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## POST BEST PRACTICES

"MEMBERSHIP IS THE LIFEBLOOD OF THE AMERICAN LEGION."



Legionnaires,

On Veterans Day 2015 we say  
**Thank You**  
to all America's Veterans!

"**Post Best Practices**" is a new feature District 16 has developed to help our local posts focus on a variety of different elements in the management and leadership of a local post.

*Online Membership Renewal* is our first "Post Best Practices" topic.

For God and Country.

Janice Somers,  
District 16, Commander

## Online Membership Renewal

[Select Your Online Renewal Option](#)

The American Legion web site states the following:

### *Use the online renewal feature to:*

- *Submit payment of your annual membership dues.*
- *If you are already paid for the current year, you can set your account for automatic renewal using your credit/debit card.*
- *Eliminate paper renewal notices by setting your account to have your notices delivered via email.*

There is more to consider on this topic:

## Benefits of Online Membership Renewal

Online Membership Renewal provides a number of important benefits to both the member who renews online and the post. Many Legionnaires are not aware they can pay their dues online and online bill payment is becoming more and more common.

We consider Online Membership Renewal to be a “Best Practice” in the dues payment process. We encourage local post to make all their members aware of the benefits of Online Membership Renewal and believe it would be a good topic for your post newsletter, web site and other communications with your post members.



### Member Benefits

- Dues payment can be made online any time of the day using a bank debit card or credit card.
- Online dues payments are recorded immediately. No more notices from the national office asking members to pay the dues they have already paid.

been paid, a membership card for the current year can be sent to the member.

- Online Membership Renewal gives members the option to automatically pay their annual dues using their bank debit card or credit card.

## Post Benefits

- **No Transmittal Needed:** When members pay online the post does not need to submit the member's name on a transmittal form..
- **No Money to deposit** by the post and no check needs to be written to the Department.
- **Automatic Dues Payment:** When a member selects this option it helps with membership retention.
- **Duplicate Dues Payments:** The American Legion's national office operates what is called the "Direct Membership Renewal Program" which sends dues notices to members automatically on a predetermined schedule. When a transmittal is received by the National Processing Center after the Cut Off Date, a member who has already paid their dues may be sent another dues notice after they have already paid their dues. On occasion after receiving this additional dues notice, the members then makes a duplicate dues payment. The duplicate dues payment complicates the dues payment process for both the post and the member. Online membership renewal is a good way to prevent duplicate dues payments.



Online Membership Renewal does take about 30 days for the national office to send the local post their portion of the member's dues. Most believe this is acceptable, in light of all the benefits Online Membership Renewal provides both the member and the post.

Because of the benefits Online Membership Renewal provides both members and posts it is considered by many as a "Post Best" practice in annual dues payment. We agree.

For God and Country.

District 16 Resource Web Site Team

- Commander, Janice Somers
- First Vice-Commander, Mike Stadnick
- Junior Past Commander, Dave Forney
- Webmaster, Rick Pushies



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*"Innovation and best practices can be sown throughout an organization - but only when they fall on fertile ground."*

Marcus Buckingham

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