SONS OF THE AMERICAN LEGION DETACHMENT OF FLORIDA



ADJUTANT'S GUIDE

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Christian M Rapp | Detachment of Florida Adjutant

adjutant@floridasons.org (239) 243-2205

CONGRATULATIONS ON YOUR APPOINTMENT AS ADJUTANT!

The Adjutant position, in my opinion, **is the most important position** in our organization. Here is a summary of what the Squadron Adjutant's key duties are:

SQUADRON ADJUTANT DUTIES

The Squadron Adjutant serves as the **chief administrative officer of the Squadron**, supporting the Squadron Commander, officers, committees, and members while maintaining the Squadron's official records and ensuring required information is submitted to the District and Detachment.

Key responsibilities include:

- **Administrative Operations:** Manage Squadron correspondence, official records, meeting agendas, minutes, notices, and other administrative documents.
- **Membership Administration:** Maintain accurate membership information, monitor membership progress, assist with renewals and new members, and support the Squadron's annual membership goals. (Note: in our Detachment the elected 1st Vice Commander is usually in charge of membership. The Adjutant is also responsible for membership)
- **Reporting:** Complete and submit required Squadron reports, including the Squadron Information Report (SIR) and other reports required by the District, Detachment, Department, or National Organization.
- **Officer Records:** Maintain current information on Squadron officers and committee assignments and report changes through the appropriate channels.
- **myLegion Support:** Maintain appropriate access to myLegion and use available systems to manage membership, officer information, reports, and other Squadron business.
- **Communications:** Serve as a primary communication link between the Squadron and its members, District, Detachment, Post, and other American Legion Family organizations.
- **Meeting Support:** Prepare meeting materials, record and distribute minutes, maintain attendance and other meeting records, track motions, actions, and follow-up items.
- **Correspondence:** Receive, organize, respond to, and distribute official correspondence on behalf of the Squadron as directed by the Commander.
- **Forms & Documentation:** Maintain Squadron forms, rosters, applications, reports, correspondence, financial or administrative documentation, and other official records.
- **Committee Support:** Provide administrative assistance to Squadron committees and chairmen, including communications, documentation, reports, and deadlines.

- **Events & Activities:** Assist with the administrative side of Squadron programs, fundraisers, meetings, membership activities, and other events.
- **Records & Archives:** Maintain the Squadron's historical and organizational records and ensure important documents are preserved and accessible to future officers.
- **District & Detachment Coordination:** Ensure required information and reports are submitted on time and respond to requests from District and Detachment Leadership.
- **Member Assistance:** Help members and officers navigate Squadron procedures, forms, reporting requirements, membership systems, and other administrative matters.
- **Leadership Support:** Serve as an administrative resource to the Squadron Commander and other officers, helping ensure decisions, programs, and directives are properly documented and followed through.

In short: The Squadron Adjutant is responsible for keeping the Squadron's **administration, records, reporting, correspondence, membership information, communications, and meetings organized and functioning effectively.**

WHY THE ADJUTANT MATTERS

At first glance, this may seem like a lot of responsibility, but **the Squadron Adjutant is one of the most important positions in the Squadron**. A Commander is only as successful as the Adjutant who helps keep the administrative side of the Squadron running smoothly. Commanders may change from year to year, bringing new ideas, priorities, and leadership styles, but the Adjutant often provides the continuity that keeps the Squadron moving forward. Because so much of the Squadron's day-to-day administrative knowledge and history rests with the Adjutant, many members choose to serve in the position for several years. An experienced Adjutant can help new Commanders understand how the Squadron operates, provide guidance when questions arise, and help turn their plans and ideas into action. By supporting each new Commander while maintaining the Squadron's records, procedures, and institutional knowledge, the Adjutant provides the stability and continuity that helps keep the Squadron successful year after year.

WHAT YOU WILL FIND IN THIS GUIDE

This guide is designed to help you succeed in your role as Squadron Adjutant. Throughout the guide, you will find tips and tricks, step-by-step how-to's, links to useful resources, important report target dates, explanations of administrative procedures, and other information to help make the job easier. Whether you are a first-time Adjutant looking for guidance or an experienced Adjutant looking for a quick reference, this guide is intended to be a resource you can return to throughout the year. You won't find everything you need to know in one place, but my goal is to give you the tools, information, and resources you need to confidently handle the responsibilities of the position and support your Squadron and Commander.

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GETTING STARTED – YOUR FIRST DUTY AS ADJUTANT

Two reports to check on your first day, and two connections to make right away.

Your first days as Squadron Adjutant are the most important days. Getting a few things done right away will get you set up to do your job easier and more efficiently.

On your **first day**, there are two reports you need to make sure have already been submitted:

ANNUAL SQUADRON DATA REPORT (SDR)

The first of which is the Annual Squadron Data Report which should have been mailed to your Squadron in the early part of the year around late February/early March to the address on file. This report informs National of your Squadron's information. It is important to review the whole document and resubmit if there are changes. Here is the information you will see on the report:

- **Squadron Physical Address** – this is the address of your Post that National uses for its Post/Squadron Locator
- **Mailing Address & Dues Mailing Address** – It's important to review **BOTH.** Many Posts and Squadrons used to use a PO Box for their mail but don't anymore. If there is a PO Box listed here, please fill out the lines and change it. ***DO NOT SIMPLY WRITE 'SAME' ON THESE LINES.*** National uses this to send your Squadron mail. They also include it in the directory that we use to build our directory.
- **Current Annual Squadron Dues** – This is for the upcoming membership year (the year you are about to assume). If your dues have changed, fill this out.
    - **THIS IS THE AMOUNT THAT NATIONAL WILL SET FOR YOUR MEMBERS THAT PAY ONLINE. IF THIS IS NOT SET, NATIONAL WILL ONLY CHARGE YOUR MEMBER THE PER CAPITA. YOUR SQUADRON WILL HAVE TO TRY AND RECOVER THE DIFFERENCE.**
- **Squadron Telephone Number** – This is the number National will use in their directory to contact the Squadron. It is suggested to use the Post's telephone number.
- **Squadron Email Address** – The use of digital communication is growing daily. You should have an email address for your Squadron. At the Detachment level, we recommend each Squadron have an email address – while not required, it is highly recommended. If you do not have a Squadron email address, then this should be your Squadron Adjutant's address.
    - **Note**: regular reports are sent from National informing of members that have paid online. They use the address you list here.
- **Squadron Internet Website** – have a website for your Squadron or Post Family? Have a social media page? List it here so it can be included in the National directory.
- **Squadron Meeting Date and Time** – this is very important information. The directory that is created is sent to National and Detachment Leadership. At the Detachment level, we send this information to the Detachment Vice Commanders and District Commanders. This will allow them to know when your meetings are so they can schedule visitations.

If you have reviewed this report and there are no changes, you do not need to submit this report.

