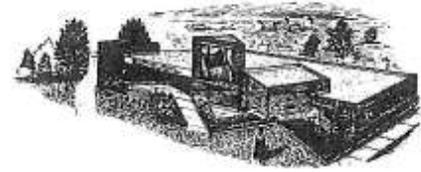


THE STATE ADJUTANTS LETTER



KANSAS DEPARTMENT



1314 SW TOPEKA BLVD. TOPEKA, KANSAS 66612-1886

APRIL 2025

IMPORTANT NOTICE - POST DATA FORMS

This Form was mailed to Every Post in a separate envelope. PLEASE complete and return this form to your Department Headquarters no later than April 15, 2025. Failure to meet this deadline will cause Your Post's first 2026 Renewal Notices to be mailed to Your Post Members with incorrect information.

STATE CONVENTION – RAMADA HOTEL -TOPEKA – MAY 30, MAY 31, JUNE 1, 2025.

Registration is just \$10.00. For this small fee delegates, alternates and guests will be able to attend all business sessions. Registration also includes a souvenir program. Election of your new Department Officers who will lead Kansas during the 2025-2026 membership year will take place on Sunday. All functions will be held at the Ramada Hotel and Convention Center, 420 SE 6th St. in Topeka. Telephone 785-234-5400 for reservations. See Sunflower Legionnaire for more details.

AMERICAN LEGION LEADERSHIP COLLEGE – JUNE 6, 7, 8, 2025 – CLOUD COUNTY

COMMUNITY COLLEGE -- CONCORDIA, KANSAS. The American Legion, Auxiliary, and S.A.L. members over the age of 21 are invited to attend the College. Enrollment information, and forms are enclosed. Cost of the College is \$90 which includes Friday dinner, Saturday breakfast, lunch, and dinner at Concordia Post 76, and Sunday breakfast. In addition, the enrollment fee includes air-conditioned dorm housing at the College, attendees must bring their own sheets, pillow, pillowcase, blanket, bath soap, towels, and personal items. Check in for the College begins at 3:00 PM on Friday, June 6. Dinner will be available from 5:00 until 6:00 PM in the Cafeteria followed by a meeting of the Department Executive Committee. Sessions for all attendees will commence at 8:15 AM Saturday and 9:00 AM Sunday, June 7 and 8 with a break for lunch on Saturday and conclusion of the College on Sunday no later than noon. Tim Marlar, Department Service Officer, will hold a Service Officer School Saturday. Please bring your laptop or iPad. **Please check the appropriate box in the registration below regarding housing. We cannot guarantee housing will be provided if you do not check the box indicating your need for housing at the College. There will be "NO" walk-in housing available at the dorm. Cost for those not in dorms for meals ONLY will be \$50.00 per person for ALL meals.**

BUCKLE UP, LIGHTS ON AND LIVE -- FRIDAY, MAY 23: The 2025 Memorial Day weekend begins May 23 and extends thru May 26. Buckle Up, Lights On and Live is our annual effort to save lives on Kansas Highways. This is the 65th consecutive year for this program which is co-sponsored by The American Legion and the Kansas Highway Patrol. Your Legion Post should station Legionnaires at major intersections to hand out brochures which ask motorists to Buckle Up, Turn Their Lights On and Live. The preferred time is between 5:00 and 7:00 on Friday, May 23. Ordering information is enclosed for you to order your supplies.

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CHILDREN & YOUTH REPORTS are due before or at District Convention. Be sure your Post is among those counted. We need 100% reporting (even if your Post has nothing to report). We use everyone's combined total in testifying before the Kansas Legislature therefore every hour and every dollar you report counts. We would like to reach 100% reporting this year.

CONTINUOUS MEMBERSHIP CERTIFICATES for 50, 60, 70, 75, 80 and 85 year members of your Post have been mailed to your Post by National Headquarters. If your Post did not receive any continuous membership certificates it should have, please send the member's name and member ID to Department along with a note of explanation. Please make certain to file a Member Data Form for any member whose continuous years are incorrect on your roster.

POST CONSOLIDATED REPORTS AND POST DATA FORMS: Consolidated reports have been mailed to all Posts along with the Post Data Form. The Post Data Form contains the information needed for the Direct Billing Notices your members receive. If this information is not correct on the Data Form the renewal notices will be incorrect. Post Data Forms must be received here at Headquarters by April 15. The Consolidated Reports are due back by May 1, 2025. All reports are compiled, and the figures are used to tell our National and State elected officials about the tremendous impact The American Legion has in our communities, state, and nation.

