

SONS OF THE AMERICAN LEGION

DETACHMENT OF



**HIO**

2025-2026

Detachment Membership and  
Program Awards Manual

*for Squadrons and Districts*

## Annual Squadron Data Report Forms

National Headquarters requires the submission of an Annual Squadron Data Report [SDR] form to provide important mailing, dues, contact, and meeting information to update their records.

**The membership dues information in particular is needed to properly support the individual online renewal feature.**

This report is to be submitted to Detachment Headquarters by April 9<sup>th</sup> every year for the upcoming membership year.

It must be forwarded to National by May 1<sup>st</sup>.

The form must be signed by either the Squadron Commander or Squadron Adjutant.

The current SDR form is available at [https://www.ohiolegion.com/wp-content/uploads/2026-Annual-Squadron-Data-Report\\_fillable.pdf](https://www.ohiolegion.com/wp-content/uploads/2026-Annual-Squadron-Data-Report_fillable.pdf).

## Squadron and District Officer Certification Forms

The Squadron and District Officer Certification Forms [OCF] are due at Detachment Headquarters annually no later than May 1<sup>st</sup> for the upcoming administrative year as per Article IV, Section 3 of the Detachment of Ohio By-Laws.

**The Squadron form MUST include the Advisor's physical mailing address to receive the new membership cards.**

**Districts will not have voting rights on the Detachment Executive Committee until their form is received and recorded.**

The current OCF is available at [https://www.ohiolegion.com/wp-content/uploads/SAL\\_OH\\_2025\\_Officers\\_Certification\\_Form\\_fillable.pdf](https://www.ohiolegion.com/wp-content/uploads/SAL_OH_2025_Officers_Certification_Form_fillable.pdf).

## Consolidated Squadron and District Report Forms

The Consolidated Squadron and District Report [CSR] forms are due to National Headquarters no later than July 1<sup>st</sup> annually, to be included in the national tabulation for awards at the National Convention. We ask that forms be submitted to Detachment Headquarters by June 15<sup>th</sup> for proper recording and submission to national.

Be aware of the earlier May 1<sup>st</sup> submission date if your squadron wants to qualify for the Commander's Program Award and some other Detachment Convention Awards.

The current CSR form is available at <https://www.ohiolegion.com/wp-content/uploads/50IA1124-SAL-Consolidated-Squadron-Report-FILL.pdf>.

### **Squadron Reporting Requirements to Receive New Membership Cards**

**Squadrons will not receive their membership cards for the new year until their annual Squadron Data Report, Officer Certification Form, and Consolidated Squadron Report have ALL been received at Detachment Headquarters.**

### **Squadron Quota**

To determine your Squadron Quota for the new membership year, add 3% to your FINAL MEMBERSHIP TOTAL for the current year as of June 30<sup>th</sup> with a minimum of one (1) additional member.

### **Squadron Development**

The idea of squadron development is to increase the number of squadrons in the detachment. It is the goal of each district to charter at least one (1) new squadron annually. Of course, more than one squadron is desirable, but the goal is one (1) new squadron per district.

If any district officer would like assistance in making a presentation about squadron formation at an American Legion Post meeting, please contact Detachment Headquarters. Charter packets are also available through Detachment Headquarters.

National Headquarters has provided the following guidelines regarding the issuance of SAL Squadron Charters:

<https://www.legion.org/getmedia/9b895bb8-fffa-487b-9617-4ef0c4f9bf2e/sal-squadron-charter-guidelines.pdf>.

The SAL Charter Application Form is available at <https://www.legion.org/getmedia/b567d475-71ff-4ed9-a21b-22bae62b2efd/sal-squadron-charter-app.pdf>.

## Transmitting Membership Cards to Detachment Headquarters

### **DO NOT HOLD MEMBERSHIP CARDS!**

Once you have members pay their dues, whether it is one member or ten or one hundred, mail the left two parts (**do not separate them**) of their card(s) along with the \$10.00 per capita to:

*Membership Division, The American Legion – Department of Ohio  
60 Big Run Rd., Delaware, OH 43015-9127*

Make checks payable to “The American Legion – Department of Ohio” and indicate “SAL Member Dues” on the Memo line.