SQUADRON INFORMATION REPORT (SIR)

The Squadron Information Report (SIR). This report is required to be submitted immediately after your Squadron elections before you start your new year. This report will contain the information of all the newly elected Squadron Officers. It also allows Department to configure membership processing access in the myLegion.org portal for you, the Squadron Commander and Squadron Vice Commander. If this report isn't submitted on time, you may not be able to process membership right away.

> ***IMPORTANT:*** *Department uses your SIR to set up membership-processing access in myLegion.org. All access is reset on July 1, so if your SIR isn't in, your new officers won't be able to process memberships when the new year starts.*

If you do not have a myLegion.org account, it is imperative that you create one immediately.

> *Don't start worrying about completing, printing and submitting reports just yet. There's a system in place now to help you do this electronically. More on that in The Squadron Portal section of this guide.*

INTRODUCE YOURSELF TO THE DETACHMENT ADJUTANT

Send an email to the Detachment Adjutant and introduce yourself. Provide all pertinent contact info (name, email, phone). The Detachment Adjutant and his team are here to help and will make their best effort to respond in a timely manner. Ask anything; he will get you an answer.

SUBSCRIBE TO THE DETACHMENT GOOGLE GROUP

The Detachment email group is an invaluable tool for everyone in the Detachment, not just Adjutants. Through this group we relay the monthly newsletter (The Source), weekly membership reports and other information the Detachment feels is vital. We'll never send you spam and will never sell your personal information. Sign up today at **https://groups.google.com/forum/#!forum/florida-sons/join**

GETTING ORGANIZED FOR YOUR YEAR

Gather your records and build the binder that will carry you through the year.

"The beginning is the most important part of the work." – Plato

This quote from Plato's *Republic* is most appropriate for an Adjutant. Starting your year prepared will make everything you do a bit easier. This is especially important if this is your first time in the role. The items/tips that you will see in this section come from my personal experience. These are systems that I developed in my experience as a Squadron Adjutant, District Adjutant and Detachment Adjutant. These are not written in stone – you may come up with some better methods that work. These are provided to get you started.

LOCATE YOUR CONSTITUTION & BYLAWS (CBLs)

Every Squadron is required to have their own set of Constitution & Bylaws (CBLs). The Detachment of Florida asks that each Squadron review their CBLs every 3-5 years. Check your files at your Squadron to see if you have a copy. If you do not have a copy, you should reach out to Rachel Castleberry at Department (rcastleberry@floridalegion.org) to see if she has a copy on file. If there are no copies available, you should put this on your agenda for some point in the year to create them. If you do have a copy, review the date they were approved. If the date is 5 years or more ago, you need to put a review and resubmission on your agenda for the year.

LOCATE YOUR SQUADRON'S PAST MEETING MINUTES

Every Squadron should have an archive of their minutes. You never know when you may need to refer to them. It's also good to help document your Squadron's history. See if you have the minutes available. If so, gather them and keep them together somewhere in your office.

LOCATE THE DETACHMENT ADMINISTRATIVE MANUAL

Every year at our Annual Detachment Convention in June, we provide an Administrative Manual for the year. This manual contains information on how & when to file your Squadron reports, the reports themselves, membership goals, award forms and a copy of the current Detachment of Florida CBLs. This manual is also available on the Detachment website at www.floridasons.org.

GET A COPY OF THE SQUADRON HANDBOOK

Download or purchase a current copy of the Squadron Handbook from National. This is a valuable tool for all officers and members, not just the Adjutant.

From the handbook: "The Sons of The American Legion Squadron Handbook ("handbook") provides the reader with very general information about planning and conducting various programs and events. This handbook is only intended as helpful assistance to volunteers and staff."

Link: **https://floridasons.org/wp-content/uploads/2026/10/75IA0925-SAL-Squadron-Handbook.pdf**

CREATE AN ADJUTANT BINDER

This is something I feel is very valuable. You can keep everything you need and have it available in one place. Here's what I keep in my binder:

- **Roll call sheet** – I set up a spreadsheet at the beginning of every year. On this sheet I have a grid that has each meeting date as a column header, and each officer for the rows. I set it up in landscape format, so I can print the entire year on one page. This is the front page of my binder.
- **Previous meeting minutes** – I keep a copy of the minutes from all previous meetings starting with the most recent meeting. This makes it easy to go back and look when old/unfinished business is called for. It's also helpful if a member asks what a decision on a topic was during a past meeting. A 1" 3-ring binder will allow you to keep over a year's worth of minutes on hand.
    - **Note**: Once the binder is full of previous minutes, I transfer them to another binder in our office so the past minutes are available and archived for the future.
    - **Another Note:** If you are a new Adjutant, it would be beneficial to review the previous meeting minutes so you can be familiar with what has transpired and been documented. This will better prepare you for your first meeting. You can also get a feel for how the previous Adjutant documented the meetings.
- **A copy of the Squadron's Current Constitution & Bylaws** – this is a valuable resource that should always be on hand. It allows you, the Adjutant, to access in-place rules and procedures for your Squadron. Not every Squadron has a Judge Advocate, who would be the officer that would need to reference these documents during a meeting. This enables you, as the Administrator, to access these documents quickly during a meeting. Additionally, if your Squadron has standing rules, a copy of those should be included here too.
- **A meeting script/agenda** – The job of the Adjutant is to keep the meeting on-track and ensure that nothing is missed. You should have a script/agenda for the meeting in your binder.
    - **Note**: You should also create a binder for your Squadron Commander. His binder should mimic yours, except for the meeting minutes. The script/agenda should be in front of the Commander's binder. You should keep a copy of the script in the back of your binder as a backup.
- **Sign-in sheets** – Keep copies of sign in sheets in the front of your binder so you have them ready for your meetings.
- **Dates to remember** – Make your own calendar for reference and keep it in your binder. See the Dates to Remember section of this guide.
- **IN ADDITION TO THE BINDER,** I keep a folder with easy-to-read copies of the Preamble in it. I give the folder to the Sgt-At-Arms at every meeting to distribute before the meeting and then collect after the meeting.

MEETINGS & MINUTES

Run a smooth meeting and keep an accurate record of what was done.

THE MEETING SCRIPT

A meeting script helps keep the Commander on task and helps the Adjutant take minutes. The Squadron Handbook is small, and so is the print in its script. I've created a full-page copy of the script in the Templates section of this guide. Feel free to modify it as needed. There is also a link to download a Word version of the script from our website later in this guide.

TAKING AND TRANSCRIBING MINUTES

This will be the function you perform the most. It may seem intimidating at first if you never have done this. The most important thing to remember when taking minutes is that you are recording what was done, not what was said.

