

DEPARTMENT ADJUTANT'S ADMINISTRATIVE MANUAL



THE AMERICAN LEGION

2023-2024 Edition

In accordance with federal law and U.S. Department of the Treasury policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, or disability.

To file a complaint of discrimination, write to the Director, Office of Civil Rights and Diversity, 1500 Pennsylvania Avenue, NW, Washington, DC 20220. The Department of Treasury is an equal opportunity provider and employer.

Stock No. 30-100



How to Use the Department Adjutant's Administrative Manual

The use of this manual provides for two-way communication regarding administrative matters pertaining to reports and programs.

The forms contained in this manual are now in portable document format (PDF's) on myLegion.org. The forms may be found in order of this manual on myLegion.org and may be downloaded to your desktop. After completion, of the fillable forms, they may be saved as a file and faxed or emailed directly to the division listed on each form.

This manual is divided into sections according to the month when the reports are due. A general section follows the monthly sections; this is used for information that does not apply to a specific month.

A table of contents precedes each monthly section for quick reference, and a monthly index is included to reference the forms in the monthly sections.

Additional copies of the manual can be obtained upon request from the Internal Affairs Division. Their email address is ia@legion.org.

DANIEL S. WHEELER
National Adjutant

SUBJECT BY ALPHABETICAL ORDER

Table of Contents

Title	Page(s)
100% District Commander Pin Form.....	150
American Legion Baseball Materials Online Information Sheet.....	74
Americanism Annual Citation Certificate Form.....	151
Americanism Distinguished Service Certificate Form.....	152
Americanism Meritorious Certificate Form.....	153
Annual Blood Donor Report Information Sheet & Form.....	2-3
Award to Enhance Lives of Disabled Persons Information Sheet & Form.....	75-78
Big Twelve Competition Information Sheet.....	113
Bronze Brigade Certification Form.....	130
C&Y 100% Post Reporting Award Form.....	154
C&Y Annual Citation Certificate Form.....	155
C&Y Post Meritorius Certificate Award Form.....	156
C&Y Special Citation Form.....	157
Canadian Friendship Award Information Sheet & Form.....	114-115
Ceremonial Rifles/Ammunition/Equipment Information & Request Form.....	158-159
Certification of Appointments to National Convention Committees Memo & Sample Ltr.....	4-5
Continuous Years Membership Certificate Information Sheet.....	160
Correction of Continuous Membership Information Sheet.....	161
CPR-CSR Online Information Sheet.....	6
Daniel J. O'Connor Trophy Information Sheet.....	7
Department Baseball Junior Tournament Report of Site & Date Form.....	124
Department Baseball Senior Tournament Report of Site & Date Form.....	125
Department Baseball Tournament Report of Site & Date Information Sheet	123
Department Boys State Program Report of Site & Date Information & Form.....	64-65
Department Children & Youth Reporting Information & Form.....	8-10
Department Distribution of Printed Supplies Information & Order Form.....	69-70
Department Headquarters Post Membership Cards Information Sheet & Form.....	79-80
Department Officers Certification of Service Information Sheet & Form.....	11-13
Department Oratorical Contest Report of Site & Date Information Sheet & Form.....	66-67
Department Per Capita Information & Report Form.....	131
Departments Achieving All Target Dates During Membership Year Form.....	132
Direct Membership Renewal Program Information Sheet.....	116-117
Dispatch Online Information Sheet.....	162
District and/or County Commander Questionnaire.....	14
District and/or County Commander Report Information Sheet & Form.....	15-16
District Commander New Post Achievement Award Certification Form.....	134
District Commander Race To The Top Award Certification Form.....	126
Employer of Older Workers Award Information Sheet & Form.....	81-82
Employer of Veterans Award Information Sheet & Form.....	83-86

SUBJECT BY ALPHABETICAL ORDER

Table of Contents

Title	Page(s)
Employment Service Award (Local Office) Form.....	88-89
Employment Service Award (LVER/DVOP) Form.....	90-92
Employment Service Award Information Sheet.....	87
Five Consecutive Years All-Time High Award Form.....	93
Frank N. Belgrano, Jr. Trophy Information Sheet.....	47
Gold Brigade Fifth Consecutive Year Award Certification Form.....	135
Gold Brigade New Member Recruiter Award Certification Form.....	136
Gold Brigade Sixth Consecutive Year Award Certification Form.....	137
Gold Brigade Tenth Consecutive Year Award Certification Form.....	138
Instructions for Printing/Shipping Membership Cards Information & Form.....	94-95
Instructions for Printing/Shipping SAL Membership Cards Information & Form.....	96-97
International Amity Award Information Sheet & Form.....	118-119
IT Department Support Information Sheet.....	163-164
Legion College Information & Application.....	17-27
Member Data Form Information Sheet.....	165
Membership Cancellation Memo Information Sheet & Form.....	166-167
Membership Cards/Replacement/Duplicate Information Sheet.....	98
Membership Challenge at Cmdr/Adj Conf Info Sheet & Sample Form.....	61-62
Membership Debits and Credits Information Sheet.....	168
Membership Dues Transmittals Information & Form.....	169-170
Membership Star Awards Order Form.....	52
Membership Tacks Order Form.....	139
Michael Guty Homeless Veterans Outreach Award Information Sheet & Form.....	99-100
MyLegion Information Sheet.....	171
National Commander's Official Visitation Information & Request Form.....	144-145
National Convention Appointment of Sergeants-At-Arms Information Sheet.....	28
National Convention Housing Room Allotment (2025).....	127
National Convention Meeting Space Requirements Form (2025).....	128
National Convention Resolution Material.....	29-33
National Firefighter of the Year Award Information Sheet & Form.....	107-108
National Historian History Contest Information Sheet.....	53
National Law Enforcement Officer of the Year Award Information Sheet & Form.....	109-110
National Membership Renewal Schedule.....	48 & 120
National Membership Target Dates.....	49 & 121
National One-Year Department Narrative Contest Certification Form.....	54
National One-Year Department Yearbook Contest Certification Form.....	55
National One-Year Post Narrative Contest Certification Form.....	56
National One-Year Post Yearbook Contest Certification Form.....	57
National Paid-Up-For-Life (PUFL) Membership Information Sheet.....	172-174

SUBJECT BY ALPHABETICAL ORDER

Table of Contents

Title	Page(s)
NEC Resolution Sample Format for Department Use.....	175-176
New Post Development Pin Form.....	177
Paul H. Griffith Annual ROTC Trophy Information Sheet & Form.....	34-35
PersonifyGo (PGO) Department Membership System Information Sheet.....	178
Physician of the Year Award Information Sheet & Form.....	58-59
Pioneer Award Citation Form.....	179
Post & District Revitalization Recognition Letter Form.....	180
Post & Squadron Charter Forms Online Information Sheet.....	181
Post All-Time High Award Form.....	101
Post Commander & Adjutant Notification Information Sheet & Form.....	182-183
Post Honor Ribbon Form.....	102
Post IRS Inclusion Letter Form.....	184
Post Membership Retention Award Form.....	140
Prominent Legionnaire Biographical Information Sheet & Form.....	36-39
Prominent Legionnaire Death Notice Form.....	185
Protocol Guidelines for National Commander's Travels & Visitations.....	146-147
Reconnect Certification Form.....	186
Recruiter of the Year Nomination Form.....	141
Report of Date and Site of Dept Conv Information Sheet & Form.....	71-72
Report of Honorary Life Membership Award Information Sheet & Form.....	187-188
Request for Use of Legion Name or Emblem Form.....	189
Request to Exclude Members from Renewal Notice Mailings Information & Form.....	190-191
SAL 100% Squadron Honor Ribbon Request Form.....	40
SAL 5-Star Award Information Sheet & Order Form.....	192-193
SAL All Time High Honor Ribbon Form.....	194
SAL Citation of Achievement Form.....	111
SAL Detachment Per Capita Information & Report Form.....	148
Silver Brigade Award Certification Form.....	142
Target Dates Awards Points Program Information Sheet.....	50
VA&R Certification for Department VAVS Representatives Information & Form.....	195-197
Veterans Employment & Education Commission Awards Information Sheets.....	103-105
VHA Health Care Provider of the Year Information Sheet.....	41
VHA Physician of the Year Information Sheet.....	42
William F. Lenker National Service Trophy Award Information Sheet & Form.....	43-45

MONTHLY INDEX

Table of Contents

JULY.....	1
AUGUST.....	46
SEPTEMBER.....	51
OCTOBER.....	60
NOVEMBER.....	63
DECEMBER.....	68
JANUARY.....	73
FEBRUARY.....	106
MARCH.....	112
APRIL.....	122
MAY.....	129
JUNE.....	143
GENERAL.....	149

JULY

Table of Contents

Title	Page(s)
Annual Blood Donor Report Information Sheet & Form.....	2-3
Certification of Appointments to National Convention Committees Memo & Sample Ltr.....	4-5
CPR-CSR Online Information Sheet.....	6
Daniel J. O'Connor Trophy Information Sheet.....	7
Department Children & Youth Reporting Information & Form.....	8-10
Department Officers Certification of Service Information Sheet & Form.....	11-13
District and/or County Commander Questionnaire.....	14
District and/or County Commander Report Information Sheet & Form.....	15-16
Legion College Information & Application.....	17-27
National Convention Appointment of Sergeants-At-Arms Information Sheet.....	28
National Convention Resolution Material.....	29-33
Paul H. Griffith Annual ROTC Trophy Information Sheet & Form.....	34-35
Prominent Legionnaire Biographical Information Sheet & Form.....	36-39
SAL 100% Squadron Honor Ribbon Request Form.....	40
VHA Health Care Provider of the Year Information Sheet.....	41
VHA Physician of the Year Information Sheet.....	42
William F. Lenker National Service Trophy Award Information Sheet & Form.....	43-45



Annual Blood Donor Report Information Sheet

Purpose of Report: To provide data necessary for determining winners of two National Commander's Blood Donor Awards--one for the department with the highest percentage of post participation and the other for the greatest percentage of membership participation by departments.

Deadline: Submit by July 15 annually

Mail to: The American Legion
National Security Division
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org

Submit one copy and retain one for your files.



Commander's Annual American Legion Blood Donor Award Form

DEPARTMENT: _____ DATE: _____

Number of Posts Participating in Blood Program:	
Number of Posts in your Department:	
Number of Legionnaires Participating in Blood Program:	

American Legion Holiday Blood Drive Yes No

Did your Department Participate Last Year? Yes No

Did your Department Participate This Year? Yes No

Name and address of your current Department Blood Chairman and/or Civil Defense:

Chairman: _____

Address: _____

Typed Name of Department Adjutant

Signature of Department Adjutant

NOTE:

- A. Certificates of Recognition (Department and Post) and Blood Donor Tacks and Decals can be purchased through the National Emblem Sales Division, Email: Emblem@legion.org, (888) 453-4466.
- B. Please return your completed form by July 15 to:
National Security Division
The American Legion
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org

***Percentage will be figured by National Headquarters
Annual Deadline Date is July 15th**



Certification of Appointments to National Convention Committees


MEMORANDUM TO: Department Adjutants

The Uniform Code of Procedure for the Organization of National Conventions states that:

- Each department shall designate delegates or alternates for service on each convention committee and shall file with the national adjutant a list of such designees at least two weeks prior to the opening session of the national convention. By NEC action, departments are urged to select delegates who are qualified to sit on the committee assigned to them, and who are willing to sacrifice the time required to serve on said committee.
- Each department shall notify their designees of their appointment to convention committees by mail, stating the time and place in the convention city of the initial meetings of these committees. Suggested wording for the notice, along with time and place of the convention committee meetings, are attached.

The form on which to report your convention committee delegates can be found online at myLegion.org, titled "Convention Committee Representatives Form." Open the form, tab through fillable spaces to type the names in the appropriate committee boxes, and then save the file and email the completed form to TALforms@legion.org. This information the Department provides is copied/pasted into a data file and then sorted for the appropriate convention committee roll calls. Please do not change the form's format. It is requested that forms be sent no earlier than June 9 and no later than August 16. It is imperative that the list of designees reach National Headquarters promptly so roll calls can be prepared before reaching the convention city.

