International Association Legions of Honor

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To: Unit Commanders/Adjutants

From: Office of the International Adjutant

Subject: Submittal of Annual Reports

Dear Nobles,

Enclosed are the forms used to submit the 2020 Data Call and the 2020-2021 Yearbook ad(s). If you prefer the required forms are available on the IALOH web site at www.ialoh.org which can be filled in on-line and then printed for submission. Unfortunately there is not yet a way to submit the forms electronically. All forms can be submitted at one time. The enclosed forms are as follows:

Annual Report: This is the most important form. This form is to submit the Unit's annual Association dues and provides us with contact information for the Unit as well as the names, addresses, phone numbers, and e-mail addresses for the 2020 officers.
Your Unit's Association dues remain $2.00 per Unit member as of 31 December of the preceding year (which is 31 Dec 2019 for 20202 dues). The only exceptions to the aforementioned dues will be those members holding Honorary Memberships within a unit. Units with 15 or fewer members, must pay the minimum dues requirement of $30.00. This minimum was set to just cover the expenses of the yearbook and newsletters. ***Failure of any unit to pay their annual dues by March 1st, 2020, shall cause that unit to be suspended from the IALOH. See IALOH Bylaws, Article VIII, Sections 1 & 2 for complete details.***

Delegate Nominations: The Annual Convention will be April 29 – May 3rd, 2020 in Amarillo, Texas. Unit members attending the convention who want to vote must be certified by entering their names on the Delegate Nominations form. A member's name should only be entered in one category. ***This form must be submitted by March 1, 2020. If the Unit does not submit a form, members at the convention will not be allowed to vote.***

Necrology Report: This report is used for the Memorial Service and to update Association records for the year ending in 2019. ***This form needs to be submitted by March 1, 2020. If the form is not submitted by the cutoff date the Unit will not be added to the Memorial Service for 2020 and will be reported as "No Report Submitted".***

Yearbook Ad forms: You may notice that we have been able to maintain last year's price for the yearbook ads. Please make copies of these forms and make them available to your membership. A yearbook ad is a great way for your Unit and your members to show their support for the entire Legion of Honor. You could also remind them that every advertiser gets a copy of the yearbook. ***Yearbook ads must be submitted by May 15, 2020.***

If you are no longer the Commander or Adjutant or the person who will be submitting the reports for 2020, please make sure that the proper representative receives this letter and the forms.

If you have any questions you can contact me at the above information. Thanks for your continued help and support!

Yours in the faith,

David Smith, PC
International Adjutant