

DISTRICT MEETING

**Send Prior Notification to Department Headquarters
“At Least Six (6) Weeks” In Advance of District Meeting**

The Department needs the following information for your next DISTRICT MEETING so that a Meeting Notice can be prepared and mailed in ample time to reach the Posts prior to their scheduled Post meetings. Late notification = poor attendance.

*** MUST HAVE THIS INFO AT THE MINIMUM.**

* District Number: _____ * Date of MEETING _____

* Day of Week: _____ * Time _____

* Host Post: _____ * Cost: \$ _____

Place of Meeting: _____

Menu _____

Contact: _____

The District Meeting/Program will consist of: _____

* _____
District Commander's Signature Date

District Commanders: Please email the signed form to Debi@TNLegion.org with a courtesy copy going to Adjutant@TNlegion.org or mail to The American Legion, Department of Tennessee, 318 Donelson Pike, Nashville, TN 37214 “at least six (6) weeks” prior to the District Meeting. We recommend checking with Department before sending. by calling 615-391-5088. No two District Meetings will be on the same date including the Department Commander’s Tour, or the District Convention.

First Come - First Served.

District Commanders: Please provide an accurate meeting address; most officers use a Global Position System (GPS) or On Star. The District Meeting notice mailed not only to your respective posts in your district; but, to all Past Department Commanders and to all Department Chairpersons in case they wish to attend your District Meeting.

Department will not mail notices received within six weeks of the proposed meeting!!!

(Revised 5/20/2020)