Departments have the right of substitution of committee members, provided proper credentials – approved by the national adjutant – are filed with the liaison representative or, later, with the convention committee secretary. "Proper credentials" shall be in the form of a signed letter from the department adjutant stating the changes to be made. This letter must then be presented to and signed by the national adjutant before the substitute delegate can be seated. The national adjutant is available in the national staff offices all day Friday, all day Saturday and Sunday morning prior to and during the convention committee meetings. Once he has approved the substitutions, the credentials should then be filed with the convention committee liaison representative or secretary to ensure that the department representative is included on the convention committee roll call. Liaison representatives **may not** seat a substitute delegate for a convention committee without the above signed proper credentials. Please be available by cell phone on Sunday morning at the convention in case there is a question concerning your delegation's representatives.



DANIEL S. WHEELER
National Adjutant

S A M P L E

DATE

Mr. John Doe
123 Main Street
Indianapolis, Indiana 46204

Dear John:

You have been assigned as our department's representative on the Americanism Convention Committee at this year's national convention. This group will meet on Sunday, August 27. Please see the enclosed "Convention Committee Meeting Locations" sheet for time and place of your meeting. Since you are representing our department, there is no national reimbursement for your attendance at this meeting.

Please do not confuse the Sunday convention committee meetings with any commission or committee meetings that occur on Saturday. The meeting this letter asks you to attend is on Sunday, August 27.

We appreciate your willingness to serve. You will be asked to give a meeting report at our delegation's next caucus.

Sincerely,

XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

Enc.



The American Legion
Consolidated Post Report (CPR)
And
Consolidated Squadron Report (CSR)
online memo



Consolidated Post / Squadron report forms are located on the national website at:

Consolidated Post Report (CPR)

Legion.org/publications/161252/consolidated-post-report-cpr

And

Consolidated Squadron Report (CSR)

Legion.org/publications/245160/consolidated-squadron-report-csr

Both the CPR and CSR are due to national by **July 31** to be considered for awards at national convention. Additional submissions of CPR and CSR will continue through the month of August. Both the CPR and CSR are available for submission via myLegion.org for the Commanders and Adjutants.

Completed forms should be submitted to the department and detachment with a scanned copy sent to national at: mssforms@legion.org.

Questions: Contact National Headquarters via (email) at IA@legion.org or via (phone) at 317-630-1335



**Daniel J. O'Connor Americanism Trophy Competition
Transmittal of Narrative Statement
Information Sheet**

The Daniel J. O'Connor Americanism Trophy is awarded annually to that department selected from among the top three departments attaining the greatest number of percentage points derived from the Americanism activities reported on the Consolidated Post Report (CPR) form encompassing the previous 12-month reporting period of June 1st through May 31st, and which submits the best narrative statement supporting the claim of points shown.

To enter the annual Daniel J. O'Connor Americanism Trophy competition, a department must submit a narrative statement each year of not less than 200 words, nor more than 500 words, supporting the Americanism activities/points reflected on that department's CPR form encompassing the previous 12-month reporting period of June 1st through May 31st (many departments assign this responsibility to the department Americanism chairman).

The narrative must reach the Americanism Division at National Headquarters no later than July 15th annually and may be submitted using one of the following methods:

Mail: The American Legion
Attn: Americanism Division – O'Connor Award
P.O. Box 1055
Indianapolis, Indiana 46206-1055

Fax: 317-630-1369

Email: Americanism@legion.org



Department Children & Youth Report
The American Legion
(June 1 – May 31 Annually)

DEPARTMENT OF: _____ **YEAR(S):** _____

PURPOSE: This form allows departments opportunity for enhanced, consolidated reporting on assistance provided to children and youth by levels *other than* posts (e.g., district, county, area, department) that are not captured through regular Consolidated Post Reporting (CPR) by individual posts.

INSTRUCTIONS: Prior to May 31, each Post in your Department will receive a copy of the Consolidated Post Report form. All Consolidated forms are to be sent through your Department to National Headquarters. All narrative forms should be sent to you in care of your Department Headquarters.

It is your responsibility as Department Children & Youth Chairman to see that the requested Department expenditures are listed below and that all narrative report forms are tabulated and entered in Part II of this form. When completed, this form should be sent directly to: The American Legion, ATTN: Children & Youth, P.O. Box 1055, Indianapolis Indiana 46206-1055.

Fax: 317-630-1377

E-mail: childrenandyouth@legion.org

Deadline: July 1 Annually

**PART I
GENERAL INFORMATION**

Number of posts in department:	
Name of person making this report:	
Title:	
Address:	
City:	
State & Zip Code:	

**PART II
INFORMATION FROM POST NARRATIVE REPORT FORM**

The following information is to be tabulated from your department's own Children & Youth Post narrative report forms that are received by the Department Children & Youth Chairman.

A. Number of Posts filing a Consolidated Post Report form:	
B. Number of Posts participating in any of the following National Children & Youth program objectives:	
1) April is C&Y Month:	
2) Youth Suicide Prevention:	
3) Drug and Alcohol Abuse Education:	
4) Halloween Safety:	
5) Child Health & Safety:	
6) Temporary Financial Assistance:	
7) National Family Week/Family Emphasis:	
8) Family Support Network:	

C. Number of estimated volunteer service hours provided by the membership of posts in your department for children and youth:	
D. Amount of estimated money spent for administrative expenses for C&Y overhead (postage, printing, conference):	

**PART III
CHILDREN & YOUTH EXPENDITURES
DEPARTMENT**

These are funds expended by levels of the department *other than* posts for the Committee/Commission on Children & Youth; DO NOT reflect expenditures of posts.

SECTION A — DIRECT AID

Cash aid given to needy children	1)
Value of goods given to children (reasonable estimate)	2)
TOTAL DIRECT AID (Add lines 1 and 2)	3)

SECTION B — CONTRIBUTIONS TO

American Legion Child Welfare Foundation	4)
--	----

SECTION C — CONTRIBUTIONS TO

Miscellaneous Other C&Y Programs	5)
All others sum total	6)
TOTAL CONTRIBUTIONS (Add lines 5 through 6)	7)

SECTION D — EXTRAS

Cost of parties, gifts, similar extras	8)
--	----

SECTION E – MISCELLANEOUS

Cost of any other activities for children and youth	9)
---	----

TOTAL CHILDREN & YOUTH EXPENDITURES (Add lines, 3,4,7, 8 and 9)	10)
--	-----

Please estimate the amount of money spent for administrative expenses for the department’s Children & Youth overhead. (postage, printing, conferences. travel, salaries, etc.)

\$ _____

**PART IV
CHILDREN AND FAMILIES AIDED
DEPARTMENT**

These are the number of children aided through levels of department *other than* posts for the Committee/Commission on Children & Youth; DO NOT reflect the efforts of posts.

SECTION A — DIRECT AID

No. of children helped by cash grants	11)
No. of children given food, clothing, etc.	12)
TOTAL NUMBER OF CHILDREN DIRECTLY AIDED (Add lines 11 and 12)	13)

SECTION D — EXTRAS

No. of children given parties, gifts, similar extras	14)
--	-----

SECTION E — MISCELLANEOUS

No. of children reached through other activities	15)
--	-----

TOTAL NUMBER OF CHILDREN (Add lines 13, 14 and 15)	16)
---	-----

PART V

Use additional sheets to describe in some detail a special Children & Youth activity promoted by your department. If submitting online, please use the text box below to detail your special activity.

Date: _____

Signature _____

DEPARTMENT OFFICER CERTIFICATION OF SERVICE FORM

Pursuant to the action at the 2022 October meeting of the National Executive Committee of The American Legion, every officer of The American Legion must provide satisfactory evidence of their honorable service during a prescribed timeframe thereby establishing one's eligibility for membership in The American Legion.

This certification is carried out as follows:

(a) Eligibility documents of post officers submitted and certified by their post adjutant with notification to their Department Adjutant.

(b) Eligibility documents of department officers submitted and certified by their department adjutant with notification to the National Adjutant.

(c) Eligibility documents of national officers, National Executive Committee members, Alternative National Executive Committee members, commission and committee chairman submitted to the National Judge Advocate for an initial review, certified by the National Adjutant and reported to the National Executive Committee.

The form for providing certification of eligibility of department officers described above is attached. It is recommended department adjutants create a similar form and submit it to all posts in your department for their use in certifying eligibility of post officers to department headquarters.

Newly elected department officers should be reported to National Headquarters as soon after their election as possible.

In addition to submitting this form, please call the National Adjutant's office (317-630-1239) immediately following your Department Convention and report the name and member ID number for your Department Commander and National Executive Committee member.

If some department officers are elected or appointed by the DEC at some time after the department convention, **send the information of the officers elected or appointed by the department convention without waiting until a complete list can be supplied.** In this situation, note on the form on the appropriate lines the offices which will be reported after a specified date. Then, after the election or appointment of these officers has been completed, send a supplementary report.

**SUBMIT VIA EMAIL TO LEGAL@LEGION.ORG and LIBRARY@LEGION.ORG
IMMEDIATELY FOLLOWING DEPARTMENT CONVENTION**



**Mark C. Seavey, J.D.
National Judge Advocate**

Date _____

Pursuant to the action of Resolution No. 6 from the October 12-13, 2022 meeting of the National Executive Committee of The American Legion in Indianapolis, Indiana I have examined the service record of each of the following officers who have been duly elected or appointed to serve the Department of _____ for the year 20____ to 20_____

	Name	Effective Date of Election or Appointment	Member ID#	Date of Enlistment	Date of Discharge	Organization	Proof of Service* (Attached)
Commander							
Vice Commander							
Vice Commander							
Vice Commander							
Vice Commander							
Vice Commander							
Adjutant							
Acting Adjutant							
Assistant Adjutant							
Natl Exec Cmte Member*		Dates set by the Natl Constitution					Required *
Alternate NEC *		Include exceptions in name field					Required *
Historian							
Chaplain							
Finance Officer							
Judge Advocate							
Sergeant- at-Arms							

I hereby certify that each of the above officers are eligible for membership in The American Legion.

***REQUIRED-Unless previously provided.**

(Signed) _____
Department Adjutant

**NATIONAL EXECUTIVE COMMITTEE
OF
THE AMERICAN LEGION
October 12-13, 2022
Indianapolis, Indiana**

**Resolution No. 6: Officer and Chairman Certification of Service Update
Origin: Internal Affairs Commission
Submitted by: Internal Affairs Commission**

WHEREAS, The Certification of Service Record of American Legion Officers has been in effect since October 20, 1931 pursuant to Resolution No. 591 adopted by the Thirteenth National Convention in 1931; and

WHEREAS, It is advisable to update the recommendations of Resolution No. 5 (NEC, May 9-10, 2018); now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on October 12-13, 2022, That within 30 days of induction into office, every national officer and national chairman of The American Legion must provide satisfactory evidence of honorable military service proving eligibility for membership in The American Legion, as follows, provided that such eligibility has not previously been presented to the national organization:

- (a) Eligibility for American Legion membership of post officers will be certified by their post adjutant with notification to their department adjutant; and**
- (b) Eligibility for American Legion membership of department officers will be certified by their respective department adjutants with notification to the national adjutant; and**
- (c) Eligibility for American Legion membership of national officers, National Executive Committee members, Alternate National Executive Committee members, commission chairmen and committee chairmen, after an initial review by the national judge advocate, will be certified by the national adjutant and reported to the National Executive Committee; and, be it further**

RESOLVED, That any member with aspirations of future national leadership in The American Legion may, at any time, submit one's proof of eligibility for American Legion membership to the office of the national judge advocate; and, be it finally

RESOLVED, That Resolution No. 5 (NEC, May 9-10, 2018) is hereby superseded and rescinded.



District/County Commander Questionnaire

Membership Year: .