You don't have to document every word in excruciating detail. You don't have to document every single conversation had. Your minutes will simply be a summary of what transpired at the meeting. If you are using sign in sheets, you submit those with your minutes. The same applies to your financial report – assuming your Finance Officer prints one to distribute. This saves time already. Here's an example of how I start my minutes:

- Meeting opened at 7:00pm by Commander [name]
- Opening ceremonies performed. (This covers the pledge, invocation, salute to colors, POW/MIA, etc)
- Roll Call performed by Adjutant [name]. A quorum was declared.
- A motion was made to approve the minutes as read/as distributed by [name]. Motion 2nd by [name]. Motion approved/denied.
- Membership Report was given by Membership Chairman [name] 50/100 new/renewed members: 50%
    - Next goals: [date] [percentage] [date] [percentage] [date] [percentage]
- Finance report given by Finance Officer [name]
    - After discussion, motion to accept subject to audit by [name]. Motion 2nd by [name]. Motion approved/declined

As you can see, you are saving yourself time by using a format like this instead of documenting every word.

The same applies when you get to old business/new business/good of the order. Document the motions that are made. Describe the motions if you think more details are needed. Document who seconds the motions. Note if they were approved or denied.

> *Remember that discussion should be had, or the opportunity for discussion should be presented, for each motion. If there is discussion for any motion that you feel needs documented make sure you do. Again, it doesn't have to be in great detail.*

> *If you would like to use a voice recorder to take minutes for your meeting, you should notify the members present that you will be recording before the meeting starts. If they object, you cannot record the meeting.*

MINUTES TEMPLATE

Save yourself some time and create a template for your minutes that you can reuse when needed. If you don't have a template yet, I've created one for you to use. Modify it to fit your needs. There is also a link to download a Word version of the template from our website later in this guide.

DISTRIBUTING YOUR MINUTES

Unless your meeting is an Executive Board only meeting (Officers only), your minutes should be available to **every member** of your Squadron, even those that live out of area. In today's digital age, emailing the minutes is the easiest solution.

Of course, sending from your personal email to every one of your members would be time-consuming. You'd also most likely be flagged as a spam email sender by your provider. The best solution to this would be setting up an email group, like a Google Group. There will be more about that later in this guide when we get to the **Adjutant's Toolbox** section of this guide.

MEMBERSHIP & myLEGION

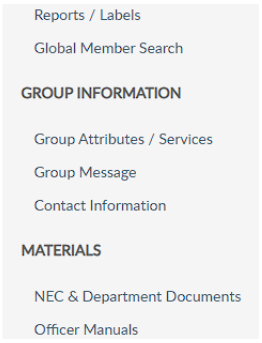
Use myLegion to keep your Squadron's membership records current.

> *In our Detachment, the elected 1st Vice Commander (membership chairman) usually leads membership. The Adjutant can also perform membership duties and supports this work.*

RUNNING ROSTERS IN myLEGION

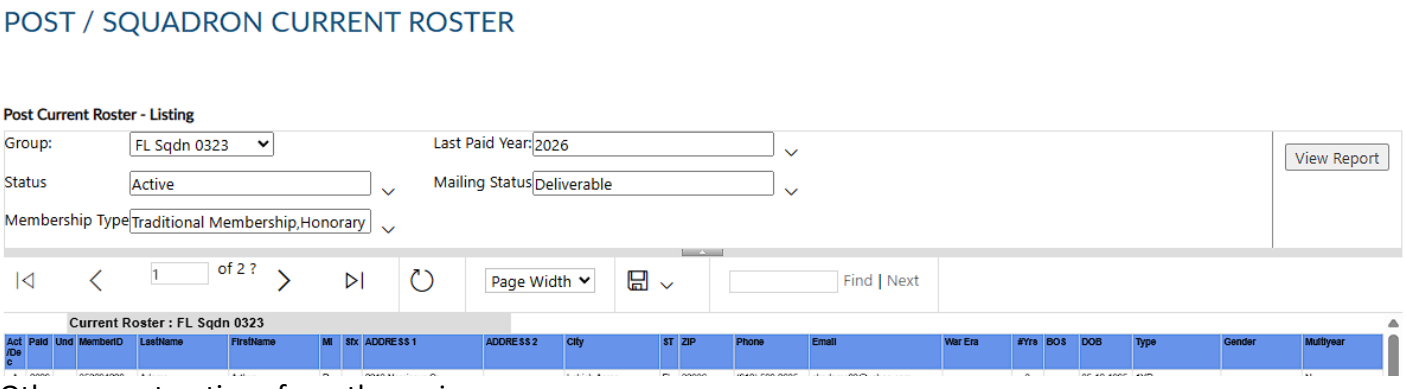
The myLegion.org system has many reports you can run. One of the most beneficial is the **CURRENT ROSTER REPORT.** This report is very flexible. You can run reports for a specific year if needed. This is great for finding your expired members and members who haven't paid in a few years. Those members are the hardest to bring back (this is called a reinstatement). You can also run reports on deceased members and members whose mail is undeliverable. Here's how:

1) Log in to your myLegion.org account and select your Squadron in the **MY GROUPS** dropdown.
2) Select **REPORTS/LABELS** in the left menu.
3) Select **POST/SQUADRON CURRENT ROSTER** on the right side of the screen.
4) On the next screen, select your Squadron, the last paid year(s) you're looking for, the mailing status and the membership type. (Select All is the best option)
5) Click the **VIEW REPORT** button.





The next screen will display the generated spreadsheet. Click the floppy disk icon to save. You have several options. I usually save in Excel format. This makes it easier to edit the spreadsheet, remove extra columns and manipulate the data the way you need it.



Other report options from the main screen are:

Member Online Renewals – run this periodically to see who has paid online, then send those members their membership cards.

Roster updates – run reports for transfers in or out, new joins & deceased members.

LOOKING UP MEMBER INFORMATION

Occasionally, you may need to look up one of your members, perhaps to call them, send them correspondence or update their information (including marking them deceased). The myLegion.org portal makes this easy. Here's how:

1) Log in to your myLegion.org account and select your Squadron in the **MY GROUPS** dropdown.
2) Select **VIEW MEMBERS** in the left menu.
3) Enter the member's last name. If it's a common name like Smith, you may need to enter the first name too.
4) Click **SEARCH.**
5) A screen will appear listing all members who match your search. The list shows each member's name, the Squadron they belong to, their member type (regular 1-year member or Honorary Life), their contact info, continuous years and paid-through year. *Click their name to edit their record.*

CREATING MAILING LABELS

Need to send a notification to your entire membership, such as a renewal postcard? The myLegion.org portal makes it easy. You can make 3x10 label sheets in a matter of minutes. The steps are very similar to Running Rosters in myLegion above. Here's how:

1) Log in to your myLegion.org account and select your Squadron in the **MY GROUPS** dropdown.
2) Select **REPORTS/LABELS** in the left menu.
3) Click the **3x10 Labels** link on the right.
4) On the next screen, select your Squadron, the last paid year (you can select multiple years – great for members who haven't renewed).
5) Select your sorting value (name is best) and click **VIEW REPORT.**



The system will bring you to a screen with a view of the labels. Click the floppy disk icon and select **WORD** as the download format. This will download your labels already formatted for Avery-compatible 3x10 mailing labels. Remember where you saved the file, open it in Word and print your labels.

