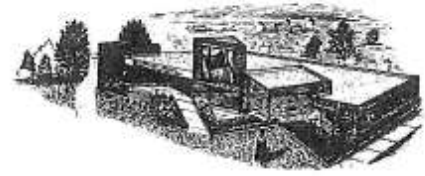


# THE STATE ADJUTANTS LETTER



KANSAS DEPARTMENT



1314 SW TOPEKA BLVD. TOPEKA, KANSAS 66612-1886

APRIL 2026

## 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, 2026. Failure to meet this deadline will cause Your Post's first 2027 Renewal Notices to be mailed to Your Post Members with incorrect information.**

### STATE CONVENTION – RAMADA HOTEL -TOPEKA – MAY 29, MAY 30, MAY 31, 2026.

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 2026-2027 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 5, 6, 7, 2026 – 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 \$100 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 5. 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 6 and 7 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 22: The 2026 Memorial Day weekend begins May 22 and extends thru May 25. Buckle Up, Lights On and Live is our annual effort to save lives on Kansas Highways. This is the 66th 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 22. Ordering information is enclosed for you to order your supplies.

----- More on back side

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, 2026. 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 30, 2026. This year those dates are April 2 and May 16. 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](http://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, 2026.**

**BUCKLE UP, LIGHTS ON AND LIVE -- FRIDAY, MAY 22:** 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 22.

Our Post will participate in the annual “Buckle Up, Lights On & Live” safety campaign and distribute fact sheets to motorists on the Friday prior to Memorial Day. Please send \_\_\_\_\_ fact sheets. Deadline for ordering is May 1. Return order to American Legion Department Headquarters, 1314 SW Topeka Blvd., Topeka, KS 66612.

Adjutant : \_\_\_\_\_

Please indicate if someone from your Post will pick these up at Department Convention. \_\_\_\_\_  
Or send to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**Kansas American Legion College Registration**  
Cloud County Community College in Concordia  
June 5-7, 2026

Mail to: Department Headquarters  
1314 SW Topeka Blvd  
Topeka, KS 66612

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_

Member of \_\_\_\_\_ Post, Unit, Squadron, Guest (circle one)

Post Service Officer Training Yes or No (circle one)

	<b>YES, I will need housing (dorm room) at KALC for \$50 for the weekend</b>	
	<b>YES, I will need meals at KALC for \$50 for the weekend</b>	
	<b>I wish to attend KALC but will arrange my own meals and lodging – \$5</b>	
	<b>Total Enclosed</b>	