Last Name:	First Name & MI:
Street Address:	City/State/Zip:
Home Phone:	Email Address(es):
Member ID Number:	Post Number:
District/County:	Department:
Occupation:	Date of Birth:
Dates of Active Duty:	Branch of Service:
Spouse's Full Name (if married):	
Membership in other organizations:	
Write your own short personal goal as District or County Membership:	
Comments or Suggestions:	

Complete and submit the form online through the Personify (PGo) membership system or return completed form(s) to:

The American Legion
Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
E-mail: membership@legion.org
Fax: (317) 630-1413

RETURN WITHIN TWO WEEKS AFTER ELECTIONS



DISTRICT AND/OR COUNTY OFFICERS REPORT INFORMATION SHEET

Purpose of Report: To report to National Headquarters the names and contact information of District or County Commanders and/or Adjutants for the coming year.

Report Date: Either complete through Personify (PGo) membership system or mail soon after the election of the District or County Commanders. Normally, this should be no later than July 31.

E-mail or Mail To: **The American Legion**
 Internal Affairs & Membership Division
 PO Box 1055
 Indianapolis, IN 46206
 Email: membership@legion.org
 Fax: 317-630-1413

Report form follows – Return an original and copy to National.

In some Departments, the District Officers serve multiple-year terms. If the District Commander and/or Adjutant for the coming year is a holdover from the previous year, you should still report his/her name and contact information.

Accuracy in the spelling of names and reporting addresses is important since the lists will be used for mailing letters from the National Commander, preparing citations, addressing the *DISPATCH*, etc.

**SUBMIT BY E-MAIL OR HARD COPY AS SOON AS
COMMANDERS/ADJUTANTS ARE ELECTED**

DUPLICATE FORM AS NECESSARY



DISTRICT AND/OR COUNTY OFFICERS REPORT FORM

The following District or County Commanders and/or Adjutants will take (took) office on _____, 20____ for the _____ membership year.

Check one: <input type="checkbox"/> Commander <input type="checkbox"/> Adjutant	For District # or County:
Outgoing Officer's Name:	ID #:
New Officer's Name:	ID #:
Address:	City/State/Zip:
Home Phone #:	Cell Phone #:
Email:	
Check one: <input type="checkbox"/> Commander <input type="checkbox"/> Adjutant	For District # or County:
Outgoing Officer's Name:	ID #:
New Officer's Name:	ID #:
Address:	City/State/Zip:
Home Phone #:	Cell Phone #:
Email:	
Check one: <input type="checkbox"/> Commander <input type="checkbox"/> Adjutant	For District # or County:
Outgoing Officer's Name:	ID #:
New Officer's Name:	ID #:
Address:	City/State/Zip:
Home Phone #:	Cell Phone #:
Email:	
Check one: <input type="checkbox"/> Commander <input type="checkbox"/> Adjutant	For District # or County:
Outgoing Officer's Name:	ID #:
New Officer's Name:	ID #:
Address:	City/State/Zip:
Home Phone #:	Cell Phone #:
Email:	

_____ Department

_____ Department Adjutant's Signature

_____ Date

National American Legion College

The American Legion National Headquarters
Indianapolis, Indiana



The National American Legion College is the highest level of education offered by The American Legion. The course is intended to teach the principles and techniques necessary for effective leadership at the higher levels of The American Legion. The successful graduate will possess the education and skills necessary to provide program and command leadership at the district level and above.

Course Requirements

- Veteran of Lebanon/Grenada, Panama, and/or Gulf War/Global War on Terrorism*
- Current (paid) member of The American Legion
- Demonstrated leadership potential
- Recommended by the applicants department leadership
- Able to develop, present, coordinate, and/or facilitate American Legion training
- Completion of American Legion Education Institute BASIC TRAINING

*A candidate from an earlier war era may be considered if the department has a successful applicant with service during a qualified era. Candidates from unqualified war eras will be limited by availability.

The department cost per student of \$800.00 will be billed to the respective department after the class starts.

Course Structure

The week long course features curriculum focused on small-group interaction supervised by qualified facilitators with larger presentations from national headquarters staff and national officers. Students engage The American Legion's core values, develop new solutions, and consider the best application of these ideas to future American Legion process and procedure.

Training topics include:

- **Build on leadership and mentoring skills in a non-profit, volunteer environment**
- **Enhance communication skills using both face-to-face, written and social media methods**
- **Critical thinking and problem solving**
- **Team building to set and accomplish goals**
- **Recognizing and effectively utilizing personality types in decision-making**
- **Refine and articulate "Your Why" in belonging to The American Legion**
- **Develop and broaden networking skills outside of the department to discuss best practices**
- **Develop, facilitate, and or support a department, district, or post level training platform**

All department recommended National American Legion College applications are due by July 31st. Applications received after July 31st will be accepted, but considered only in the event of an unexpected class opening.

National American Legion College application can be accessed at: legion.org/college. Direct any questions to the Internal Affairs Division (317) 630-1330 or ia@legion.org



National American Legion College
APPLICATION INSTRUCTIONS
November 12 – 17, 2023 in Indianapolis, IN

Department ONLY is to email completed and signed application(s) to: ja@legion.org by **July 31**

NATIONAL AMERICAN LEGION COLLEGE

COURSE SYLLABUS



DESCRIPTION

National American Legion College (NALC) is the highest level of education offered by The American Legion. The course is intended to teach the principles and techniques necessary for effective leadership at the higher levels of The American Legion. The successful graduate will possess the education and skills necessary to provide program and command leadership at the district level and above.

ORGANIZATION

The course length is one week and requires that the student remains in attendance for the entire session. Tuition and other costs for the course will be paid through a combination of national and department funds. All National American Legion College applicants must complete the online version of *Basic Training* as a prerequisite prior to submitting an application. Optimum prospective students should also have experience at the post level and ideally, have provided command leadership. Additional experience and command leadership at the county level and/or program experience at the district and department level will better prepare the prospective student to achieve the maximum benefit from attending National American Legion College.

COURSE OBJECTIVES & TOPICS

National American Legion College will provide instruction using both classroom lectures, small group interactive techniques, and team building. Primary topics to be addressed include:

- Leadership and mentoring in a distributed non-profit, volunteer environment
- Communicate using both face-to-face, written, and social media methods
- Critical thinking and problem-solving
- Team building to set and accomplish goals
- Recognize and effectively utilize personality types in personnel management
- Develop or broaden networking skills outside of the department
- Develop, instruct, or support a post, district, or department-level training platform
- Effective meeting management through parliamentary techniques

TEXT & REQUIRED SUPPLIES

All course materials will be supplied to the students before, at the start of, and during the week of instruction. No additional material is required, but students are encouraged to explore outside sources independently. The use of a personal laptop or tablet is encouraged but optional. Students will be informed in those instances when only college-supplied materials may be used.

GRADING PLAN & RULES OF CONDUCT

The course is graded pass/fail. Students may withdraw at any time and return home. Completion of the week's instruction will be considered satisfactory to meet graduation requirements. No formal class ranking will be kept. All graduates will receive a diploma indicating completion of National American Legion College. Students are expected to arrive on time every day. Serious personnel or behavior issues will be the only grounds for the expulsion of a student.

YOUR IDEAS, EVALUATIONS, ETC.

In general, your ideas, comments, suggestions, questions, grade challenges, etc., are welcome and encouraged for most topics. Your discretion in these matters is expected.

SUGGESTIONS FOR SUCCESS

Most students will find this course to be challenging both intellectually and personally. For some students, this will be their first experience as a member of a group of talented, highly motivated individuals. Defending your ideas and positions with skill and passion but at the same time respecting the same level of passion from other students is critical. Leadership while working within a team is essential to achieve the maximum results from the course.

If you have any questions regarding National American Legion College or the application, you can contact National American Legion College Coordinator, Ken George by email at: kgeorge@legion.org or by telephone at: 317-630-1376.

Department ONLY is to email completed and signed application(s) to: ia@legion.org by July 31. Late applications WILL NOT be accepted.

NATIONAL AMERICAN LEGION COLLEGE

Application Instructions

APPLICANT - Read this application very carefully first before answering any questions. Provide complete answers to each question as indicated on each page, section by section, listed below. Punctuation, grammar, and sentence structure will be considered and may impact your final score. It is highly suggested that you have your application screened and reviewed by a third party you trust before submitting it to your department leadership and national. Do not leave anything blank. If a question does not apply to you or you have no answer, enter "N/A." This will ensure a question was not missed and you are not penalized for unanswered questions. All applications must be submitted to your department leadership for review. **Applications received at national without first going through your department will be returned.**

Section I – Applicant Contact Information

- Fill the contact section out completely.

Section II – Military and American Legion Service (25% of total score)

- A. Service era & Branch of service – if multiple apply, include all and years of service for each.
- B. Provide post number, department, and membership ID. **Must be a continuous member in good standing for at least three (3) years.**
- C. Indicate the date you completed the online American Legion Education Institute "BASIC TRAINING" course and **include** your certificate of completion. **ALEI certificates prior to Sept. 2017 will not be accepted.**
- D. List the highest elected position you have held or currently hold
- E. List the highest appointed position you have held or currently hold.
- F. Tell us your most significant accomplishment under your leadership as a leader in The American Legion (250 words max).

Section III – Education and Career Information (30% of total score)

- A. Check the highest level completed and indicate your field of study.
- B. Check the job level that most closely represents your most responsible highest or current employment. If retired or unemployed, indicate the most responsible position held.
- C. Describe a notable leadership experience you encountered.

Section IV – Essay (45% of total score)

- **Must be typed into the space provided in the fillable PDF application.**
Legion College graduates are expected to work in parallel with other talented, motivated Legionnaires to help their department meet future goals and provide a welcoming and motivational atmosphere to future leaders. In a 500 to 1,000-word essay, please explain why you should be selected to attend Legion College. In your essay, be sure to address the points below. Remember, grammar, punctuation, and spelling are critical to good written communication.
 - What area of your department will best use your talents and knowledge?
 - What do you hope to gain by attending Legion College that will make you productive in this area?
 - How will you use the knowledge obtained?
 - What will your department gain from your attendance?
 - Discuss a personal career path that will enable both you and your department to achieve your goals best.

Section V – Accommodations and Travel Information/Sign Application

- A. Lodging & travel during NALC session will be arranged and paid for by national headquarters. Air travel can be arranged directly with the national headquarters' travel division.
- B. Sign and date the application. An application missing any signatures will be automatically returned.

Section VI – Department Recommendation

- A. Validate why the attendance of this Legionnaire is worth the investment made by your department and national headquarters.
- B. Assess where the candidate could be functioning in your department in the next five (5) years.
- C. Interview candidate, aware of the purpose of attending NALC, and understands the expectation upon completing NALC.

The department adjutant, commander, or appropriate department designee must sign the application before submitting it to national. Missing signatures on the application will automatically be returned.



National American Legion College
STUDENT APPLICATION
 November 12 – 17, 2023 in Indianapolis, IN



Section I - Applicant Contact Information

Last Name: _____ First: _____ MI: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Cell Phone: _____ Home Phone: _____ Bus Phone: _____
 Email Address: _____

Section II - Military and American Legion Service *(25% of total score)*

A. Specify your active military service era(s):

- Vietnam (February 28, 1961 – May 7, 1975)
- Lebanon/Grenada (August 24, 1982 – July 31, 1984)
- Panama (December 20, 1989 – January 31, 1990)
- Gulf War/War on Terrorism (August 2, 1990, to present)
- Other Era or Legion Act – List years of service _____ to _____

Branch(es) of Service & years served for each (i.e., USA 1990-1994, USN 1994-2000):

B. American Legion Post #: _____ Department: _____
 Membership ID: _____ Year joined Legion: _____ (min. 3 yr. continuous membership)

C. Completed ALEI **BASIC TRAINING** Month: _____ Year: _____
I've included a copy of my certificate with the application. ALEI certificate before 2016 is not accepted.

D. List the highest elected position you have held or currently hold.

E. List the highest appointed position you have held or currently hold.

F. Tell us your most significant accomplishment under your leadership as a leader in The American Legion. **(250 words max)**

Section III – Education and Career Information (30% of total score)

A. Educational Background (Check the highest level accomplished)

High School Diploma/GED

Technical/Trade Certificate

Some College - hrs.