THE SQUADRON PORTAL

Your Squadron's home base for officers, the SIR and online reports.

WHAT IT IS AND WHY TO USE IT

The Squadron Portal, **portal.floridasons.org**, was built to make the Adjutant's job easier. It's where you keep your Squadron's information and officers up to date, create and submit your SIR, and complete all of your annual reports online. The portal fills in your Squadron's information for you, saves your work as you go, and can even start this year's reports from last year's numbers. If you use it, it will save you hours every year.

> ***GOOD TO KNOW:*** *Only your Squadron* ***Commander and Adjutant*** *have access to the Squadron Portal, and you don't have to request a login. When a new Commander or Adjutant is entered in the portal, the system automatically emails them their login information. That works whether your Squadron enters the officers itself, or the Detachment Adjutant enters them from a SIR you mailed in.*

YOUR HOME PAGE

When you log in, your Squadron's home page shows you everything at a glance:

- **Membership** – your current membership compared to last year's total, your percentage, and your next membership target date and goal.
- **Squadron information** – your physical, mailing and dues mailing addresses, phone, email, website, meeting day and time, and dues amount.
- **Squadron Officers** – each officer's name, Member ID, email and phone, plus the dates your Squadron elections must be held this year.
- **Upcoming Meetings** – dates and locations for the Fall Conference and Annual Convention.

Take a minute to look this over at the start of your year. If anything is wrong or out of date, fix it under **Update Squadron Info**.

MANAGING OFFICERS & SUBMITTING THE SQUADRON INFORMATION REPORT (SIR)

The **Update Squadron Info** page is where you keep your Squadron's details and officers current, and it's also where you create your SIR.

1) Update your Squadron information and addresses if anything has changed, and click **Update** for each section.
2) Enter each newly elected officer's name, Member ID, phone and email, and click **Update**. When you change an officer, you'll choose whether the change takes effect **immediately** or **after Convention**. Changes set for after Convention post on **July 1**, the start of the new service year. If your officers didn't change this year, select **No officer changes**.
3) Click **Generate and Submit SIR**. The portal builds your SIR from the information you just entered.
4) Review the preview, then click **Submit SIR**. It's emailed directly to Department and the Detachment, so there's nothing to print, sign or mail.

Prefer to fill out the form by hand? You can also upload a completed SIR as a PDF.

> ***GOOD TO KNOW:*** *Entering a new Commander or Adjutant also sets up their portal access. They'll get their login email when the change takes effect, right away for an immediate change, or on July 1 for a change set to after Convention.*

> ***IMPORTANT:*** *Department uses your SIR to set up membership-processing access in myLegion.org, and* ***all access is reset on July 1****. If your SIR isn't in, your new officers won't be able to process memberships when the new year starts. Submit your SIR right after your Squadron elections, and no later than June 1.*

DISTRICT & AREA INFORMATION

Your home page also keeps you connected to the rest of the Detachment:

- **District and Area membership** – see how your District and Area are doing on their membership goals.
- **District Leadership** – contact information for your District Commander, District Vice Commander, District Adjutant and your Detachment Vice Commander.
- **View District Squadrons** – a list of every Squadron in your District, with addresses, meeting days and times, Commander and Adjutant contacts, and a map link. It's a great way to find a neighboring Squadron to visit, or to invite them to one of your events.

COMPLETING REPORTS ONLINE

Under **Squadron Reports**, you'll find every annual report the Detachment asks for: the National CSR, Detachment CSR, Americanism, Children & Youth, VA&R, and VA&R Volunteer of the Year. Each one shows its status, so you can see at a glance what's done and what isn't.

Every report works the same way:

- Your Squadron's information is already filled in.
- Each field explains what to enter.
- You can **load last year's data** as a starting point, then just update the numbers.
- Volunteer hours are automatically converted to a dollar value.
- **Save for Later** lets you work on a report a little at a time.
- When you're finished, click **Submit Report**, or **Generate PDF** to keep a copy for your records.
- A copy of every report you submit is emailed to you, so you'll always have one for your records.

> ***ADJUTANT TIP:*** *Complete your Americanism, Children & Youth and VA&R reports* ***before*** *the Detachment CSR. The portal pulls information from those reports into the CSR, so it will be quicker and more accurate.*

> ***DON'T FORGET:*** *The Detachment's target dates are set so your reports are in* ***before*** *the Annual Convention. If you miss one, submit it anyway. Late is always better than never.*

REPORTING

What's due, when it's due, and the easiest ways to submit it.

REPORTING BASICS

Reports are how your Squadron's hard work gets counted. Every hour your members volunteer and every dollar you give to veterans, children and your community becomes part of the Detachment's totals. The Detachment Adjutant combines every Squadron's reports into the Detachment of Florida's Consolidated Squadron Report and must submit it to National by July 1, so the work of the entire Detachment is recorded. National uses these numbers, from the Sons as well as the Auxiliary and the Riders, when The American Legion speaks to Congress on behalf of veterans. **Your Squadron's report really does make a difference.**

This section gives you a quick overview of each report. For complete instructions, see the Detachment Administrative Manual.

REPORT	WHAT IT COVERS	TARGET DATE	WHERE IT GOES
Squadron Information Report (SIR)	Your newly elected officers and Squadron contact information. Department uses it to set up membership-processing access in myLegion.org.	Right after Squadron elections; no later than June 1	Squadron Portal (emailed to Department and the Detachment) or Reporting Portal
Annual Squadron Data Report (SDR)	Your Squadron's addresses, dues amount, phone, email, website and meeting information. National uses it for its directory and to set your online dues. It arrives on its own, before the report packet.	Upon receipt, by the date listed on the SDR	Return it to National, and send a copy to the Detachment Adjutant (Squadron Portal or Reporting Portal) so there's a record
National Consolidated Squadron Report (National CSR)	National's summary of your Squadron's programs and activities for the year.	May 15, with your other reports	National, through myLegion.org or by mail; send a copy through the Squadron Portal or Reporting Portal
Detachment Consolidated Squadron Report (Detachment CSR)	The Detachment's summary of your Squadron's programs and activities. The Squadron Portal pulls in your program report numbers for you.	May 15 (before Convention)	Squadron Portal or Reporting Portal
Americanism	Boys State, baseball, Scouting, the Oratorical Contest, flag education, patriotic observances and community service.	May 15	Squadron Portal or Reporting Portal
Children & Youth (C&Y)	Aid and activities for children, plus contributions to children and youth programs.	May 15	Squadron Portal or Reporting Portal
Veterans Affairs & Rehabilitation (VA&R)	Help given to veterans and volunteer hours at VA facilities.	May 15	Squadron Portal or Reporting Portal
VA&R Volunteer of the Year	Nomination of an outstanding VA&R volunteer from your Squadron.	May 15	Squadron Portal or Reporting Portal

