to make Post 0001 your American Legion home here in Minneapolis.

We support youth activities, returning service members, veterans in need, and the families of our men and women currently serving our country. We are a social network, involved in the community, and ambassadors and advocates for all veterans.

Basically, we are a family. Like all families, we see all levels of involvement from our members. Some attend all our functions while others pick and choose their involvement because of commitments to other activities or personal family responsibilities. Some of our members can only commit to paying their annual dues. Regardless of your level of activity, together, our members create the strength necessary to further our commitment in supporting our community and our fellow service members.

To transfer, you only need to sign below and mail it back to us at the address listed above. In addition, please review your current information for accuracy, and make any corrections below.

WE LOOK FORWARD TO HEARING FROM YOU!

Commander
Lawrence A. Schoppe, Post 0001
PH: 612-721-3023 B
Email: mplsipost1@hotmail.com

YES! Please transfer my membership to Post MN 0001 - Minneapolis

Signature

Current Information on File - Please write any changes/additions below and mail to the address listed above

201
B
25
A
P
E

- If you get another window that asks if you want to Open or Save the file – Open the file
- You will need to Enable Editing once the spreadsheet comes up.



- These letters are for those members in Post 1982 (MN or AD), either current or expired
- The letters can be change in anyway to fit your posts needs, but changing one letter does not change them all
- If the member is current (paid for current year) they only need to sign the letter and send it back. This letter needs to go to Department to initiate the transfer
- If the member is not current, they will need to pay their dues to the post. THIS IS NOT STATED IN THE LETTER. Something will need to be added to include the amount of the dues.
- If you get a signed letter back with the members dues, you can process that member as a transfer using the Process Membership on MyLegion.Org or you can send the signed letter along with Parts 1 & 2 of the 3 part membership card and the appropriate dollar amount to Department.