**DEPARTMENT OF ALASKA CANDIDATE ENDORSEMENT POLICY**

EFFECTIVE JANUARY 2020

1: Endorsement letters will be accepted for the following positions:

1. Department Commander
2. Department 1st Vice Commander
3. Department 2nd Vice Commander
4. Department Sgt-At-Arms
5. Department Judge Advocate
6. Department Chaplain
7. Department Historian
8. Department Executive Committee Persons (3)
9. National Executive Committeeman and Alternate (even numbered years)

2. The endorsement letter will only be accepted from the candidate’s current post.

3. The endorsement letter must meet the following criteria:

a. Be on Post Letterhead

b. Contain the date of the general membership meeting the Post made the endorsement

c. State the members of the Post approved the endorsement at the meeting.

d. Contain a brief narrative (offices held, etc.) why the candidate should be considered for office.

e. Signed by the Post Commander or Adjutant. Note: Letter must have position candidate is seeking.

4: The following items must be included in the package to the Department Adjutant NLT 30 Days prior to the Convention or prior to the opening of the Department Convention.

1. 8x10 Photograph of candidate with American Legion Headgear
2. Copy of DD-214
3. Resume of signed endorsement letter from the Post
4. Resume of candidate’s American Legion career
5. Copy of Certificate of Completion of The American Legion Education Institute course
6. Copy of Prominent Legionnaire Personal Date form.

5: Endorsement package can be mailed or e-mailed to the Department. E-mail packages to [adjutant@alaska-legion.org](mailto:adjutant@alaska-legion.org) or [kelly@alaska-legion.org](mailto:kelly@alaska-legion.org)

Any package that does not meet the above criteria will be returned to the member and Post for proper formatting and /or signatures