Associate Degree

Bachelor Degree

Graduate Degree

Field of study:

B. Professional Background - See page 1, Section III.

Employee

Supervisor

Management

Senior Management

Owner

C. What was the most notable leadership experience you have encountered? You may use a good or bad experience. For either choice, describe the outcome of the experience and its impact. How would you have supported or improved the experience? **(250 words max)**

Section IV – Typed essay Use the fillable blank page starting on page 6. (45% of total score)

National American Legion College Essay

(500 to 1000 words)

Essays must be typed using the fillable pages on pages 6 & 7. See page 1, Section IV.

Legion College graduates are expected to work in parallel with other talented, motivated Legionnaires to help their department meet future goals and provide a welcoming and motivational atmosphere to future leaders. In a 500 to 1,000-word essay, please explain why you should be selected to attend Legion College. In your essay, be sure to address the points below. Remember, grammar, punctuation, and spelling are critical to good written communication.

- What area of your department will best use your talents and knowledge?
- What do you hope to gain by attending Legion College that will make you productive in this area?
- How will you use the knowledge obtained?
- What will your department gain from your attendance?
- Discuss a personal career path that will enable both you and your department to best achieve your goals.

* [Refer to legion.org/college](http://legion.org/college) and the class syllabus to know more about the college.

Section V – Accommodation Information

A. Lodging (room rate & tax) is provided at no charge to students during the authorized call-in dates. Each student is responsible for additional charges such as additional accessibility needs, phone calls, internet service, or room service. Any outstanding charges must be cleared upon checking out of the hotel. Charges not paid or billed to the national organization will be billed back to your department.

B. Air travel shall be arranged with the national convention division.

Check here if you require special accommodations.

C. *I understand the requirements and desire to attend National American Legion College. I certify that the information and essays contained in this application are my original effort and have not been edited or changed by any other person.*

Signature:

Date:

The organization does not discriminate regarding any demographic category protected by law.

Section VI – Department Recommendation *(at least one signature required)*

Take the time to screen your applicant. Enter detailed answers to each question. Failure to complete all questions and sign the recommendation section may result in the applicant receiving penalty points upon review.

Does the candidate meet the following qualifications:

Yes No Current (paid) member of The American Legion and a member for at least three (3) years prior to NALC session;

Yes No Demonstrate leadership potential; demonstrate a desire to apply the college's learnings to all levels of The American Legion.

Yes No Able to develop, present, coordinate, and/or facilitate American Legion training at the department through post level;

Yes No Completed *American Legion Education Institute* online **BASIC TRAINING**.

A. What are the mutual expectations for this candidate from your department upon graduating from NALC?

B. What is the five (5) year plan for this candidate in your department and The American Legion?

C. Was this candidate interviewed and vetted by your department, understands the purpose of NALC, and the expectations upon his/her return?

Yes No

Department Recommendation (check one):

RECOMMENDED

The applicant is eligible and, if selected, **will be funded**.

NOT RECOMMENDED

The applicant is not ready for attendance at NALC at this time.

both

Department Adjutant

signature(s) req'd

Department Commander

Department of

Date:

The department cost per student is \$800.00 and is billed to the respective department after the class starts.

Section IV – Typed essay (no less than 500 and no more than 1000 words.)

Additional Answer Page – list the section you are answering with your continued answer



Appointment of Assistant Sergeants-at-Arms For National Convention

Each year, approximately 100 Legionnaires attending the National Convention act as Assistant Sergeants-at-Arms during the Convention sessions. The National Commander desires that each Department be represented among this group, if possible.

The Convention budget makes no provision for payment of any expense in connection with this assignment. Therefore, selection should be made from among those to be present at the National Convention. Those selected must attend an instructional meeting conducted by the National Sergeant-at-Arms. This meeting will be held at 8:00 a.m. on the Monday prior to the beginning of National Convention General Sessions. Instructions will be mailed prior to this date and will contain room information.

If you have Legionnaires to recommend for this assignment, please submit their name and mailing address to the Executive Director of the Indianapolis Office, or fax to 317-630-1223, or email to TALforms@legion.org by July 1. A letter of appointment from the National Commander will then be sent to each nominee.


DANIEL S. WHEELER
National Adjutant

THE FOLLOWING FOUR PAGES
INCLUDE INSTRUCTION
SAMPLES OF CONVENTION RESOLUTIONS
AND PROCESSING INFORMATION.

THE NATIONAL HEADQUARTERS LIBRARIAN
WILL MAIL THIS INFORMATION TO ALL
DEPARTMENT ADJUTANTS ANNUALLY
IN MAY.

THIS INFORMATION IS SUPPLIED IN THIS
FORMAT FOR INFORMATION PURPOSES ONLY

[The following is a hardcopy of the email instructions for submitting resolutions for the National Convention. This covers the email template that you will have received around May 15.]

**Template for Department Resolutions
2023 National Convention – Charlotte, North Carolina**

Dear Department Adjutant:

With this email is a template created using Microsoft Word. Please use the template so that your submission of resolutions for the National Convention can be easier, more economical, and more quickly processed. This procedure has worked very well in the past.

When finished typing the text of your resolution, double-click in the area at the bottom of the form (in the footer) and add your name and department. Please include your department in the file name (e.g. TX1, with the second Texas file named TX2). I suggest saving the file(s) to your hard drive.

Please send the resolutions as they are completed at the end of your workday. There is no need for them to be held back and sent to National Headquarters all together at the same time.

Please send the file(s) to National Headquarters via email **To:** d.wheeler@legion.org and copy library@legion.org.

You will receive an acknowledgement as soon as it is read via email and a copy of the resolutions will be sent to you in a few days.

If there are any problems, please contact Howard Trace at (317) 630-1356 or library@legion.org.

Please complete the resolution transmittal form to ensure all resolutions are accounted for.

Any department adjutant who would like to receive the file by disk or as a paper copy instead of an email attachment will be able to request it.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel S. Wheeler", with a long horizontal flourish extending to the right.

Daniel S. Wheeler
National Adjutant

TO: Howard Trace, Liaison to the National Convention Resolutions Assignment Committee
The American Legion National Headquarters, Indianapolis, Indiana

FROM: DEPARTMENT ADJUTANT OF _____

RE: TRANSMITTAL OF NATIONAL CONVENTION RESOLUTIONS FORMS

Enclosed are [] resolutions adopted by the department which are to be referred by the National Convention Resolutions Assignment Committee to the proper convention committee at the 104th Annual National Convention of The American Legion to be held in Charlotte, North Carolina on August 29, 30, 31, 2023. An additional [] resolutions will be forthcoming. After proper assignment, please forward to us a copy of all resolutions submitted, indicating the number, title, and committee assignment.

DEPARTMENT ADJUTANTS - PLEASE NOTE

1. Only one copy of each resolution should be reviewed for errors and returned to National Headquarters as error free as possible. Only the form sent to you by National Headquarters for the upcoming National Convention is to be used. We encourage you to use the resolution form computer file template that is sent to you via email instead of printing the resolution on paper. We would like to see each resolution sent to National Headquarters via email as an attachment.
2. All regulations on the last page of the resolution form should be observed in full. The correct resolving clause (using the convention business session dates - those at the top of the resolution form) follows.

RESOLVED, By The American Legion in National Convention assembled in Charlotte, North Carolina, August 29, 30, 31, 2023, That —

If the resolving clause is not stated as above, it necessitates the rewriting of the resolution.

3. Each resolution form and any subsequent pages submitted on paper must be signed with the department name typed next to the adjutant's signature. If the email version is submitted via the Internet, the name of the adjutant and the department must be added at the bottom of the form in the template area by double clicking; a signature is not required.
4. **Do not** fill in the resolution number, subject, or referred to committee that is found at the top of the form.
5. **Only if using a paper resolution form:** use additional official forms for extra pages, numbering each page and stapling together as one set. Do not use any forms from a previous year's convention.
6. Resolutions are to be sent to the attention of the national adjutant as soon as possible following the close of your Department Convention. Much time is involved in processing the many resolutions for the National Convention—thus our request for an early transmittal.
7. In accordance with the National Constitution and By-Laws, constitutional amendments must be forwarded to the National Adjutant in sufficient time to reach him by August 1, 2023. All other National Convention resolution forms must reach him by August 15, 2023.
8. Resolutions that do not reach us in time to process for National Convention may be resubmitted by the department adjutant to the National Executive Committee using the NEC template form.
9. The National Convention Resolutions Assignment Committee may return through the secretary of the National Convention to the source, inappropriate or non-germane resolutions that may be resubmitted, when corrected, to the National Executive Committee or National Convention by the originator. Inappropriate or non-germane resolutions include, but are not limited to: Convention resolutions (1) containing more than one subject, (2) calling for or requiring the expenditure of funds, (3) containing personal attacks or derogatory characterizations, (4) outside the purview, (5) not pertinent or inappropriate for action by the National Convention or (6) unclear and undocumented. Deficient resolutions, once corrected, in order to be reconsidered, need to be resubmitted to the National Convention or National Executive Committee as provided in the National Constitution and By-Laws.

RESOLUTION
National Headquarters, The American Legion
One-Hundred and Second Annual National Convention, Louisville, Kentucky
September 1, 2, 3, 2020

RESOLUTION NO.

SUBJECT:

REFERRED TO COMMITTEE ON

This is to certify that this resolution was adopted by our Department but with National action substituted for local resolving clause.
Adjutant Department

Other authorized source:

(To be used when resolution is submitted from another authorized source or to comply with Resolution 21, May 4-5, 2016)

BELOW THIS LINE FOR NATIONAL CONVENTION COMMITTEE USE ONLY

Approved Approved with Amendment Rejected Received and Recorded Consolidated with
Referred to Standing Commission or Committee on
Other Action
Signature of Chairman or Secretary. _____

REGULATIONS

Based on the Uniform Code of Procedure for the Organization of National Conventions of The American Legion, adopted by the National Executive Committee at its October 1956 meeting, the following regulations have been established for the procedure of Convention Resolutions:

1. Each must emanate from a department after favorable action or from the National Executive Committee, or from any convention standing or special committee. Resolutions submitted in advance of the convention by departments and the National Executive Committee shall be filed with the national adjutant, who shall refer them to the National Convention Resolutions Assignment Committee.
2. The national adjutant shall maintain a convention register of all resolutions received, assigned and processed which shall identify each resolution by number, indicating the committee to which the resolution was referred and the originating source.

In submitting resolutions, the following points should be carefully observed:

- a. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the RESOLVING clauses.
- b. All local RESOLVING clauses are to be omitted, substituting therein a clause resolving national action, i.e. the resolution as submitted should be worded for the National Convention as follows:

RESOLVED, By The American Legion in National Convention assembled in Charlotte, North Carolina, August 29, 30, 31, 2023, That —

If the resolving clause is not stated as above (using convention business session dates) it necessitates having to re-write the resolution to show the proper resolving clause.

- c. Each resolution is to be worded in full, including all WHEREAS clauses as well as the RESOLVING clauses.
 - d. Each resolution is to be signed in black ink and the originating source clearly typewritten or indicated, unless it is submitted as a computer file. Then the originating source is to be placed in the footer of the form.
3. In accordance with Resolution No. 21, adopted by the National Executive Committee in regular meeting assembled on May 4-5, 2016, each resolution should be supported by the identification of the individual or group originating the resolution, and also by a written statement or brief containing the supporting arguments in favor of the action sought, and clearly establishing the material relevance of the subject to the purpose for which The American Legion was formed.
 4. In accordance with Resolution No. 50, adopted by the National Executive Committee in regular meeting assembled on May 5-6, 1965, resolutions adopted by departments and destined for consideration by the National Convention shall be forwarded to the national adjutant, to be in his hands fourteen (14) days prior to the opening session of the National Convention. The only exception to this provision shall be in instances where Department Conventions are held at such time that it becomes physically impossible to comply with this provision, in which instances, the resolutions shall be forwarded to the national adjutant immediately upon the adjournment of the Department Convention.
 5. The National Convention Resolutions Assignment Committee may return through the secretary of the National Convention to the source, inappropriate or non-germane resolutions that may be resubmitted, when corrected, to the National Executive Committee or National Convention by the originator. Inappropriate or non-germane resolutions include, but are not limited to: Convention resolutions (1) containing more than one subject, (2) calling for or requiring the expenditure of funds, (3) containing personal attacks or derogatory characterizations, (4) outside the purview, (5) not pertinent or inappropriate for action by the National Convention or (6) unclear and undocumented. Deficient resolutions, once corrected, in order to be reconsidered, need to be resubmitted to the National Convention or National Executive Committee as provided in the National Constitution & By-Laws.