> ***ADJUTANT TIP:*** *Complete your Americanism, Children & Youth and VA&R reports* ***before*** *the Detachment CSR. If you use the Squadron Portal, it pulls the numbers from those reports into the CSR for you.*

> ***DON'T FORGET:*** *All reports are due* ***May 15****. That date gives the Detachment time to compile every Squadron's numbers,* ***judge the reports for awards****, and prepare the year-end results we report at the Annual Convention. It also gives the Detachment Adjutant time to complete the Detachment's report to*

> *National. A late report can miss out on awards, and it may not be counted at all. Don't wait. Get your reports in by May 15.*

WHERE TO FIND THE REPORT FORMS

You can get the report forms four ways. Use whichever works best for you:

- **The year-end packet** – the Department of Florida mails a packet with every report form in late April or early May. It goes to the Post's mailing address on file, so ask your Post to watch for it.
- **The Administrative Manual** – the digital version on floridasons.org includes every report as a fillable PDF.
- **The Report Forms page** – each report is available on its own as a fillable PDF on floridasons.org.
- **The Squadron Portal** – complete your reports online, with no form needed.

> ***IMPORTANT:*** *The Annual Squadron Data Report (SDR) is mailed* ***separately*** *and usually arrives before the report packet. Complete and submit it right away. Don't hold it to send with your other reports.*

THREE WAYS TO SUBMIT YOUR REPORTS

Once your report is complete, submit it using one of these options. They're listed best option first:

1) **Online through the Squadron Portal (recommended).** Complete and submit your report right in the portal. Nothing to print, scan or mail.
2) **Upload a fillable PDF through the Reporting Portal.** Fill out the PDF on your computer, save it, and upload it at reporting.floridasons.org.
3) **Upload a scan or photo through the Reporting Portal.** Filled out by hand? Scan it, or take a clear photo, and upload it the same way.

Whichever portal you use, a copy of your submission is emailed to you, so you'll always have one for your records. Digital delivery is preferred, but you can still mail a report if you need to. The Detachment Adjutant's mailing address is printed on each report form.

> ***GOOD TO KNOW:*** *The Reporting Portal only accepts PDF and image files, up to 10 MB each. If your report is a Word or Excel file, save it as a PDF first.*

> ***IMPORTANT:*** *If you submit a report electronically,* ***do not*** *also mail a paper copy. One submission is all that's needed.*

BEYOND YOUR SQUADRON

Your District and Detachment are here to help. Here's how to connect.

GET TO KNOW YOUR DISTRICT LEADERSHIP

As mentioned in the Squadron Portal section, you will have a listing of your District's Leadership. Make it a point to reach out to them and introduce yourself prior to your Squadron's Installation Ceremony. There may be times during your tenure when you need the advice or help of your District Leadership. Keep in touch with them and find out about upcoming District events and meetings. Put the events and meetings on your Adjutant calendar.

ATTEND DISTRICT MEETINGS AND EVENTS

Most Districts have quarterly meetings – attend these meetings and learn what's going on. You'll meet members from other Squadrons and hear about things they have done and things they have planned. It's a great way not only to get ideas for your Squadron, but also to introduce yourself and invite others to your Squadron's functions. After attending these meetings and events, you may decide you would like to serve on District Staff. This is a great way to get familiar with what District Leadership does.

At the very least, make sure to attend the last meeting of the year – the District Constitutional Conference (DCC). This is the annual meeting, usually held in May, where your District elects the District Commander and Vice Commander for the upcoming year. The newly elected District Commander appoints his staff. If you have decided you would like to be a part of the staff, this meeting is where you can make that known.

ANNUAL CONVENTION & FALL CONFERENCE

Twice a year, the entire Florida American Legion Family meets in Orlando for annual meetings. These meetings are a great chance to see the results of everyone's work throughout the year.

Not only can you meet members from around the state, but you will also have a chance to meet your Detachment Leadership and Committee & Commission Chairmen. At both meetings, you'll have the opportunity to participate in the Committee and Commission meetings. This is a great way to get involved with something that is important to you.

At both meetings, there is always training available. Training sessions are usually announced in advance on the Department and Detachment websites so you can plan which training sessions you'd like to attend.

> *Members of the Sons of The American Legion are allowed to attend most American Legion training sessions. Check the American Legion Department of Florida website in advance. Some classes require you to pre-register. (www.floridalegion.org)*

The **Annual Convention**, held in June, is a well-attended, exciting statewide gathering with vendors, banquets, activities, training opportunities, meetings, and more. There is something for everyone to enjoy. Convention is

also a great opportunity for members and Posts from across Florida to reconnect, exchange ideas, and come together as one Legion Family.

The Detachment Convention is also where the organization conducts its annual business, including electing new leadership, celebrating the accomplishments of the past year, and recognizing outstanding individuals, Posts, and programs from across the state.

Our **Annual Fall Conference,** held in November, is our mid-year meeting. Fall Conferences are a great experience for first-time attendees as well as seasoned officers. It is the Detachment's goal to make Conference a successful and enjoyable experience for all. Fall Conference is designed to serve as an all-inclusive training opportunity through Detachment-led training sessions, Committee and Commission meetings and guest speakers.

Each year the Fall Conference is geared toward the needs of our members and officers. The Detachment staff looks forward to your participation and insight into making each aspect of Conference valuable for you and the members of the local Squadron you are representing.

As mentioned before, the upcoming Annual Convention and Fall Conference are listed in the Squadron Portal. A complete listing of the scheduled meetings can be found on the Detachment of Florida website.

> ***DETACHMENT CONVENTION:*** *https://floridasons.org/detachment-convention/*
>
> ***DETACHMENT FALL CONFERENCE:*** *https://floridasons.org/detachment-fall-conference/*

ADJUTANT'S TOOLBOX

The websites, groups and links that make the job easier.

THE DETACHMENT WEBSITE

The Detachment of Florida website, **www.floridasons.org**, is one of the best tools in your toolbox. It contains almost everything you'll need to do your job: report forms, current membership reports, governing documents, meeting information and contacts for your District and Detachment Leadership. If you aren't sure where to find something, the website is a great place to start. Bookmark it and get familiar with it early in your year.

