



For God and Country

*The American Legion
Department of Connecticut
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To: All Posts

From: Department Adjutant

Subject: Granting Permission to Department Headquarters to accept and verify new members for your Post

To all American Legion Department of Connecticut Posts, we are currently seeking your permission to accept possible new members who apply Online via our Department Website and is purely voluntary.

The process for accepting them is listed below.

1. Department Headquarters will Review submitted applications for accuracy and review submitted documents to ensure prospective new members are in fact eligible.
2. Once membership application and documents have been validated the new member will be put into your individual Post.
3. The post will receive an email from Department Headquarters letting them know that a new member has been placed into their Post. The email will also have the original application submitted minus the proof of eligibility, once eligibility has been confirmed those documents will be shredded. The email from Department Headquarters confirming eligibility along with the application will serve as your proof of eligibility for Post records.
4. Department will send the new member a welcome package which will include Post contact information, meeting information and general Legion brochures.
5. Posts which dues are more than the \$39.50 minimum will receive a Post credit for the difference that can be used for membership renewals or receive a check at the end of the membership year.

If your Post would like to participate in this program all you have to do is fill out the information below and send it back to Department Headquarters. This will only apply to new member applications.

Post # _____ Post Address _____

Name of authorized Post member _____

Signature of authorized Post member _____