Paul H. Griffith Annual ROTC Trophy Information Sheet

Purpose of Report: To provide necessary data to determine an annual winner of the Paul H. Griffith ROTC Trophy. The trophy will be awarded annually to the Department of The American Legion giving the most support to the ROTC programs of the military services.

Judging will be based on the percentage of American Legion ROTC medals provided as compared to the total number of ROTC units (high schools, colleges and universities) located within the state. All medals awarded between July 1 of the previous year and June 30 of the current year should be included in the report. Credit in the judging is also given to participation by American Legion representatives in Award Day ceremonies. Additional credit may be gained by indicating any Department scholarship or award initiatives which serve to further ROTC goals.

Deadline: July 15 annually

Mail to:

National Security Division
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org
Online via www.MyLegion.org

Please retain a copy for Department records.



PAUL H. GRIFFITH ANNUAL ROTC TROPHY REPORT FORM

Department: _____ Date: _____

1. Number and types of ROTC medals presented by your department and/or post during reporting period to schools, colleges and universities located in your state:

No: _____ Types: _____

2. Awards

a. General Military Excellence Award:

Gold Silver Bronze

b. Scholastic Excellence Award:

Gold Silver Bronze

3. Total number of ROTC units to which these medals were presented:

_____ High Schools _____ Colleges/Universities

4. Total number of occasions American Legionnaires participated in Award Ceremonies:

_____ High Schools _____ Colleges/Universities

Department Adjutant Printed Name

Department Adjutant Signature

NOTE: All medals awarded and participation by American Legion representatives between July 1 of the previous year and June 30 of the current year should be included in this report.

Please return your completed form by July 15 to:

**National Security Division
The American Legion
1608 K Street, NW
Washington, DC 20006
Email: NSFR@legion.org**

DUPLICATE FORM AS NECESSARY



Prominent Legionnaire Biographical Information

Dear Legionnaire:

National Headquarters seeks for its permanent historical files accurate biographical information concerning members of The American Legion who have contributed to the success of the organization, especially those who have been at any time prominent in national and/or department activities.

The attached questionnaire is being sent to those whose names are on national and department records having filled certain official positions. Service to The American Legion is the sole reason for inclusion in the collection, but non-Legion activities should also be mentioned in filling out the questionnaire.

It is hoped that everything of interest in your military experience will also be noted, as well as your participation in the public life of your community, and in the work of The American Legion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel S. Wheeler', with a long horizontal flourish extending to the right.

DANIEL S. WHEELER
National Adjutant

Attachment



**The American Legion Prominent Legionnaire
Biography**

This information will be kept permanently in the historical archives of the National Library of The American Legion and used by national staff to meet a variety of needs. It will not be shared with anyone but American Legion officials for Legion business. Please type or print clearly.

PERSONAL INFORMATION

Name (Last, First, Middle):	Membership Number:
Place and date of birth:	Occupation:
If married, spouse's name:	
Names of Children:	

LEGION HISTORY

Post Name and Number:	Post Location – City & State:
Year Joined:	Years of Membership:
War Era:	Branch of Service:

Legion Activities
(Please add additional pages if necessary)

Post/District Offices Held	Year(s) Held

Department Offices Held	Year(s) Held

National Appointments (Include Commission/Committees)	Year(s) Held

Involvement in Special Post/Department/National Activities:		
Why did you first join The American Legion?		
Which of your Legion experiences has been the most memorable? Why?		

PERSONAL INFORMATION		
Home Address:		
Business Address:		
Home Phone:	Business Phone:	Cell Phone:
Preferred email:	Alternate email:	

Date: _____ Signature: _____

Please attach a recent photograph and a copy of your DD214 and current resume or complete the accompanying "Additional Information" page.

Please return to library@legion.org or mail to:

**The American Legion National Headquarters
ATTN: Library
PO Box 1055
Indianapolis, IN 46206-1055**



Prominent Legionnaire Additional Information
 (Submit DD214 and Resume or complete this form)

MILITARY SERVICE RECORD (Include branch, years, and location)

--	--	--

EDUCATION

High School:	Location (City & State):	Year of Graduation:
College/University/Trade/Military:	Location (City & State):	Year of Graduation:

BUSINESS/PROFESSIONAL EXPERIENCE

Employer:	Location (City & State):	Years:

CIVIL OFFICES HELD OR OTHER POSITIONS AND ACTIVITIES

Office/Activity:	Location (City & State):	Years:



SONS OF THE AMERICAN LEGION 100% SQUADRON HONOR RIBBON REQUEST FORM

Pursuant to Resolution NC 2-76, 100% Squadron Honor Ribbons will be awarded to squadrons which have matched or exceeded last year's membership by **July 1st** of each year.

The number of SAL Squadron Honor Ribbons needed is:

Department Adjutant Signature

Department

Date

(select date from drop-down menu in above box)

Mail: The American Legion National Headquarters
Attn: Sons of The American Legion
P.O. Box 1055
Indianapolis, IN 46206-1055

Email: SALawards@legion.org

Fax: 317-630-1413

THIS FORM IS DUE ANNUALLY BY JULY 1st

VHA Health Care Provider of the Year

Each year, The American Legion recognizes a Department of Veterans Affairs (VA) Health Care Provider as the VA Health Care Provider of the Year. This award honors a VA health care provider who has provided extraordinary service to our Nation's Veterans.

Nominees will be accepted by any member of The American Legion in good standing filed with the Internal Affairs Commission under such procedures established by the commission as are necessary and consistent with the effective administration of such an award.

Those eligible for the award are: Any VA health care provider, other than a physician, to include, but not be limited to nurses, nurse practitioners, and physician assistants. Nominees must be a direct patient care provider.

Nominations must be submitted in narrative format with name of the post and department in the upper left-hand corner. Letters of recommendation must be submitted in narrative format not to exceed 500 words. Legion members making recommendations for this award must send the nomination through their Post Adjutant who will submit the nominations to their Department Adjutant.

If a department receives more than one nomination, the department must screen each nomination and select one nominee for submission to the National Veterans Affairs and Rehabilitation office in Washington D.C.

Departments must submit their recommendation for the award to the Director, Veterans Affairs and Rehabilitation Division by **July 30** of each year. Failure to submit in the proper format and/or by the cut-off date will invalidate the nomination.

Nominations will be submitted to the VA&R Commission for consideration during the National Convention on at the Veterans Affairs & Rehabilitation Convention Commission Joint Meeting at which time the Commission will select one nominee for presentation.

The nominee's name will be submitted to the National Adjutant for consideration and final approval at the Fall National Executive Committee meeting.

The National Commander shall present the award, annually, at the Commander's Call during the Washington Conference.

The award shall be in the form of an 11" X 14" walnut shadow box plaque with metal etched inscribed plate not exceeding the cost of \$300, adjusted as needed for inflation.

The American Legion will pay for the awardee's roundtrip coach airfare or vehicle mileage in accordance with the employee mileage reimbursement rates and will cover per diem for up to three days, and two nights lodging in accordance with travel and housing policies of The American Legion.

VHA Physician of the Year

Each year, The American Legion recognizes a Department of Veterans Affairs (VA) Physician as the VA Physician of the Year. This award honors a VA physician who has provided extraordinary service to our Nation's Veterans.

Nominees will be accepted by any member of The American Legion in good standing filed with the Internal Affairs Commission under such procedures established by the commission as are necessary and consistent with the effective administration of such an award.

Those eligible for the award are: Any VA physician. Nominees must be a direct patient care provider.

Nominations must be submitted in narrative format with name of the post and Department in the upper left-hand corner.

Letters of recommendation must be submitted in narrative format not to exceed 500 words. Legion members making recommendations for this award must send the nomination through their Post Adjutant who will submit the nominations to their Department Adjutant. If a department receives more than one nomination, the department must screen each nomination and select one nominee for submission to the national Veterans Affairs and Rehabilitation office in Washington D.C.

Departments must submit their recommendation for the award to the Director, Veterans Affairs and Rehabilitation Division by July 30 of each year. Failure to submit in the proper format and/or by the cut-off date will invalidate the nomination.

Nominations will be submitted to the VA&R Commission for consideration during the National Convention Sunday Veterans Affairs & Rehabilitation Convention Commission Joint Meeting at which time the Commission will select one nominee for presentation. The nominee's name will be submitted to the National Adjutant for consideration and final approval at the Fall National Executive Committee meeting.

The National Commander shall present the award, annually, at the Commander's Call during the Washington Conference.

The award shall be in the form of an 11" X 14" walnut shadow box plaque with metal etched inscribed plate not exceeding the cost of \$300, adjusted as needed for inflation.

The American Legion will pay for the awardee's roundtrip coach airfare or vehicle mileage in accordance with the employee mileage reimbursement rates and will cover per diem for up to three days, and two nights lodging in accordance with travel and housing policies of The American Legion.



Rules Governing Award of the William F. Lenker National Service Trophy

(as revised by Res. 20, NEC, May 1-2, 1968)

AND

(Res. 4, NEC, October 17-18, 1990)

(Res. 2, NEC, October 18-19, 2006)

The William F. Lenker National Service Trophy is to be awarded annually to the department of The American Legion excelling in welfare and rehabilitation work for war veterans and their dependents; providing that the membership of that department shall be no less than 80 percent of the preceding year. For this purpose, membership of the department used in this calculation is to be based on the record as shown in the books of the National Treasurer on the last day of the preceding fiscal year.

Departments competing for this trophy shall present to the Veterans Affairs and Rehabilitation (VA&R) Division, the completed "Statement of Rehabilitation Activities" questionnaire which the National VA&R Commission shall furnish each department annually, no later than **July 15th**. The completed questionnaire must be duly certified by the department commander and adjutant and sent to:

The American Legion
Attn: VA&R Division
1608 K Street NW
Washington, DC 20006
Fax: (202) 833-4452
Email: VAR@legion.org

Each year, just before the National Convention, the National Commander shall appoint a committee of three to act as judges. The committee shall consist of the Chairman of the National VA&R Commission and any other two the National Commander shall see fit to designate.

Announcement of the award is to be made at each National Convention, and the winning department shall be formally advised by letter from the VA&R Director.

The title to this trophy is to remain with The American Legion. The original with engraved inscriptions of the winning departments is to remain at National Headquarters. A suitable laminated plaque containing a photograph of the trophy, with an attached engraved plate, will be awarded to and retained by the winning department. In addition to the laminated plaque, the winning department shall be presented with a gold plate suitable for attachment to the staff of the department banner and engraved as follows: "Winner William F. Lenker National Service Trophy, (year)."

15. Number of posts contributing to General Post Funds at local VA health care facilities:

of Posts _____ Contribution Amount _____

16. How many American Legion awards for voluntary service in the VAVS program were presented this year:

100 300 1,000 2,000+

17. Do you have any special rehabilitation projects that regularly aid veterans and their dependents? Explain:

18. Number of Temporary Financial Assistance (TFA) applications received: _____

19. Number of Family Support Network referrals received: _____

20. List the department and/or post funds expended in rehabilitation-related activities:

21. Do you have a regular rehabilitation publicity program to acquaint veterans as to federal and state benefits:

Additional comments: _____

CERTIFICATION:

Department Commander Printed Name

Department Adjutant Printed Name

Department Commander Signature

Department Adjutant Signature

AUGUST

Table of Contents

Title	Page(s)
Frank N. Belgrano, Jr. Trophy Information Sheet.....	47
National Membership Renewal Schedule.....	48
National Membership Target Dates.....	49
Target Dates Awards Points Program Information Sheet.....	50



**Frank N. Belgrano, Jr. Trophy
Transmittal of Narrative Statement
Information Sheet**

Awarded annually to the department which has rendered the most outstanding support during the period August 1 – July 31 to the program of the Boy Scouts of America. The award is based on the number of troops organized, strength of existing troops and general welfare of the Scout movement under Legion sponsorship within the department.