Here's what you'll find, organized the way it appears in the website's menus:

- **Leadership** – Contact information for your Detachment Officers, District Commanders and Vice Commanders, and Detachment Commission and Committee Chairmen. This is where to look when you need to know who to call.
- **Resources** – The current Detachment Administrative Manual, the Squadron Handbook, the Detachment Constitution and By-Laws, and a Squadron Constitution and Bylaws template you can download and edit. You'll also find the Adjutant's Tools page, with helpful files shared by other Adjutants, such as a volunteer log, a transmittal tracking sheet and a copy of the Preamble.
- **Reporting** – Every Detachment report form in one place, including the Squadron Information Report (SIR), the Consolidated Squadron Reports, membership forms and award forms. Most are fillable PDFs you can complete on your computer. When you're done, submit them through the Report Submission portal.
- **Meetings** – Information about the Annual Detachment Convention, the Fall Conference and the District Constitutional Conferences.
- **Membership** – Membership eligibility requirements, plus the Squadron and District Membership Reports, which are updated weekly so you can see how your Squadron is doing toward its goals.
- **News & Events** – The Detachment Events Calendar, the latest issue of The Source newsletter, and a form to submit your own article to The Source. You can also submit your Squadron's events to the Detachment calendar.
- **Squadron Locator** – Find any Squadron in the state, including your own, and check that your information is listed correctly.

> ***ADJUTANT TIP:*** *Report forms are updated at the start of each service year. Always download a fresh copy from the website instead of reusing last year's file. That way you know you're using the current version.*

> ***GOOD TO KNOW:*** *Having trouble opening or printing a form? Contact the Detachment Adjutant at* ***adjutant@floridasons.org****.*

CREATING A GOOGLE GROUP FOR YOUR SQUADRON

Earlier in this guide, we recommended that every Squadron have its own email address. Here's another great reason to set one up. With a free Google Group, you can send your minutes, newsletters, calendars and announcements to your entire membership with one email, and you won't get flagged as a spammer by your email provider.

Step 1: Create a Squadron Gmail account

The owner of a Google Group needs a valid Gmail address. Rather than using your personal email, create one for the Squadron. That way it stays with the Squadron when the next Adjutant takes over.

1) Go to **accounts.google.com/signup**.
2) Create an address that's easy to recognize, such as **salsquadron[squadron number]@gmail.com**.
3) If you haven't already, update your Squadron's email address on the Annual Squadron Data Report so National and the Detachment have it too.

Step 2: Create the group

1) While signed in to the Squadron Gmail account, go to **groups.google.com** and click **Create group**.
2) Enter a group name (for example, *SAL Squadron [squadron number]*), a group email address and a short description, then click **Next**.
3) Choose your privacy settings. We recommend:
    a. **Who can join group:** Only invited users
    b. **Who can view conversations:** Group members
    c. **Who can post:** Group managers
    d. **Who can view members:** Group managers
4) Click **Next**, skip adding members for now, and click **Create group**.

Step 3: Gather your members' email addresses

Run the Current Roster Report in myLegion (see *Running Rosters in myLegion* in the Membership section) and save it in Excel format. The email column gives you the addresses you need.

Step 4: Add your members

1) Open your group and click **Members**, then **Add members**.
2) **Add directly** (Gmail and other Google Account addresses): leave **Directly add members** turned on. They're added right away and get your welcome message.
3) **Invite** (Yahoo, AOL, Outlook, iCloud, Comcast and other non-Google addresses): turn **Directly add members** off. They'll get an invitation and have to accept it before they start receiving your emails. You can track them under **Pending members**.
4) Paste in the addresses, add your welcome message and click **Add members** (or **Send invites**).

> ***IMPORTANT:*** *You can add up to* ***10 email addresses at a time*** *and a maximum of* ***100 per day****. If your roster is large, plan on adding members over a few days.*

> ***ADJUTANT TIP:*** *Setting "Who can post" to Group managers means only you (and any officers you make managers) can send to the group. Members can still reply to you, but a "reply all" won't land in everyone's inbox.*

> ***DON'T FORGET:*** *Keep the Squadron Gmail login somewhere safe, and pass it on to the next Adjutant. Consider adding your Commander as a group owner too, so the group is never locked out.*

> ***ADJUTANT TIP:*** *Every time you process a new member, add their email address to your Squadron's Google Group right away. That way they start getting your minutes, newsletters and announcements from day one, and they'll know what's going on in their new Squadron.*

Sample welcome messages

Copy and paste these into the message box when you add or invite members:

> ***Direct add:*** *You have been added to the Sons of The American Legion Squadron [squadron number] email group! We use this group to share our weekly membership reports, monthly newsletter and calendar, and other important information for the members of our Squadron. We do not share your information with any other parties, nor do we send out spam.*

> ***Invite:*** *You have been invited to join the Sons of The American Legion Squadron [squadron number] email group! We use this group to share our weekly membership reports, monthly newsletter and calendar, and other important information for the members of our Squadron. We do not share your information with any other parties, nor do we send out spam.*

QUICK LINKS

Bookmark these. They're the websites you'll use most as an Adjutant, grouped so you can find what you need quickly. Report any broken links to the Detachment Adjutant.

ADJUTANT ESSENTIALS

NAME	WEB ADDRESS	WHAT IT'S FOR
myLegion.org	mylegion.org/PersonifyEbusiness/Home	The national membership system. Process new members and renewals, run rosters, look up members and print mailing labels.
Online Dues Renewal	mylegion.org/PersonifyEbusiness/Membership/SAL-Renew	Share this with your members. They can renew online with their Member ID and last name.
Squadron Portal	portal.floridasons.org	Update your Squadron and officer information, submit your SIR and complete your annual reports. Commander and Adjutant only; login information is emailed automatically. A copy of each report you submit is emailed to you. Not connected to myLegion.org.
Reporting Portal	reporting.floridasons.org	Upload a completed report as a PDF, scan or photo. No login needed. A copy of your submission is emailed to you.
Detachment Google Group	groups.google.com/forum/#!forum/florida-sons/join	Join to get weekly membership reports, The Source newsletter and Detachment news by email.

DETACHMENT RESOURCES

NAME	WEB ADDRESS	WHAT IT'S FOR
Administrative Manual	floridasons.org/wp-content/uploads/2026/06/SALFL-Admin-Manual-2627.pdf	Report instructions and due dates, membership goals, award forms and the Detachment Constitution & By-Laws. A new edition comes out every June; find the latest under Resources on floridasons.org.
Report Forms	floridasons.org/detachment-report-forms/	Every Detachment report form in one place, most as fillable PDFs.
Squadron Handbook	floridasons.org/wp-content/uploads/2026/10/75IA0925-SAL-Squadron-Handbook.pdf	National's guide to running a Squadron, including the meeting script.
Detachment Constitution & By-Laws	Constitution: floridasons.org/wp-content/uploads/2026/07/2026-Detachment-Constitution.pdf By-Laws: floridasons.org/wp-content/uploads/2026/07/2026-Detachment-By-Laws.pdf	The rules the Detachment operates under.
Squadron Constitution & Bylaws Template	floridasons.org/downloads/TEMPLATE%20-%20Squadron%20Constitution%20-%20By-Laws.docx	An editable Word template for writing or updating your Squadron's Constitution & Bylaws.
Adjutant's Tools	floridasons.org/adjutants-tools/	Helpful files shared by other Adjutants.