*Squadrons are strongly encouraged to use Certified or Express Mail when sending membership cards to Department Headquarters. This provides a tracking reference that can be used when trying to locate a missing delivery.*

## myLegion.org Membership Administration Portal

The American Legion National Headquarters has designed a FREE and secure Internet site to assist Squadron Commanders and Adjutants in their day-to-day membership processing duties. This site serves as a direct portal from the local squadron to National Headquarters' membership system.

Features include:

- View and edit squadron membership records directly
- Generate squadron and membership reports
- **Transmit Detachment and National per capita membership dues electronically via bank transfer to National for renewals, new members, and member transfers**
  - o Reduces posting time to less than one week (after the first batch transmittal is complete, which can take two weeks for banking information to be verified)
  - o Eliminates paper card handling (other than the member's part)
  - o Improves reliability of membership processing for everyone (no "lost in the mail" issues)

**We strongly encourage ALL Squadron Commanders and Adjutants to register for and use a myLegion.org account for their membership administration activities!** Make sure to use the email address stored in your membership record when registering.

It is important that your Post Adjutant include these two key Squadron officers on the Notification of Post/Squadron Commanders and Adjutants form when he/she files it with Department Headquarters each year, and that the email addresses reported for them match the squadron officers' membership records.

The current Notification of Post/Squadron Commanders and Adjutants form is available at

<https://www.legion.org/sites/legion.org/files/legion/documents/Notification%20of%20Post-Squadron%20Commanders%20%26%20Adjutants%20-%20fillable.pdf>.

## District Lap Target Penalties

**Squadron Officers Not Certified** – Any squadron that has not submitted its Officers Certification Form to Detachment Headquarters by the October target date will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings.

This penalty will be applied for each squadron in the district that has failed to be certified.

**Membership “Goose Eggs”** – Any squadron that has zero (0) paid members posted on the remaining membership target date reports (December through May) will again cause their respective district to forfeit one percentage (1%) point in the detachment membership standings.

This penalty will be applied for each squadron in the district that has a “goose egg.”

The target date cash awards are intended to create competition in membership among the districts of the detachment. In turn, the penalties have been added to ensure that district officers are responsible for the success of their district and its accomplishments in membership.

***Let's all do our part in keeping the Detachment of Ohio  
one of the largest in membership!***

**Detachment Target Dates**

LAP	DATE	TARGET GOAL
1	Thursday August 7, 2025	District Cleared
2	Thursday October 2, 2025	40% of Membership Quota
3	Thursday December 4, 2025	55% of Membership Quota
4	Thursday January 1, 2026	75% of Membership Quota “Blue Jugs” Awarded
5	Thursday February 5, 2026	85% of Membership Quota
6	Thursday March 5, 2026	100% of Membership Quota
7	Thursday April 2, 2026	100% of Membership Quota
8	Thursday May 7, 2026	100% of Membership Quota

**PLEASE NOTE:** Handling membership cards by mail from the Squadron, through the Detachment, and on to National HQ can take three weeks.

**We recommend using the mailing dates to the right to ensure you meet the lap dates.**

**Or send all the cards you have ready by the end of each month.**

*The membership report on the Ohio Legion website will not reflect your submissions until the cards have been processed and payments posted to the member’s record in the National membership database.*

Detachment target date lap awards will be determined based on Department HQ’s transmittal submission dates and may not be published for a couple of weeks after the target date has passed once National processes them.