The following information is necessary to be considered for each year's competition.

Each department seeking consideration for the award must submit a written report to the Americanism Division at National Headquarters with a narrative description and substantiating evidence relating to the department's Scouting efforts and accomplishments for the reporting period. The design and length of the narrative is at the discretion of the department – the intention is to provide the selection committee information other than statistics to consider when determining the winning department.

This information must reach the Americanism Division at National Headquarters **no later than 8 August**. (15 days prior to the National Convention).

Mail to: The American Legion
Attn: Americanism Division – Frank N. Belgrano, Jr. Trophy
P.O. Box 1055
Indianapolis, Indiana 46206-1055
Fax: 317-630-1369
Email: americanism@legion.org

THE AMERICAN LEGION 2024 MEMBERSHIP RENEWAL SCHEDULE

CUTOFF DATES

MAY 15, 2023

SEPTEMBER 13, 2023

OCTOBER 18, 2023

DECEMBER 13, 2023

FEBRUARY 14, 2024

APRIL 10, 2024

RENEWAL MAIL DATES

JULY 1-8, 2023

OCTOBER 7-14, 2023

NOVEMBER 10-18, 2023

JANUARY 6-12, 2024

MARCH 2-8, 2024

May 4-10, 2024

Transmittals not received by the cutoff date may not prevent a subsequent renewal notice from being delivered at or around the renewal date.

Please note, renewals transmitted and received by the cutoff (which is also a National Target Date) will be updated prior to printing renewal notices, assuming they can be successfully scanned. Membership that must be hand-keyed (new members and renewals that can't be scanned) will take longer to process. Please transmit as early and as often as possible in advance of the Target Dates to help avoid delays in processing.

<h2 style="margin: 0;">2023 - 2024 NATIONAL MEMBERSHIP TARGET DATES</h2>
--

EARLY BIRD/NEF KICKOFF	SEPTEMBER 13, 2023	50%
FALL MEETINGS	OCTOBER 18, 2023	55%
VETERANS DAY	NOVEMBER 15, 2023	65%
PEARL HARBOR DAY	DECEMBER 13, 2023	75%
MID-WINTER	JANUARY 18, 2024	80%
PRESIDENT’S DAY	FEBRUARY 14, 2024	85%
LEGION BIRTHDAY	MARCH 13, 2024	90%
CHILDREN & YOUTH	APRIL 10, 2024	95%
ARMED FORCES DAY	MAY 15, 2024	100%
DELEGATE STRENGTH	30 DAYS PRIOR TO NATIONAL CONVENTION	

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week. Some target dates were moved to the third week to maximize end of year renewal notices.

Since Columbus Day falls on a Monday, the October target date will be on a Thursday.

To maximize the December renewal notice, the January target date will be on the third Thursday of the month because of Martin Luther King, Jr. Day.



TARGET DATE AWARDS POINTS PROGRAM

The department commander and department membership chairman may earn checks up to \$1,000 based on a points system for meeting national target dates and other target areas. Each department must accomplish its goal by the May target date, using traditional methods, to be eligible for awards.

An additional \$1,000 is awarded to the department for meeting all target dates.

The membership office will record traditional accomplishments on the transmittals received and processed at National Headquarters by the close of the target date business day.

POINTS KEY

TARGET I	(September)	(50%)	5,000 points
TARGET II	(October)	(55%)	5,500
TARGET III	(November)	(65%)	6,500
TARGET IV	(December)	(75%)	7,500
TARGET V	(January)	(80%)	8,000
TARGET VI	(February)	(85%)	8,500
TARGET VII	(March)	(90%)	9,000
TARGET VIII	(April)	(95%)	9,500
TARGET IX	(May)	(100%)	10,000

Post and district commanders should remember to place particular emphasis on renewing existing members (and reinstating expired members) as well as actively recruiting new members throughout the year.

For complete information on the National Awards Points Program, Target Dates, and information on other important membership goals and dates other than these target dates, see the National Awards Points Program Manual available from membership@legion.org.

SEPTEMBER

Table of Contents

Title	Page(s)
Membership Star Awards Order Form.....	52
National Historian History Contest Information Sheet.....	53
National One-Year Department Narrative Contest Certification Form.....	54
National One-Year Department Yearbook Contest Certification Form.....	55
National One-Year Post Narrative Contest Certification Form.....	56
National One-Year Post Yearbook Contest Certification Form.....	57
Physician of the Year Award Information Sheet & Form.....	58-59



2024 Membership Star Awards



2024 Membership Star Award orders must be placed by **September 8, 2023**. The orders will be delivered December 2023. Both Plain and Wreath Membership Stars are available. Please see below for 2024 pricing.

Membership Star Awards are not kept as a stock item. If your order is placed after **September 8, 2023**, a minimum order quantity and price increase may be applicable.

ORDER FORM

2024 Membership Star Awards

Plain Membership Stars 2024

Bronze	_____	qty.	x	\$3.50/ea.	=	Item Cost	_____
Silver	_____	qty.	x	\$3.50/ea.	=	Item Cost	_____
Gold	_____	qty.	x	\$3.50/ea.	=	Item Cost	_____

Wreath Membership Stars 2024

Silver	_____	qty.	x	\$4.50/ea.	=	Item Cost	_____
Gold	_____	qty.	x	\$4.50/ea.	=	Item Cost	_____

TOTAL	_____	qty.				TOTAL COST	_____
-------	-------	------	--	--	--	------------	-------

Department will be invoiced for actual shipping charges

Ship & Bill To:

The American Legion Department of _____

Street Address _____

City, State, Zip _____

Attention _____

Authorized Signature

Send this completed form to:

By Email:

SpecialOrders@legion.org

(Scan form & send as attachment)

By Mail:

American Legion Emblem Sales
Attn: Special Orders Representative
P.O. Box 36460
Indianapolis, IN 46236



OFFICE OF THE NATIONAL HISTORIAN HISTORIES AND CONTESTS

For Information Only

Following this page are the four certification forms, which must be submitted along with the appropriate history contest book(s) for Yearbook and Narrative History contests.

Please send completed History Certification Forms by September 15, 2023 to library@legion.org or mail to:

The National Historian
c/o The Library
The American Legion National Headquarters
700 North Pennsylvania Street
Indianapolis, IN 46204

The history book itself can be delivered to National Headquarters any time before 8 a.m. on the Monday of the week of the October NEC meeting. The completed certification form is to be sent to National Headquarters no later than September 15, 2023.

Information about these contests can be found in the 2022 *Officer's Guide and Manual of Ceremonies*.

Information in the 2023 *Officer's Guide and Manual of Ceremonies* is for the 2024 contests.

Certification Form

2023 National One-Year Department Narrative History Contest

- Entries in this category should consist primarily of narrative text with a few photos describing the Department's activities over one year, following the outline for Narrative Histories found in the Post Officer's Guide.
- Complete this form and attach to entry with a binder clip (do not paste or tape in entry).
- Use the address where entries can be shipped after the contest. We cannot ship to PO Boxes.
- Spell the name of your historian/compiler as they would like it to appear on an award.

Department: _____

Number of Volumes: _____

Department Historian: _____

Entry Compiler (if different from Historian): _____

Street Address where entry will be returned: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DEPARTMENT CERTIFICATION

The Department of _____ certifies that this yearbook is the official entry for this category for the contest conducted by the National Historian at National Headquarters this year.

Department Adjutant: _____ Date Certified: _____

No entry will be considered unless accompanied by a completed and signed certification form in the correct category. ***A BOOK ENTERED IN THE WRONG CATEGORY WILL BE DISQUALIFIED.***

This form must be received at National Headquarters by **SEPTEMBER 15, 2023.**

Ship entries to: The American Legion National Headquarters, ATTN: National Historian,
700 N. Pennsylvania St., Indianapolis, IN 46204.

Email: library@legion.org

Phone: 317-630-1358

(NATIONAL HISTORIAN USE ONLY)

Date Received _____

Entry Number: DN- _____

Certification Form

2023 National One-Year Department Yearbook History Contest

- Entries in this category should consist primarily of photos illustrating the Department's activities over the previous year and following the outline for Yearbook Histories found in the Post Officer's Guide.
- Complete this form and attach to entry with a binder clip (do not paste or tape in entry).
- Use the address where entries can be shipped after the contest. We cannot ship to PO Boxes.
- Spell the name of your historian/compiler as they would like it to appear on an award.

Department: _____

Number of Volumes: _____

Department Historian: _____

Entry Compiler (if different from Historian): _____

Street Address where entry will be returned: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DEPARTMENT CERTIFICATION

The Department of _____ certifies that this yearbook is the official entry for this category for the contest conducted by the National Historian at National Headquarters this year.

Department Adjutant: _____ Date Certified: _____

No entry will be considered unless accompanied by a completed and signed certification form in the correct category. ***A BOOK ENTERED IN THE WRONG CATEGORY WILL BE DISQUALIFIED.***

This form must be received at National Headquarters by **SEPTEMBER 15, 2023.**

Ship entries to: The American Legion National Headquarters, ATTN: National Historian,
700 N. Pennsylvania St., Indianapolis, IN 46204.

Email: library@legion.org

Phone: 317-630-1358

(NATIONAL HISTORIAN USE ONLY)

Date Received _____

Entry Number: DY- _____

Certification Form

2023 National One-Year Post Narrative History Contest

- Entries in this category should consist primarily of narrative text with a few photos describing the post's activities over one year, following the outline for Narrative Histories found in the Post Officer's Guide.
- Complete this form and attach to entry with a binder clip (do not paste or tape in entry).
- Use the address where entries can be shipped after the contest. We cannot ship to PO Boxes.
- Spell the name of your historian/compiler as they would like it to appear on an award.

Post Name and Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Number of Volumes: _____

Post Historian: _____

Entry Compiler (if different from Historian): _____

Street Address where entry will be returned: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DEPARTMENT CERTIFICATION

The Department of _____ certifies that this book is the official entry for this category for the contest conducted by the National Historian at National Headquarters this year.

Department Historian: _____ Date Certified: _____

No entry will be considered unless accompanied by a completed and signed certification form in the correct category. ***A BOOK ENTERED IN THE WRONG CATEGORY WILL BE DISQUALIFIED.***

This form must be received at National Headquarters by **SEPTEMBER 15, 2023.**

Ship entries to: The American Legion National Headquarters, ATTN: National Historian,
700 N. Pennsylvania St., Indianapolis, IN 46204.

Email: library@legion.org Phone: 317-630-1358

(NATIONAL HISTORIAN USE ONLY)

Date Received _____

Entry Number: PN- _____

Certification Form

2023 National One-Year Post Yearbook History Contest

- Entries in this category should consist primarily of photos illustrating the post's activities over one year and following the outline for Yearbook Histories found in the Post Officer's Guide.
- Complete form and attach to entry with a binder clip (do not paste or tape in entry).
- Use the address we should ship entries back to. We cannot ship to PO Boxes.
- Spell the name of your historian/compiler as they would like it to appear on an award.

Post Name and Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Number of Volumes: _____

Post Historian: _____

Entry Compiler (if different from Historian): _____

Street Address where entry will be returned: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DEPARTMENT CERTIFICATION

The Department of _____ certifies that this yearbook is the official entry for this category for the contest conducted by the National Historian at National Headquarters this year.

Department Historian: _____ Date Certified: _____

No entry will be considered unless accompanied by a completed and signed certification form in the correct category. ***A BOOK ENTERED IN THE WRONG CATEGORY WILL BE DISQUALIFIED.***

This form must be received at National Headquarters by **SEPTEMBER 15, 2023.**

Ship entries to: The American Legion National Headquarters, ATTN: National Historian, 700 N. Pennsylvania St., Indianapolis, IN 46204.

Email: library@legion.org

Phone: 317-630-1358 | Fax: 317-630-1241

(NATIONAL HISTORIAN USE ONLY)

Date Received _____

Entry Number: PY- _____

DEPARTMENT OF VETERANS AFFAIRS PHYSICIAN OF THE YEAR AWARD

This Award Program permits The American Legion to honor a VA physician who has provided extraordinary service to our Nation's Veterans.