LEADERSHIP & CONTACTS

NAME	WEB ADDRESS	WHAT IT'S FOR
Detachment Officers	floridasons.org/detachment-officers/	Contact information for your Detachment Officers.
District Commanders & Vice Commanders	floridasons.org/district-commanders-vice-commanders/	Find your District Leadership.
Commissions & Committees	floridasons.org/detachment-commissions-committees/	Detachment Commission and Committee Chairmen.

MEMBERSHIP

NAME	WEB ADDRESS	WHAT IT'S FOR
Membership Eligibility	floridasons.org/membership-eligibility/	Who is eligible to join the Sons of The American Legion.
Squadron Membership Report	www.floridasons.org/membership/squadron-membership-report.pdf	Every Squadron's membership numbers, updated weekly.
District Membership Report	www.floridasons.org/membership/district-membership-report.pdf	Every District's membership numbers, updated weekly.
Squadron Locator	floridasons.org/squadron-locator/	Find any Squadron in Florida and check that your own listing is correct.
Military Service Records	www.archives.gov/veterans/military-service-records	National Archives page where veterans and next of kin can request a DD-214 or other service records to prove membership eligibility.

NEWS & EVENTS

NAME	WEB ADDRESS	WHAT IT'S FOR
Events Calendar	floridasons.org/detachment-events-calendar/	Detachment, District and Squadron events across Florida.
Submit an Event	floridasons.org/event-submission-form/	Add your Squadron's event to the Detachment calendar.
The Source	floridasons.org/the-source/	The Detachment newsletter.
Submit an Article	floridasons.org/the-source-source-article-submission-form/	Share your Squadron's news in The Source.
Detachment Convention	floridasons.org/detachment-convention/	Annual Convention information (June).
Fall Conference	floridasons.org/detachment-fall-conference/	Fall Conference information (November).

THE AMERICAN LEGION FAMILY: FLORIDA

NAME	WEB ADDRESS	WHAT IT'S FOR
The American Legion, Department of Florida	floridalegion.org Facebook: facebook.com/floridalegion	Department news, programs and training. Many American Legion training sessions are open to SAL members.
American Legion Auxiliary, Department of Florida	alafl.org/ Facebook: facebook.com/groups/1093969634883672	The Florida Auxiliary.
Sons of The American Legion, Detachment of Florida	floridasons.org Facebook: facebook.com/FloridaSAL	Your Detachment website.
Florida American Legion Riders	www.floridalegion.org/programs-services/legion-riders/about/	The Florida Legion Riders.

THE AMERICAN LEGION FAMILY: NATIONAL

NAME	WEB ADDRESS	WHAT IT'S FOR
The American Legion	legion.org	National headquarters of The American Legion.
American Legion Auxiliary	www.legion-aux.org	National headquarters of the Auxiliary.
Sons of The American Legion	www.legion.org/about/american-legion-family/sons-of-the-american-legion	National SAL information, officers and resources.
American Legion Riders	www.legion.org/get-involved/community-programs/american-legion-riders	National Legion Riders information.
Emblem Sales (SAL)	emblem.legion.org/sons-sal/	Order SAL caps, patches, pins, name badges and Squadron supplies.

DATES TO REMEMBER

Use this page to plan your year. Fill in the blanks at the start of each service year, then print it and keep it in the front of your Adjutant Binder.

KEY DATES THROUGH THE YEAR

WHEN	WHAT	DETAILS
July 1	New service year begins	Officer changes set for "after Convention" take effect, and myLegion.org membership-processing access is reset. Make sure your SIR is in.
Weekend before Thanksgiving	Detachment Fall Conference	Mid-year meeting in Orlando with training, Committee and Commission meetings, and guest speakers.
Late February / early March	Annual Squadron Data Report (SDR) arrives	Mailed by National. Submit it upon receipt, by the date listed on the SDR, so National has your correct dues amount before it mails renewal postcards. Send a copy to the Detachment Adjutant.
Late April / early May	Year-end report packet arrives	Mailed by the Department of Florida to the Post's mailing address on file.
90 to 10 days before Convention	Squadron elections	Must be held no more than 90 and no less than 10 days before the Annual Convention. Your exact window is shown on the Squadron Portal home page.
Immediately after elections	Squadron Information Report (SIR)	Submit right after your Squadron elections, and no later than June 1.
May 15	All year-end reports due	National CSR, Detachment CSR, Americanism, Children & Youth, VA&R and VA&R Volunteer of the Year.
60 to 10 days before Convention	District Constitutional Conference (DCC)	Your District's last meeting of the year, where District officers are elected. Usually held in May.
Mid to late June	Annual Detachment Convention	Usually the third or fourth week of June in Orlando. The Detachment's year-end business, elections and awards.
Every 3 to 5 years	Review your Squadron Constitution & Bylaws	Check the approval date on your CBLs and plan a review if it's due.

DISTRICT MEETINGS

Most Districts meet quarterly. Get the dates from your District Commander and write them in below.

MEETING	DATE	TIME	POST # / LOCATION
1st District Meeting			
2nd District Meeting			
3rd District Meeting			
District Constitutional Conference (DCC)			



TEMPLATES

Revised: OCTOBER 7, 2026

This section contains ready-to-use templates to help with the day-to-day work of the Adjutant. Each template can be printed directly from this guide, or you can download an editable Word version from the Detachment website (www.floridasons.org) and customize it for your Squadron.

New templates will be added to this section as they are developed, so check back whenever a new edition of this guide is released.

Have a template that works well for your Squadron, or an idea for one that would help other Adjutants? Share it with the Detachment Adjutant so it can be considered for a future edition.

SONS OF THE AMERICAN LEGION – DETACHMENT OF FLORIDA

MEETING SCRIPT ADAPTED FROM 2025 SQUADRON HANDBOOK (pages 22-25)

[1 Rap of the Gavel – Seat the Members]

- Sgt At Arms please ensure that all members and visitors have signed in and present the sign in sheet to the Adjutant.
- Sgt At Arms please secure the room

[3 Raps – Everyone Stands]

- With the colors of our nation in place, hand salute – Two
- Please uncover as the Chaplain invokes the blessings of God.
- In memory of our departed comrades and the comrades of our fathers, let us stand in silence. (30 seconds)

> [Although.draping.the.charter.is.reserved.for.memorial.services?.after.standing.in.silence?.the.charter.may.be.draped.in.memory.of.any.recently.departed.members]

- Please remain standing and uncovered

Resolution 288, adopted at the 67th National convention of The American Legion and Resolution NC 2-94, adopted at the 23rd National Convention of the Sons of the American Legion calls for designating a POW/MIA Empty Chair at all official meetings of the Sons of the American Legion, as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor.

