



**SONS OF THE AMERICAN LEGION
NATIONAL HEADQUARTERS**

February 11, 2019

MEMORANDUM TO:

SAL NATIONAL OFFICERS

SAL NATIONAL EXECUTIVE COMMITTEEMEN

SAL ALTERNATE NATIONAL EXECUTIVE COMMITTEEMEN

SAL PAST NATIONAL COMMANDERS

SAL NATIONAL COMMISSION AND COMMITTEE CHAIRMEN AND MEMBERS

THRU: ANTHONY W. WRIGHT (PA), NATIONAL ADJUTANT

FROM: KEN GEORGE (CA), NATIONAL SAL LIAISON

SUBJECT: NATIONAL EXECUTIVE COMMITTEE MEETING SATURDAY AND SUNDAY, MAY 4-5, 2019

Pursuant to Section 2, article VII, of the National Constitution of the Sons of The American Legion, the National Commander of The Sons of The American Legion, hereby calls for a meeting of the National Executive Committee of The Sons of The American Legion to be held May 4-5, 2019 at the Sheraton Indianapolis City Centre, Indianapolis, IN. I have attached a draft copy of the agenda so you can book your travel accordingly. **When arranging your trip, book your flight to arrive in Indianapolis on Friday, May 3, 2019, and departing after 1:30 p.m. on Sunday, May 5, 2019, if possible.**

All certified National Executive Committeemen (NEC) or Alternate National Executive Committeemen (A-NEC) if representing your detachment, National Officers, Past National Commanders, and National Commission/Committee Chairmen/Members attending the meeting will receive a National Call-in and entitled to reimbursement. Reimbursement checks will be processed and sent via US mail the week after the close of the meeting; allow up to 21 days to arrive. **In order to receive your reimbursement, all members are required to sign-in at the registration station and present when mandatory roll-call is taken at each session. Failure to do so may result in a delay or denial of your reimbursement.** Only those who receive an official call-in letter will receive payment unless otherwise directed by a separate letter of authorization from the national organization.

Anyone planning to attend the National Executive Committee Meetings, May 4-5, 2019, must register online at <https://www.legion.org/salconference>.

The registration link will open February 11, 2019, 9 am EST, and close March 26, 2019, 9 am EST.

Primary housing will be at the Sheraton Indianapolis City Centre located at 31 West Ohio Street in Downtown Indianapolis, IN. Space is limited, and it may be necessary to place some members in overflow lodging based on demand and availability. Upon checking-in be prepared to present an acceptable payment option to cover your non-covered room expenses. Self-parking in the hotel garage will be reimbursed up to \$50 total, and valet parking will not be reimbursed. **All incidentals charged to the room and additional days stayed outside your call-in dates are your responsibility.**

All members who register online are guaranteed a room, however, if your plans change and you are unable to attend, it is your responsibility to cancel by notifying the National SAL Liaison Ken George by email at kgeorge@legion.org within 24 hours of your reservation. Failure to cancel your room in a timely manner will result in your being billed for the non-canceled room. **Failure to register for your room online or miss the deadline will not guarantee you a room.** On Friday and Saturday, May 3-4, 2019 you are required to complete a travel reimbursement and submit all receipts to the finance commission. Be sure to submit receipts for self-paid air-travel or \$.51 per mile up to \$500 maximum if you chose to drive your vehicle, baggage, transportation to and from the airport (whether taxi or self-drive). There is no shuttle from the airport to downtown, ride with a buddy and save the organization some money. Per diem will be indicated in your call-in letter. To arrange air travel, please contact Joyce Hamilton at National Headquarters Convention Division by email jhamilton@legion.org or call 317-630-1232. Do not wait until the last minute, book your trip and room early.

If you have any questions, please feel free to contact me directly at 317-630-1376. On behalf of the National Staff, we look forward to seeing everyone and having a great weekend.