



## **Polish Legion of American Veterans, U.S.A.**

### **MEMBERSHIP AND FINANCIAL STATEMENT REPORTING INSTRUCTIONS**

#### **Form M-400- Used by National and State Departments**

All requests for this Form must be submitted to the National Adjutant or downloaded from our website [www.plav.org](http://www.plav.org).

This Form is designed to control payment of dues, record total paid membership in the organization, and is used by the National Membership Director for Individual, State or Post Membership Awards.

When used to record the total membership of the organization, it helps the Membership Director and the National Department to keep a close surveillance on the trends in renewals, new members, life members, reinstatements and transfers. The Membership Director issues this membership report at every NEC Meeting and National Convention. This Report keys in on problem areas and helps the Membership Committee at NEC Meetings.

It is the duty of the State Department Treasurer or Adjutant to complete the upper portion of this statement and send it to the National Membership Director.

Neatness and accuracy are essential in filling out this Form.

This Form is used in conjunction with the membership report, which lists the individual members of each Post.