POST COMMANDER AND POST ADJUTANT: Their Names and Addresses must be reported to Department Headquarters as soon as elected. The form was mailed last month. Please complete and return it immediately after your Post's election which is to be held not more than sixty (60) days nor less than fifteen (15) days prior to the Department Convention which begins on May 31, 2025. This year those dates are April 3 and May 17. All Posts are required to report their Post Commander and Post Adjutant even if they have not changed.

FORM 990's: The rules have changed, and all Posts must annually file with the IRS regardless of its gross income. Beginning in 2008 small tax-exempt organizations that previously were not required to file tax returns must file an annual electronic notice Form 990-N, Electronic Notice (e-Postcard) for Tax Exempt Organizations not required to file Form 990 and 990EZ. This filing requirement applies to tax period beginning after December 31, 2006. Organizations that do not file will lose their tax-exempt status thereby making all income and donations taxable.

BASEBALL ENTRY FEES are due now. For a complete breakdown of Team fees and insurance PLEASE see: www.kansaslegion.org/baseball. These amounts made be paid online by May 15. NO fees will be accepted after May 15. Anyone interested in hosting a Zone Tournament should contact their District Baseball Chairman or Department Headquarters.

IN ORDER TO AVOID RECEIVING THE NEXT RENEWAL NOTICE ALL PAID MEMBERS' CARDS MUST BE IN THIS OFFICE BY APRIL 3, 2025.

2025
DEPARTMENT HEADQUARTERS - THE AMERICAN LEGION
TOPEKA, KANSAS

- C A L L -
FOR THE ONE HUNDREDTH AND SIXTH ANNUAL DEPARTMENT CONVENTION
OF THE AMERICAN LEGION, DEPARTMENT OF KANSAS

The One Hundredth and Sixth Annual Department Convention of The American Legion, Department of Kansas is hereby called, and in conformity with the action of the Department Executive Committee, fixing the time and place of this Convention to be in Topeka, Kansas, May 30, 31 and June 1, 2025.

The Convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution and Bylaws, and for the transaction of such other business as may be brought before it.

Representation at the Convention shall be by Posts, and in accordance with the provisions of the Department Constitution (Article IV, Section 2 and 3):

“The annual convention shall be composed of delegates from each Post and delegates at large. Each Post shall have representation at the annual Department Convention on the basis of two delegates for each post composed of fifty members or less, and one additional delegate for each additional fifty members or fraction thereof, whose current dues have been received at Department Headquarters thirty days prior to the meeting of the Department Convention, and to one alternate for each delegate. Alternates shall have all the privileges of delegates except voting. Each Past Department Commander shall be a delegate at large to the annual convention; PROVIDED, That he is a member in good standing of The American Legion, Kansas Department. The delegates to the Department Convention shall be chosen by each Post in the manner hereinafter prescribed.”

“Each Post represented at the Department Convention shall be entitled to cast the full registered voting strength of its Post; PROVIDED, fifty percent or more, of the registered delegates are seated on the floor of the Convention; PROVIDED FURTHER, That the vote of the registered delegates who are absent, and not represented by alternates, may be cast by the majority of the delegates present and voting.”

Each Post is entitled to elect a number of Alternates equal to the number of Delegates to which such Post is entitled. Alternates will have the power to vote only in the absence of the regular Delegates.

A meeting of the Department Executive Committee, as now constituted, is hereby called and will be held in the city of Topeka, Kansas at 5:00pm, on Friday, May 30, 2025, in the Regency Ballroom of the Ramada Hotel, Topeka, Kansas.

A meeting of the Department Executive Committee will be held at the call of the newly elected Department Commander within twenty-four hours after the adjournment of the Department Convention. According to long standing custom this meeting will be held on the Convention Stage immediately following the Convention at the Ramada Hotel.

Post Officials, unless elected as Delegates or Alternates to the Department Convention, have no privileges at the Convention except as guests. Post Commanders and Post Adjutants might well be made members of their Post delegations as the experience of these officials will be exceedingly valuable. Registration badges will admit Delegates, Alternates and Guests to the Convention floor.

Housing of delegations, and all others, must be made directly with the hotel or motel desired.

Each Post delegation shall select a Chairman and a Secretary prior to the arrival of the delegation for the Convention. Delegation Secretaries who have not pre-registered should report to the Convention Registration Desk at the Ramada Hotel with Credential Cards immediately upon arrival in Topeka. (See pre-registration instruction sheet enclosed.)

Information concerning the program will be published in the *Sunflower Legionnaire*.

ATTEST: ANGELA EVANS
Department Commander

JIMMIE L. FOSTER
Department Adjutant

4/7/25