The Internal Affairs Commission coordinates this program. The Internal Affairs Commission works closely with the Veterans Affairs and Rehabilitation Commission requesting and reviewing nominations.

Nominees will be accepted by any member of The American Legion in good standing filed with the Internal Affairs Commission under such procedures established by the commission as are necessary and consistent with the effective administration of such an award.

Those eligible for the award are: Any VA physician. Nominees must be a direct patient care provider.

NOMINATIONS MUST BE SUBMITTED IN NARRATIVE FORMAT WITH NAME OF THE POST AND DEPARTMENT IN THE UPPER LEFT HAND CORNER.

Letters of recommendation must be submitted in narrative format not to exceed 500 words. Legion members making recommendations for this award must send the nomination through their Post Adjutant who will submit the nominations to their Department Adjutant. If a Department receives more than one nomination, the Department must screen each nomination and select one nominee for submission to the National office.

Departments must submit their recommendation for the award to the Director, Veterans Affairs and Rehabilitation Division by September 7th of each year. Failure to submit in the proper format and/or by the cut-off date will invalidate the nomination.

Nominations will be submitted to the VA&R Commission for consideration during the National Convention Sunday Veterans Affairs & Rehabilitation Convention Committee Joint Meeting at which time the Commission will select one nominee for presentation. The nominee's name will be submitted to the National Adjutant for consideration and final approval at the Fall National Executive Committee meeting.

The award shall be awarded by the national commander annually at the Commander's Call during Washington Conference.

Enclosure-Application Form
The American Legion
Physician of the Year
Application Form

Date _____
Name _____ Sex _____
Home Address _____
City and State _____ Zip _____ Phone(____) ____ - _____
Age _____ Marital Status _____ Spouse's Name _____
Number of years working as a VA Physician _____
*Justification _____

Agency Name _____
Agency Director _____ Title _____
Nominee's Supervisor _____ Title _____
Agency Address _____
City and State _____ Zip _____ Phone(____) ____ - _____
Department Submitting Nomination _____
Address _____
City and State _____ Zip _____ Phone(____) ____ - _____
Department Commander _____
(Signature)
Department Adjutant _____
(Signature)

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your packet of materials supporting your candidate. Include an official photograph of the nominee. Mail completed application to the Veterans Affairs and Rehabilitation Division, 1608 K Street, N.W., Washington, DC 20006 to arrive by September 7th. Submit one copy of your application packet and it should conform to the instructions contained in this Veterans Affairs and Rehabilitation Memorandum.

*Justification can be submitted on a separate page

OCTOBER

Table of Contents

Title	Page(s)
Membership Challenge at Cmdr/Adj Conf Info Sheet & Sample Form.....	61-62



Membership Challenges at Commanders' and Adjutants' Conference

Information Sheet

Challenges between department commanders, department adjutants, or departments provide ammunition for the membership campaign ahead while adding a touch of humor and friendly rivalry during the fall meeting. It's "every commander for themselves" at challenge time.

All challenges must be turned in to the Internal Affairs & Membership Division by the conclusion of the fall meetings. This will permit the National Headquarters staff to review the challenges and to clarify any questions about them before the department officers leave Indianapolis. Acceptance of the challenges must be recorded on the challenge forms before they are turned in. Here are a few suggestions:

1. *Highest numerical total by a certain date.*
2. *Highest numerical gain over the prior year's official total by a certain date.*
3. *Highest percentage of this year's goal by a certain date.*
4. *Highest percentage gain over the prior year's official total by a certain date.*
5. *Most new posts chartered.*
6. *Greatest number **or** percentage of new members.*
7. *Highest number of posts exceeding 150% of Goal.*

A sample challenge form is available for use.



DEPARTMENT MEMBERSHIP CHALLENGE

(Must be turned in to staff liaison)

Date: _____

Department making challenge: _____

Challenge directed to Department of: _____

Official wording as to term and prizes (if not picked from list below):

Challenge based on the following membership performance as tabulated at National Headquarters:

(*Sample* challenges – if desired, check appropriate item)

- | | |
|--|--|
| <input type="checkbox"/> Highest numerical total Membership | <input type="checkbox"/> Lowest Percent of HQ Post Members |
| <input type="checkbox"/> Highest percent of current year's goal | <input type="checkbox"/> Highest percent increase over previous year |
| <input type="checkbox"/> Department to hit all targets (Aug-May) | <input type="checkbox"/> Department to hit most targets (Aug-May) |
| <input type="checkbox"/> First to hit 100 percent of current year goal | <input type="checkbox"/> Most New Post Charters |

Challenge is based on appropriate information from:

Target Date: _____ Membership Report Dated week of: _____

CHALLENGED BY:

ACCEPTED BY:

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Department: _____

Department: _____

CHALLENGES MUST CONTAIN THE SIGNATURES OF BOTH THE CHALLENGER AND THE ACCEPTING DEPARTMENT OFFICIAL

NOVEMBER

Table of Contents

Title	Page(s)
Department Boys State Program Report of Site & Date Information & Form.....	64-65
Department Oratorical Contest Report of Site & Date Information Sheet & Form.....	66-67



Report of Site and Date of Current American Legion Boys State Program

Information/Instructions

Purpose: Inform the Americanism Division at National Headquarters of the site and date for your department's Boys State program.

Deadline: **November 30th** each year.

Email: Americanism@legion.org

Fax: 317-630-1369

Mail: The American Legion National Headquarters
Attn: Americanism Division - Boys State
P.O. Box 1055, Indianapolis, Indiana 46206

A copy of the report form follows. Remember to retain a copy for your files.



REPORT OF SITE AND DATE FOR AMERICAN LEGION BOYS STATE PROGRAM

Department: _____

Date Submitted: _____

Submitted by: _____

Name of Boys State program: _____

Name of facility: _____

City of facility: _____

Program will be conducted the dates of _____ to _____

Boys State program website address: _____

Name of Boys State director: _____

Director's email address: _____

Director's contact phone number: _____

Name of Boys State Chairman: _____

Chairman's email address: _____

Chairman's contact phone number: _____

Send completed form NO LATER THAN NOVEMBER 30TH.

Email: Americanism@legion.org

Fax: 317-630-1369

Mail: The American Legion National Headquarters
Attn: Americanism Division - Boys State
P.O. Box 1055, Indianapolis, Indiana 46206

Report of Site and Date American Legion Department Oratorical Contest

Information/Instructions

Purpose of Report: To inform National Headquarters of the site and date of the department's Oratorical Contest.

Deadline: Annually on November 30th

Mail: The American Legion
Attn: Americanism Division – Oratorical
The American Legion
P.O. Box 1055
Indianapolis, Indiana 46206

Fax: 317-630-1369

Email: Americanism@legion.org

A copy of the report form follows. Mail, fax, or email the original report form and retain one for your files.

NOTE: Certification of department Oratorical champions MUST be submitted to the Americanism Division in compliance with the deadline and guidelines published each year in the Official Oratorical Rules. Failure to meet the established deadline for the certification of a department winner could result in the contestant's disqualification from the national contest. Departments are encouraged to schedule department Oratorical contests accordingly.

**Report of Site and Date
American Legion Oratorical Contest Information**

Department of: _____
Date submitted: _____
Submitted by: _____

Name of facility: _____

City of facility: _____

Program will be conducted the date of: _____

Department Oratorical website: _____

Department Adjutant: _____

Email address: _____

Oratorical Chairman: _____

Email address: _____

Contact phone number: _____

Send completed form NO LATER THAN November 30th to either:

MAIL: The American Legion
Attn: Americanism Division – Oratorical
P.O. Box 1055
Indianapolis, Indiana 46206

FAX: 317-630-1369

EMAIL: Americanism@legion.org

NOTE: Certification of department Oratorical champions MUST be submitted to the Americanism Division in compliance with the deadline and guidelines published each year in the Official Oratorical Rules. Failure to meet the established deadline for certification of a department winner could result in the contestant’s disqualification from the national contest. Departments are encouraged to schedule department Oratorical contests accordingly.

DECEMBER

Table of Contents

Title	Page(s)
Department Distribution of Printed Supplies Information & Order Form.....	69-70
Report of Date and Site of Dept Conv Information Sheet & Form.....	71-72



THE AMERICAN LEGION DEPARTMENT DISTRIBUTION OF PRINTED SUPPLIES FOR ANNUAL BULK SHIPMENT



Purpose: To request annual quantities of printed supplies from National Headquarters for:

- Internal Affairs & Membership
- Sons of The American Legion

Note: **Internal Affairs & Membership and Sons of The American Legion printed supplies are combined on one form, enter quantities for each publication (if applicable).**

Please do not indicate "same as last year".

Mail to: The American Legion
Internal Affairs & Membership
P.O. Box 1055
Indianapolis, IN 46206-1055

Email: IA@legion.org

Fax: 317-630-1413

THE ANNUAL BULK SHIPMENT REQUEST FORM IS DUE ANNUALLY BY DECEMBER 31st



THE AMERICAN LEGION ANNUAL BULK SHIPMENT REQUEST FORM FOR LEGION / SAL MATERIALS



FROM: DEPARTMENT OF

To: NATIONAL HEADQUARTERS, INTERNAL AFFAIRS & MEMBERSHIP DIVISION

Note: If publications are not listed below, they are available online only and can be downloaded from our website at www.legion.org/publications

THE AMERICAN LEGION ITEMS:

<u>QUANTITY</u>	<u>STOCK NO.</u>	<u>DESCRIPTION</u>
	30-001	TAL Member Data Form (MDF)
	30-009	TAL Membership Applications
	31-185	TAL Why You Should Belong

SONS OF THE AMERICAN LEGION ITEMS:

<u>QUANTITY</u>	<u>STOCK NO.</u>	<u>DESCRIPTION</u>
	00-007	SAL Member Data Form (MDF)
	00-001	SAL Membership Applications
	00-002	SAL Brochure
	00-200	SAL Squadron Handbook

Mail: The American Legion
Internal Affairs & Membership
P.O. Box 1055
Indianapolis, IN 46206-1055

Department Adjutant Signature

Email: IA@legion.org

DATE:

Fax: 317-630-1413

Date Format: mm/dd/yyyy (select date by clicking inside the above box)

THIS FORM IS DUE ANNUALLY BY DECEMBER 31st



Report of Date and Site of Next Department Convention Information Sheet

Purpose: To inform National Headquarters of time and place of next Department Convention.

Deadline: Mail by December 20 (or as soon thereafter as determination is made).

Mail to: National Adjutant
The American Legion
P.O. Box 1055
Indianapolis, IN 46206-1055

Fax: 317-630-1223

Email: talforms@legion.org

Note: While it is customary, in many departments, for newly elected National Executive Committeeman and Alternate National Executive Committeeman to wear the red cap for photos taken at the Department Convention. The newly elected officers should be reminded that they can't officially wear the cap until immediately upon the adjournment of the National Convention when their term of office officially starts (Article VII, Section 2 of the National Constitution).



