



THE AMERICAN LEGION DEPARTMENT OF IOWA

720 Lyon Street
Des Moines, Iowa 50309-5481

MEMORANDUM TO: DISTRICT COMMANDERS

FROM: DEPARTMENT ADJUTANT

**SUBJECT: COLLECTING DISTRICT PER CAPITA DUES FROM POSTS FOR
PAID UP FOR LIFE (PUFL) MEMBERS**

Each year, when National headquarters sends the Department of Iowa the check for PUFLs, it includes a printout of the PUFL members for each Post and the amount to credit the Post for each individual member.

The amount for each member varies even within the same Post. The amount is based on what the Post per capita rate and the District per capita rate were at the time of the PUFL submission. It can also vary because the Post may have sent in the PUFL at a reduced rate.

Department receives its per capita in the same check.

District dues are not accounted for by National. The District per capita is included in the amount which is credited to the Post. This amount is credited to the Post's membership account and can be used only for the transmission of membership dues.

Districts are responsible for collecting per-capita dues from the Post if they so choose. The Department will assist by preparing and mailing a letter and remittance slip to each Post in the District. Posts will submit payment directly to the District.

Forms for each Post will be prepared based on information provided and will be distributed with the annual PUFL listing mailed to each Post within the District.

ALL DISTRICTS MUST SUBMIT THE ENCLOSED FORM AT THE CONCLUSION OF YOUR DISTRICT SPRING CONFERENCE.

All forms must be received by May 10. Districts submitting the form after May 10 will not have forms prepared for the Post by Department and will be responsible for printing and distributing their own forms.

**DISTRICT PER CAPITA DUES FOR
PAID UP FOR LIFE (PUFL) MEMBERS**

District: _____

District does not wish to collect per capita dues from Posts for PUFLs

District wishes to collect per capita dues in the amount of \$ _____ for each PUFL member in each Post within the District.

District Commander Signature: _____ Date: _____

District Adjutant Signature: _____ Date: _____

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Mail to: The American Legion of Iowa
 Marcia Hoch, Executive Secretary
 720 Lyon Street
 Des Moines, IA 50309