

COUNTY MINI REVITES

PART ONE: The Preparation

1. Form your committee. We would recommend no more than 5 members.
2. Access the “Find Members in my Area” link under “Tools” in your County or Post myLegion account; enter the zip code and search radius to create your listing. You can also access expired members in myLegion from your County or Post to contact. If you do not have myLegion access on either level, please email Cassi Harden at cassi@nylegion.org with the zip codes and paid year(s) you want for your listing – individual zip codes are not needed if you are requesting the entire County.
3. Make 5 copies, one for each committee member.
4. Meet with your committee and go over the list. Start by checking for missing phone numbers; you may also find that some of the numbers listed will be invalid as members don’t always update their records. Update your list and then have mailing labels generated.
5. Go over the phone script that will be used when calling members from the list. This script may need to be modified for your use. Add additional info that may be of interest and/or exclude anything listed that does not apply.
6. Prepare the welcome letter that will be mailed to those members who agree to transfer:
 - a. Include the Member Data Form for the member to sign, consenting to the transfer, as well as any additional info for the Post that may be of interest (list of meetings, functions, etc.), including SAL and/or Auxiliary applications.
 - b. Each Member Data Form should be accompanied by this letter and should be mailed in a package to each Post Commander, ASAP after the revite is over. Insert Post info in the generic spots marked in red.
7. It is a good idea to send out a press release to all news media in your area – this is another way of getting our message to the community that we are here and looking for new members.

PART TWO: The Difficult Part

1. Make a sign-up sheet to get volunteers. The number of volunteers needed depends on how many members are on the list that need to be contacted. Generally 15 contacts per volunteer is reasonable, they should be able to reach out to all 15 contacts in about 1 to 1 ½ hours. Be sure to get a few extra volunteers to help cover no shows.
2. You will need the info of the volunteers so that you have a list of who was there to help, and to submit them for any eligible incentives. Please list their names, Post, ID number, mailing address, and a phone number or email.
3. Volunteers can be Legionnaires, as well as members of the Auxiliary and SAL. You are encouraged to use all three, this is a team effort and it is important to show the Auxiliary and SAL that their participation is important to us.

PART THREE: The Fun Part

1. On the scheduled night of the revite it is important to have an area(s) that is large enough to spread the volunteers around. They need space as it can be very distracting if they are too close to each other, multiple areas are suggested if possible.
2. Before you give out the sheets, give them a pep talk, get them revved up. If they are calling Legionnaires that have already paid their dues, all that is needed is a yes to transfer them into a local Post. You will receive a variety of reasons why they may not want to transfer – be ready for them. Many of the ones you talk to WILL SAY YES.
3. Member Data Forms:
 - a. Member name, ID#, and current Post at the top of the form and Posts transferring to and from with the Post officer and transferring member signatures at the bottom are required for the transfer to be processed.
 - b. Any other helpful info such as address, email, etc. may also be filled in on the form for record keeping purposes.
4. You will need one or two individuals to make sure paperwork is completed. This is important, otherwise you will have to fill in the blanks later.

PART FOUR: The Paperwork

1. You will need to make copies of each completed Member Data Form for future reference if not using the carbon copy forms. If using the carbon copies, retain one for County records.
2. Mail a package to each respective Post Commander with all applicable Member Data Forms and accompanying welcome letters. Include a cover letter informing the Post Commander of the transfers and that they need to follow up with the welcome letter, Member Data Form (which a Post Officer must sign before sending), and any other additional info of interest.
3. THIS IS THE MOST IMPORTANT STEP, if the Post Commander does not follow up with a welcome letter and Member Data Form, we will lose the transfer and will have wasted our time. WE NEED TO STOP THE REVOLVING DOOR.
4. As signed forms are returned to each Post from the contacted members, the Post will forward them to Dept. to turn over to National for processing.
5. If submitting volunteers for eligible incentives, please mail all certification forms to Dept. as directed. Fill out each volunteer's individual info if you would like him or her to be awarded directly, or, you may have any awards mailed together to one place so they can be issued at the next County meeting along with a Certificate of Appreciation (available at nylegion.net). This is a great tool to have these volunteers recognized publicly; you may spark some interest from other Legionnaires to help out at the next revite.