“Hello, I’m \_\_\_\_\_\_\_\_\_from Colorado American Legion Post\_\_\_\_\_\_\_\_\_\_\_.”

“Is this \_\_\_\_\_\_\_\_\_\_\_\_, Who served in the \_\_\_\_\_\_\_\_\_\_\_?”

“First off, Thank you for your service! Also, thank you for your continued service to our veterans and their families by being a member of The American Legion. Can we count on your continued support?”

**Post 211 Members:**

“First off, Thank you for your service! Also, thank you for your continued service to our veterans and their families by being a member of The American Legion. Can we count on your continued support?”

“We are contacting members of the Colorado holding Post in your area to let you know that the majority, if not all of your membership dues go to Legion HQ in Indiana. By transferring to a local Post, more than half of your dues will benefit the local Legion. Further, your local membership will help strengthen our legion ranks. We can make the transfer verbally over the phone; all we need is your approval to do so.”

**Expired Post members:**

“First off, Thank you for your service! We are contacting Legionnaires whose membership has lapsed to let you know you are valuable to the Legion’s ongoing mission to strengthen America by ensuring our veterans and their families are taken care of. The Legion’s programs and message have greater power with a robust membership. Please come back and help us support our veterans, their families, and our communities. legion ranks. Can we count on you?”

 If the member is interested in transferring, complete the Member Data Form, confirming their mailing address, branch of service, war era, and e-mail address. In the Member Signature block, print: ***Verbal approval as per phone conversation.***

1. Check their contact information against the roster and update changes.
2. Advise member that they will need to provide their eligibility paperwork (DD-214 or discharge papers) as soon as possible to the post they are transferring into. If they need help with obtaining their paperwork, have them contact a Department Service Officer (DSO).
3. Give the member the address for the post, the meeting time and date and point of contact.
4. Ensure the member knows how to pay their dues.