LAP	MAILING DATE
2	Sep. 23, 2025
3	Nov. 25, 2025
4	Dec. 23, 2025
5	Jan. 27, 2026
6	Feb. 24, 2026
7	Mar. 24, 2026
8	Apr. 28, 2026

## District Awards

Lap #1 – Thursday, August 7, 2025  
District Cleared

All 2025-2026 Squadron Officer Certification Forms filed  
**AND**  
All 2026 Annual Squadron Data Report Forms filed  
**AND**  
All 2024-2025 Consolidated Squadron Report Forms filed

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
District Cleared on or before today = \$50.00	District Cleared on or before today = \$50.00	District Cleared on or before today = \$50.00

Squadrons Without 2026 Officers Certified	Squadrons Without 2026 Annual Data Report Filed	Squadrons Without 2025 Consolidated Report Filed
CLEARED	CLEARED	CLEARED

## District Awards

Lap #2 – Thursday, October 2, 2025  
40% of Membership Quota

*Any squadron that has not submitted its Officers Certification Form to Detachment Headquarters by the October target date will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has failed to be certified.*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
40% of Quota on or before today = \$50.00	40% of Quota on or before today = \$50.00	40% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize, but which fails to win the lap will receive a prize of \$25.00.



## District Awards

Lap #3 – Thursday, December 4, 2025

55% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
55% of Quota on or before today = \$50.00	55% of Quota on or before today = \$50.00	55% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize, but which fails to win the lap will receive a prize of \$25.00.



## District Awards

Lap #4 – Thursday, January 1, 2026  
75% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
75% of Quota on or before today = \$150.00	75% of Quota on or before today = \$150.00	75% of Quota on or before today = \$150.00



The district which qualifies for the lap with the highest percentage in each category will receive a prize of \$150.00 and the category’s Blue Jug Award. If the winning district is 100% of Quota by this date it will receive a bonus prize of \$200.00.

Any district which qualifies for the lap but does not win their category will receive a prize of \$100.00. If such a district is 100% of Quota by this date it will receive a bonus prize of \$100.00.

## District Awards

Lap #5 – Thursday, February 5, 2026  
85% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
85% of Quota on or before today = \$50.00	85% of Quota on or before today = \$50.00	85% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize, but which fails to win the lap will receive a prize of \$25.00.



**I WANT YOU  
TO RENEW!**

## District Awards

Lap #6 – Thursday, March 5, 2026

Lap #7 – Thursday, April 2, 2026

Lap #8 – Thursday, May 7, 2026

100% of Membership Quota

*Any squadron that has zero (0) paid members posted on these membership target date reports will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Any district which achieves 100% of Quota on one of these report dates will receive a prize of \$100.00 (unless it has already won a 100% of Quota prize). **Quota prizes will be awarded only once per district.**



## Squadron Awards

The first five (5) squadrons in each of the following size categories to reach quota will receive a cash prize. *In the event of a tie for the final spot the prize will be split between the qualifying squadrons.*

Small Squadrons	Medium Squadrons	Large Squadrons	Jumbo Squadrons
10-50 members	51-150 members	151-250 members	251 or more members
100% of Quota \$50.00	100% of Quota \$100.00	100% of Quota \$150.00	100% of Quota \$200.00

These awards are intended to recognize the hard work and dedication of the squadrons who excel in working the membership program.

## Consolidated Squadron Reports

All districts with 100% of their squadrons reporting by May 1, 2026, in each of the following size categories will receive a cash prize.

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
100% of CSRs filed \$100.00	100% of CSRs filed \$75.00	100% of CSRs filed \$50.00

These awards are intended to recognize the hard work and dedication of the districts who have assured that every squadron turns in a report form.

## Convention Awards

### 1. Membership Awards

A plaque will be awarded to the squadron having the greatest percentage increase over its 2025 membership as of May 1, 2026, in each of the following categories.

- **Lawrence Hartline Award**
  - For squadrons reporting 10-24 members in 2025
- **Tom Getz Award**
  - For squadrons reporting 25-45 members in 2025
- **George Powell Award**
  - For squadrons reporting 46-65 members in 2025
- **Robert McBride Award**
  - For squadrons reporting 66-99 members in 2025
- **John Taylor Award**
  - For squadrons reporting 100-139 members in 2025
- **Ed Van Houten, Jr. Award**
  - For squadrons reporting 140-169 members in 2025
- **Fred Hartline, Sr. Award**
  - For squadrons reporting 170-215 members in 2025
- **Mike Wiswell Award**
  - For squadrons reporting 216 or more members in 2025

### 2. William R. Welsh Membership Award

A plaque will be awarded to the squadron that achieves the greatest percentage increase over its 2025 membership as of May 1, 2026. *A squadron must have 20 members to be eligible. New and reinstated squadrons are ineligible.*

3. Attendance Awards

Two plaques will be awarded. One will go to the squadron that has the greatest percentage of membership attending the Annual Convention. The other will go to the s squadron which traveled the farthest to attend it.

