



## SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK

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Commander Charles M. Depo  
Adjutant Robert J. Avery

Date: March 21, 2015

RE: Official Communication from the Detachment Adjutant

### PLEASE TAKE NOTICE:

Our new Detachment website is now up and running! As with The American Legion Department of New York, our Detachment is now communicating with the membership almost exclusively through the website. To be most effective with our communication throughout this Detachment, we are asking that everyone register on the Website with their email address. Simply go to the same address [www.sonsdny.org](http://www.sonsdny.org), then go to MEMBERS on the top line menu, then click ON-LINE SUBSCRIPTION SIGN-UP to enter your information.

### CONSOLIDATED SQUADRON REPORT

Enclosed you will find the Consolidated Squadron Report Form for 2014 – 2015. Only minor changes were made to this year's form. Remember that you only need to report on the programs that you worked on and/or contributed to. There isn't a Squadron in the entire organization that can report in every category so don't be intimidated. All possible programs are on the form to make completion easier for you. These are also lines available for items that are not listed.

Every blank or line does not have to be completed. The enclosed report is a single page and two copies. Upon completion of the report, send the original and second copy to Detachment HQ. Retain the last copy for your Squadron. Responses may call for figures, such as the number of veteran home visits, or the number of hours donated to Children's Miracle Network. Other inquiries, such as The American Legion National Emergency Fund (NEF), request the number of dollars spent. There is a dollar sign (\$) at the beginning of each blank space that requires a response in dollar amounts. Remember to round off all dollars spent to the nearest whole dollar. If there is a  , it is a Yes/No question. A check mark will indicate that your Squadron participates in that particular program. All Squadrons in this Detachment are expected to complete this form. Note: Counties should report directly to their District, and the Districts should report directly to the Detachment

Here in New York our deadline to complete the report is April 30, 2015, so you will be covering your activities and donations for the 12 month period from May of 2014 through April of 2015. When completed return the original (GOLD COPY) and the second (GREEN COPY) to:

Sons of The American Legion  
Detachment of New York  
Suite 1300 112 State Street  
Albany, New York 12207

Note: We will soon have a fillable version of the CSR posted on the website. You will still need to print out the appropriate number of copies as noted above.

## OFFICER CERTIFICATION FORM (OCF)

All Squadron Adjutants are reminded to forward their OCF to Detachment HQ immediately following their Squadron elections which typically occur in the month of May. The same goes for all formed Counties and Districts. The form can be found at the Detachment website: [www.sonsdny.org](http://www.sonsdny.org) . The on line form is in a “fillable” format that can be directly forwarded to Detachment HQ upon completion. Remember that you must complete and submit an OCF for the 2015-2016 Administrative Year even if the Officers remain the same! **If an Officer Certification Form has not been received at Albany HQ from your Squadron, you will not receive 2016 Membership cards.**

## 41<sup>st</sup> ANNUAL DETACHMENT CONVENTION

Pursuant to Article IV of both the Constitution and By-Laws of the Sons of The American Legion, Detachment of New York, the Annual Convention is hereby called by order of the Detachment Executive Committee and Detachment Commander Charles M. Depo for the following purposes:

- 1) To complete all business of the Detachment for the fiscal year.
- 2) To vote on any Resolutions which are typed and properly submitted in accordance with the Detachment Manual.
- 3) To vote on any Amendments to the Constitution and By-Laws which are typed and submitted in accordance with Article XII.
- 4) To elect a Commander, Five (5) Vice Commanders, a Chaplain, and a Historian.

Convention HQ Hotel & Meeting Site:

Adams Mark Hotel & Event Center  
120 Church Street Buffalo, NY 14202

Dates:

Wednesday July 15, 2015

Thursday July 16-Friday July 17, 2015

Saturday July 18, 2015

Pre-Convention DEC Meeting

Convention Sessions

Post-Convention DEC Meeting

Delegates & Alternates:

Representation of Delegates shall be allotted in accordance with Article IV, Section 2 of the Constitution. Each County shall be allowed two (2) Delegates and (2) Alternates and one (1) additional Delegate and Alternate for each ten (10) members or major fraction thereof, paid up to Detachment HQ thirty (30) days prior to Convention.

Registration:

**The Registration Fee is \$10.00 per member.** A check, payable to “Sons of The American Legion Detachment of New York”, must be received with the Registration Form at Detachment HQ fifteen (15) days prior to Convention for pre-registered delegates and alternates. No cash is accepted. All delegates and alternates must produce a valid Membership Card to register. There will be no exceptions! Those who do not pre-register may register at the Convention, provided they make payment by check, have completed the Registration Form, and meet all other requirements. Delegates and alternates will receive their credentials and convention packet upon check-in at the Credentials table at Convention.

**All particulars regarding the Convention will be posted on the Detachment Website, including Housing Reservations which will be on-line this year.**