- Sgt At Arms, please place the POW MIA Flag on the Empty Chair

- Please remain standing and join me in the Pledge of Allegiance

[Recover]

PREAMBLE

Please join me in the recitation of the Preamble to the Constitution of the Sons of the American Legion.

"Proud possessors of a priceless heritage, we male descendants of veterans of ALL Wars, associate ourselves together as Sons of The American Legion for the following purposes:

- To uphold and defend the Constitution of the United States of America;
- to maintain law and order;
- to foster and perpetuate a true spirit of Americanism;
- to preserve the memories of our former members and the associations of our members and our forefathers in ALL WARS;
- to inculcate a sense of individual obligation to the community, state and nation;
- to combat the autocracy of both the classes and masses;
- to make right the master of might;
- to promote peace and good will on earth;
- to safeguard and transmit to posterity the principles of justice, freedom and democracy;
- to consecrate and sanctify our friendship by our devotion to mutual helpfulness;
- to adopt in letter and spirit all of the great principles for which The American Legion stands;
- and to assist in carrying on for God and Country."

[1 Rap – Seat the Members]

BLUE STAR BANNER CEREMONY

> If your Squadron has a Blue Star Banner it is put in place before the opening of the meeting

Serving as a constant reminder that service men and women, on a daily basis, are putting themselves at risk to ensure our freedoms, the Sons of The American Legion display a corporate Blue Star Service Banner at all meetings, to serve as a symbol of our support of all the military personnel serving this great country . Let us never forget that every day these individuals are protecting our liberty ." "The Blue Star Service Banner is in place ."

I now declare Squadron [number], Detachment of Florida regularly convened.

- Mr Adjutant, may we please have a roll call of Officers?
- Mr. Adjutant, would you please present the minutes from the last general membership meeting?
- Introduction of guests and prospective new members [if present]
- Mr Finance Officer, may we please have a Finance Report?
- Committee Reports
  - Membership Report
  - Other Committee Reports
- Sick Call & Relief
- Balloting on applications [if required]
- Unfinished Business
- Initiation of candidates [if required]
- New Business & Correspondence
- Good of The Sons of the American Legion
  - Upcoming special events
  - Other items
  - The membership shall be permitted to make suggestions of any kind, character, or description, save religion or partisan politics.

[3 Raps – Everyone Stands]

- Please Rise and remain covered
- Sgt at Arms please retrieve the POW/MIA flag
- Please remain standing and uncover as the Chaplain provides the benediction
- Till we meet again, let us remember that our obligation to our country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community state and nation be ever a main objective of the Sons of the American Legion. Let us be ever watchful of the honor of our Country, the American legion, our organization and ourselves, that nothing shall swerve us from the path of justice, freedom, loyalty and democracy.
- With the colors of our nation in place, Hand Salute – Two
- I now declare this meeting of the Sons of the American Legion Squadron [squadron #], District [district #], Detachment of Florida adjourned

[1 Rap]

SONS OF THE AMERICAN LEGION – DETACHMENT OF FLORIDA

SQUADRON [squadron number] GENERAL MEMBERSHIP MEETING MINUTES

> Template.tips¿Replace.everything.in.[brackets]¡.After.someone's.first.mention?use.their.initials.and.list.them.in.the.KEY.at.the.bottom.of.the.page¡.Sections.in.italics.only.happen.at.some.meetings·.delete.them.when.they.don't.apply¡

Date: [MM/DD/YY]

Meeting called to order by Commander [Name] at [time]. Opening ceremonies performed.

Roll call was given by Adjutant [Name]. A quorum was declared for a General Membership Meeting.

Motion to accept the previous minutes as [read / electronically distributed] by [initials]. 2nd by [initials]. [Approved / Denied]

GUESTS.[if.present]

- [Guest.name(s)].were.introduced¡.[Summary.of.anything.they.spoke.about¡]

FINANCE REPORT

- Finance Report given by Finance Officer [Name].
- Motion to accept the Finance Report, subject to audit, by [initials]. 2nd by [initials]. [Approved / Denied]

COMMITTEE REPORTS

- MEMBERSHIP ([initials]): Membership as of [date]: [###]/[goal] new or renewed members ([##.##]%)
  - Goals: [date]: [%] [date]: [%] [date]: [%] [date]: [%] [date]: [%]
- [COMMITTEE NAME] ([initials]): [Summary of report]

SICK CALL & RELIEF: [Names, or NONE]

BALLOTING.ON.APPLICATIONS.[if.required]

- [Number].application(s).balloted¡.[Name(s)].accepted.for.membership¡

UNFINISHED BUSINESS

- [Initials] [summary of the item and any action taken].
- Motion to [action] by [initials]. 2nd by [initials]. [Approved / Denied]

INITIATION.OF.CANDIDATES.[if.required]

- [Name(s)].were.initiated.as.members.of.the.Squadron¡

CORRESPONDENCE: [Summary of correspondence received, or NONE]

NEW BUSINESS

- [Initials] presented [item]. [Key points.]
- Motion to [action] by [initials]. 2nd by [initials]. [Approved / Denied]

GOOD OF THE SONS OF THE AMERICAN LEGION

- Upcoming special events: [Events for the coming month]
- Other items: [Anything else members brought up]

After prayer and closing ceremonies, the meeting adjourned at [time].

Respectfully Submitted,

[Name]
Adjutant, Squadron [squadron number] | Sons of The American Legion, Detachment of Florida

KEY: [Initials]: [Full Name] | [Initials]: [Full Name] | [Initials]: [Full Name] | [Initials]: [Full Name]

SONS OF THE AMERICAN LEGION – DETACHMENT OF FLORIDA

SQUADRON [squadron number] MEETING SIGN-IN SHEET

Date: _____ Meeting: ☐ Executive Committee ☐ General Membership

MEMBER NAME	POSITION (if not an officer, write MEMBER)

Please print clearly. The Adjutant keeps this sheet with the meeting minutes.

SONS OF THE AMERICAN LEGION – DETACHMENT OF FLORIDA

SQUADRON [squadron number] OFFICER ROLL CALL

Service Year: _____.....Write.each.meeting.date.at.the.top.of.a.column¡

OFFICER												
Commander												
1st Vice Commander												
2nd Vice Commander												
Adjutant												
Finance Officer												
Judge Advocate												
Sgt-at-Arms												
Asst. Sgt-at-Arms (opt.)												
Chaplain												
Historian												
Executive Committee												
Executive Committee												
Executive Committee												
Past Commander												

KEY: No meeting this month (shade the whole column) Last meeting of the service year and Squadron elections

Squadron.elections.must.be.held.no.more.than.66.days.and.no.less.than.76.days.before.the.Annual.Detachment.Convention¡