4. Robert J. Mendoza District Advisor's Awards

Two plaques will be awarded. One will go to the District SAL Advisor chartering the greatest number of new squadrons from May 1, 2025, to April 30, 2026. The other will go to the District SAL Advisor that has the highest percentage of quota squadrons within the district. A district must have at least three (3) squadrons to compete.

5. Squadron Historian's Report (Activities) Awards

Two plaques will be awarded. One will go to the squadron presenting the best written report. The other will go to the squadron presenting the best scrapbook of its activities during the past year. The winners must be in attendance at the Detachment Convention to claim their awards.

6. Betty McAdow Activities Award

A plaque will be awarded to the squadron submitting the best single project for the year as outlined on the Squadron Historian and Activities Report Form.

7. Americanism Award

A rotating plaque will be awarded to the squadron submitting the best report on its Americanism activities. The winner must be present to win. The Consolidated Squadron Report forms will be utilized to determine the winner.

8. Pat Shea Child Well-Being Award

A plaque will be awarded to the squadron donating the most money to the national “Child Well-Being Foundation” program by May 1, 2026. If you donated directly to National Headquarters, you must submit receipts to Detachment Headquarters by May 1, 2026.

9. Butch Badgett Memorial Gifts for Yanks Award

A plaque will be awarded to the squadron turning in the greatest amount of money for the “Gifts for Yanks” program by April 1, 2026.

10. Richard S. Riviotta, Sr. Rehabilitation Award

A plaque will be awarded to the squadron submitting the best report of its activities in the area of rehabilitation in the past year. The winner must be present to claim the award. The Consolidated Squadron Report forms will be utilized to determine the winner.

11. Al Brick “Advisor of the Year” Award

A plaque will be awarded to the distinguished advisor of the year as determined by the current detachment table officers upon review of the nominations received.

12. Earl Cox “Outstanding SAL Member of the Year” Award

Each squadron may nominate one (1) member from their squadron to be considered for this award. A complete resume of the member must be submitted to Detachment Headquarters or turned in before the opening session of the convention to qualify for judging.

The judges for this award will be the members of the Department SAL Advisory Committee that are present at the convention, at which time selection will take place. There will be one winner and two runners-up. In all cases, the decision of the judges will be final.

### 13. Commander's Program Award

A plaque will be awarded to all squadrons that meet the following goals by May 1, 2026:

- **Membership**
  - o Achieve 87% of renewals of its 2025 Membership.
- **Americanism**
  - o Sponsor at least one (1) delegate to either:
    - American Legion Buckeye Boys State (\$300);
    - **or** American Legion Auxiliary Buckeye Girls State (\$350);
  - o **or** donate to the National Emergency Fund (NEF) if it cannot afford the BBS/BGS level of participation.
- **Children & Youth**
  - o Donate to The American Legion Child Well-Being Foundation (CWF).
- **Veterans Affairs & Rehabilitation**
  - o Donate to Operation Comfort Warriors (OCW).
- **Commander's Project**
  - o Donate to "Save A Warrior"
  - o Note: As a non-Legion charity, all donations should be made directly to the organization at P.O. Box 218117, Columbus, OH 43221. Please keep a copy of your check for proof of your donation.
  - o Questions should be directed to Legion 12<sup>th</sup> District First Vice Commander Suzette Heller at [suzette.heller@saveawarrior.org](mailto:suzette.heller@saveawarrior.org).
- **Administrative**
  - o Submit its 2025-2026 Consolidated Squadron Report Form.

The monetary donations to the Americanism, C&Y, VA&R, and Commander's Project programs must all be at least \$1.00 per member based on the squadron's current paid-up 2026 membership count at the time of the Consolidated Squadron Report submission.