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SAL Agenda

Annual Reports

1a. SAL AGENDA

will help you understand what to do with the forms you may call for help if needed. Please contact your SAL Detachment Adjutant or Department.

1. SQUADRON CONFIDENTIAL REPORT

This information is used by the Department to make the Confidential Squadron Listings. This list is given out to all of the Department Officers and District Officers that have been elected for the coming year. Due to Department no later than May 15th. It also will have locations, phone numbers, contact of the Squadron Commander, Squadron Adjutant and times of Squadron meetings, and Mailing addresses. Can be **Emailed** to Squadrons by request. **(Must be completed with #2 to receive your membership cards)**

2. SQUADRON OFFICER INSTALLATION

This information is done once new officers have been elected and installed. Due to Department no later than May 15th. **(Must be completed with #1 to receive your membership cards)**

3. CONSTITUTION AND BYLAWS

This form must be filled out and signed so that the commander knows that the Squadron has an updated Constitution and Bylaws. Due as soon as Elections are done

4. SQUADRON COMMITTEES

This information is done once new officers have been elected and installed. Due to Department no later than May 15th.

5. SQUADRON DATA REPORT

This information is what the Squadron has been doing during the previous year. This information is then used by the National Commander to report to Congress. Due to Department May 15th, (Can be done online "MyLegion.org" **if done online Please send a copy to the Department**)

6. CONSOLIDATED SQUADRON REPORTS (CSR)

This information is what the Squadron has been doing during the previous year. This information is then used by the National Commander to report to Congress. Due to Department May 15th, (Can be done online "MyLegion.org" **if done online Please send a copy to the Department**)

7. SQUADRON OFFICER NOTIFICATION FORM

This is filled out **every time** there is a change of officers in the membership year.

8. WILLY WILLIAMS SCHOLARSHIP APPLICATION

This form has instructions attached. Please send it to Department for any applicants looking for education help.

9. DELEGATES TO CONVENTION

Please fill out and send as soon as possible. **Do NOT list members not attending convention.**

10. YEAR END REPORTS & DELEGATE FEES

Please read for Delegate Fees and reminder of Year End Reports.

11. OFFICER SUBMISSION PROCCSS

Please read for easy ways for submissions

12. TROPHY & AWARDS

Please look at all awards besides SAL Ex: Family, Riders, You can even sponsor a Teacher of the Year. Please send entries in by the due date listed. If they are late, they will not be judged.

Don't forget to check back for Firefighter and Law Enforcement of the year applications.