Report of Date and Site of Next Department Convention

TO: National Adjutant
The American Legion
P.O. Box 1055
Indianapolis, Indiana 46206-1055
Fax: 317-630-1223
E-mail: talforms@legion.org

The next annual convention of the Department of _____,
The American Legion, will be held at:

City:	
Hotel:	
Hotel Address:	
Hotel Telephone No:	
Name of Convention Center:	
Convention Center Address:	
Convention Center Telephone No:	
Inclusive Convention Dates:	On: _____ to: _____

Signature of Department Adjutant

Department

Date

SEND TO NATIONAL ADJUTANT'S OFFICE BY DECEMBER 20
(Or as soon thereafter as possible)
DUPLICATE FORM AS NECESSARY

JANUARY

Table of Contents

Title	Page(s)
American Legion Baseball Materials Online Information Sheet.....	74
Award to Enhance Lives of Disabled Persons Information Sheet & Form.....	75-78
Department Headquarters Post Membership Cards Information Sheet & Form.....	79-80
Employer of Older Workers Award Information Sheet & Form.....	81-82
Employer of Veterans Award Information Sheet & Form.....	83-86
Employment Service Award Information Sheet.....	87
Employment Service Award (Local Office) Form.....	88-89
Employment Service Award (LVER/DVOP) Form.....	90-92
Five Consecutive Years All-Time High Award Form.....	93
Instructions for Printing/Shipping Membership Cards Information & Form.....	94-95
Instructions for Printing/Shipping SAL Membership Cards Information & Form.....	96-97
Membership Cards/Replacement/Duplicate Information Sheet.....	98
Michael Guty Homeless Veterans Outreach Award Information Sheet & Form.....	99-100
Post All-Time High Award Form.....	101
Post Honor Ribbon Form.....	102
Veterans Employment & Education Commission Awards Information Sheets.....	103-105

Requisitions For American Legion Baseball Materials

List below are baseball materials available for departments and teams to download from the Legion website and print as desired for the coming season. Materials are available for download from: www.Legion.org/Publications

<u>PUBLICATION NO.</u>	<u>DESCRIPTION</u>
21-000	American Legion Baseball Brochure
21-001	American Legion Baseball Senior Rule Book
21-001	American Legion Baseball Junior Rule Book
21-005	American Legion Baseball Promotional Booklet

(Information only) - Certificates of Participation; Official American Legion Baseballs; Official American Legion T-shirts, Baseball Booster Decals; American Legion Baseballs; Official Baseball Hats and Uniforms are available from National Emblem Sales. Please order directly from National Emblem Sales at 888-453-4466 or emblem@legion.org or visit www.Emblem.Legion.org

FROM: Program Manager for Baseball
Americanism Division
The American Legion
P.O. Box 1055
Indianapolis, IN 46206
baseball@legion.org



AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS

Information Sheet

Purpose: The purpose of the National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that improves the quality of life for disabled persons will be considered.

History: Since 1987, American Legion posts have competed for prizes through the Awards Program. NOD will continue to award certificates to the winners, and all nominees and their departments will receive American Legion citations of appreciation.

Criteria: All entries must be accompanied by an official nomination form (see the following page) and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

Deadline: The deadline for submission of nominations of the Award to Enhance the Lives of Disabled Persons is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, or other sources must be sent to department headquarters. The department then selects **one** nominee and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the department adjutant or department employment chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing or calling the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

Submit to: **The American Legion**
Attn: National Veterans Employment & Education Commission
1608 K Street NW
Washington, DC 20006
Email: VE&E@legion.org



AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS
Nomination Form

The National Organization on disability awards certificates to organizations that significantly improve the ability of persons with disabilities to participate in the public life of the community. The purpose of that program is to confer national recognition on private sector organizations, like The American Legion, for their efforts to enhance the lives of disabled persons.

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number:	
Post's street address:	
Post's city, state, zip:	
Post's telephone number:	
Post's membership:	
How many members worked on this project?	
Name of Post's Commander:	
Post Commander's telephone number:	
Name & title of person making nomination:	
Daytime telephone number of nominator:	

Describe what your nominee has done that makes that American Legion post or employer worthy of one of this award. What special accommodations have you included for your workforce? What specific project has that post or employer instituted that enhances the lives of disabled persons by helping them to participate in community activities? Was this solely a post project or were other community organizations involved? What tangible assets were involved in your nominee's project (e.g., volunteer hours, funds, etc.)? What measurable impact, if any, has your nominee's project had on the community as a whole? What measurable impact on disabled veterans, if any? Please limit your written narrative to two pages.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Award to Enhance the Lives of Disabled Persons. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the National Award to Enhance the Lives of Disabled Persons winner.

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____



**AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS
Nomination Form - continued**

Legion Post's name and number: _____

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company or firm: _____
2. Business address: _____

3. Name and title of company's contact person: _____
4. Telephone number: _____
5. Type of business: _____
6. Total employees: _____ Disabled employees _____ **THE
NOMINEE SHOULD BE A COMPANY OR FIRM, NOT AN INDIVIDUAL**

7. Give reasons why you feel this nominee should receive this year's award to enhance the lives of the Disabled. Include a brief summary of the company's policies and records, which qualify it, such as hiring, promotion, retention, and affirmative employment policies. Attach additional pages if necessary.

Please print clearly the exact name and address of nominated firm

FIRM NAME: _____

CITY & STATE: _____

Nomination submitted by: _____ Date: _____

Title: _____ Telephone No.: _____

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW WASHINGTON, DC 20006

OR E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION



THE AMERICAN LEGION DEPARTMENT HEADQUARTERS POST MEMBERSHIP CARD INFORMATION SHEET

- Designate a signature to be printed on the Department Headquarters Post membership cards. This is usually the Department Adjutant, however, occasionally a department will opt to have another officer sign. (i.e., Department Commander or Membership Chairman etc.)
- Provide **two** (2) samples of the designated department official's signature to appear on the departments HQ post membership cards. The designated department official should use a black fine or medium point pen or marker and sign below to provide two original sample signatures; National will select one to use.
- Choose the preferred address format on the following page by selecting the applicable check box above **option 1** or **option 2**.

IMPORTANT: Sign in the center of each text box on the following page and/or upload the signing department official's electronic signature!

Option Definitions:

OPTION 1: Have the full address of the member printed on the membership card. This is ideal if you use window envelopes to mail the member's cards, avoiding the need to type labels or envelopes.

OPTION 2: Have only the post's city (*location*) printed on the card, the same format as those printed for the local posts.

Due: January 15th

Mail to: The American Legion
Internal Affairs & Membership Division
P.O. Box 1055
Indianapolis, IN 46206
Fax: (317) 630-1413
Scan & Email: ia@legion.org

RETURN THE FOLLOWING FORM BY JANUARY 15th



THE AMERICAN LEGION DEPARTMENT HEADQUARTERS POST MEMBERSHIP CARD FORM

DUE: JANUARY 15th

FAX: 317-630-1413

MAIL: The American Legion
Internal Affairs & Membership
P.O. Box 1055
Indianapolis, IN 46206-1055

EMAIL: IA@legion.org

1. SIGN TWICE BELOW

When the Department Headquarters Post membership cards are printed, we will pre-print the signature of the designated department official on the right-hand portion of the 3-part card (the member's portion).

The designated department official should use a **black fine or medium point pen or marker** and sign below to provide two original sample signatures; National will select one to use.

IMPORTANT: PLEASE SIGN IN THE CENTER OF EACH TEXT BOX BELOW, AVOID SIGNING ON OR CLOSE TO ANY LINES WITHIN THE TEXT BOXES AS THE SIGNATURES WILL BE SCANNED DURING THE MEMBERSHIP CARD PRINTING PROCESS

** Print the name that matches both signatures above:

2. CHECK THE APPLICABLE BOX BELOW FOR OPTION 1 OR OPTION 2

Option Definitions:

Option 1: The Department Headquarters Post membership card can be pre-printed with each member's complete address on the card, allowing the cards to be inserted in window envelopes and avoiding the need to type an address label or envelope.

Option 2: The cards can be printed with only the city location of the post. (NOTE: Cards printed for all other posts will be done using Option 2).

Select the check box for option 1 or option 2 below

Option 1:

Membership Card	
JOHN Q LEGIONNAIRE	☆
1234 E MAIN ST BIRMINGHAM AL 35204	

Option 2:

Membership Card	
JOHN Q LEGIONNAIRE	☆
BIRMINGHAM	

Department Adjutant Signature

Department

Date (select date from drop-down menu by clicking inside above box)

Date Format:
mm/dd/yyyy



EMPLOYER OF OLDER WORKERS AWARD

Information Sheet

History: In 1958, the National Veterans Employment & Education Commission expanded its Employer Awards Program by creating an award for employers of older workers. Because the commission saw older workers as a valuable economic resource of proven skills, stability and experience, it wanted to encourage employers to hire and retain older workers in the work force. National “Employ the Older Worker Week” was established by The American Legion and is observed during the last full week of each September.

The National Veterans Employment & Education Commission believes that this particular award category will become increasingly important over the next few years. Several major studies have concluded that as we move through the twenty-first century there will be fewer young people entering the labor market. As a result, it will be necessary for employers to encourage older workers to stay in the labor force.

Purpose of Award: To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers.

Deadline: The deadline for submission of nominations of Employer of Older Workers is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, or other sources must be sent to department headquarters. The department then selects **one** nominee and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the department adjutant or department employment chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing, calling, or emailing the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative’s travel to the convention city to accept the award.

Submit to: **The American Legion**
Attn: National Veterans Employment & Education Commission
1608 K Street NW
Washington, DC 20006
Email: VE&E@legion.org



THE EMPLOYER OF OLDER WORKERS AWARD

Nomination Form

The American Legion Department of: _____ Date: _____
 The American Legion Post's name and number: _____

Please print or type information:

Exact Name of Company:		
Business Street Address:		
City, State, Zip		
Name & title of company contact:		
Contact's telephone number:		
Type of business:		
Total number employees:		Number employees over 55:
Employees 55 yrs. old with 5 yrs. or more service:		Number of employees 55 or over who are veterans:
Number of hires last yr. over 55:		
Name & title of person making this nomination:		
Telephone Number of person making nomination:		

Attach additional pages of reasons why you feel this nominee should receive this year's Employer of Older Workers Award. Include a brief summary of the company's policies and records that qualify it, such as hiring, promotion, retention, and affirmative employment policies.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Older Workers Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Older Workers Award winner.

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

**All nominations from departments must arrive at National Headquarters on or before January 15th.
 Either the department adjutant or department employment chairman must approve this nomination.**

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to:

The American Legion, Attn: National Veterans Employment & Education Commission
 1608 K Street NW, Washington, DC 20006 or Email: VE&E@legion.org



THE EMPLOYER OF VETERANS AWARD

Information Sheet

History: The Veterans Employment and Education Commission expanded its Employer Awards Program in 1969 when it created an award category for employers of veterans. Originally, departments were permitted to submit one nomination each for a large and a small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, departments may submit a total of 3 nominations for this category for national consideration.

- **One** nomination for a small company with 50 or fewer employees
- **One** nomination for a medium sized company with workforces of 51 to 200
- **One** nomination for a large company with 201 or more employees

National Awards: These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Awards, nominees must meet the following criteria:

- 1) At least 10 percent of the nominee's workforce must be veterans.
- 2) The nominee must have been in business for at least five years.
- 3) The nominee cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state, or federal employer.

A department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee **will not** be eligible for a national award.

Selections of the Employer of Veterans Awards are made by the Veterans Employment & Education Commission Award Subcommittee, which meets during the annual Washington Conference.

The purpose of Award: To confer recognition on one small, one medium and one large employer in each state for outstanding records in the hiring and retention of veterans.

Deadline: The deadline for submission of nominations of employers of veterans is no later than January 15th. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, or sources outside the Legion, must be sent to department headquarters. The department then selects **one** nominee each in the small, medium and large employer categories and sends the nomination forms and supporting information for the winning employers to the National Employment and Education Commission. Those nomination forms must be signed by either the department adjutant or department employment chairman. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all three employer size categories, follows. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the Annual National convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION



THE EMPLOYER OF VETERANS AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Employer's Size: (check one)

_____ **Small (50 or fewer employees)**

_____ **Medium (51-200 employees)**

_____ **Large (201 or more employees)**

Posts submit nominations to their Departments for consideration. Departments select one nomination per employer size category and submit those nominations to National Headquarters. The Veterans Employment and Education Commission will provide a plaque for each nominee. During the Washington Conference, the Employment and Education Award Subcommittee reviews all eligible nominations in the three size categories and selects a winner in each category. The three winners are then invited to send their representatives to the National Convention to receive the Employer of Veterans Awards. In order to be eligible for the national awards, the nominee must meet the following criteria:

- 1) At least 10 percent of the employer's workforce must be veterans.
- 2) The employer must have been in business for at least five years.
- 3) The employer cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company: _____
2. Business address: _____
3. Name and title of the company's contact person: _____
4. Contact person's telephone number: _____
5. Is the employer a branch or subsidiary? _____ If yes, what is the name and address of the parent company? _____
6. Date the company, or branch, was established: _____
7. Average number of employees over the past five years: _____

8. Is the company's business seasonal? _____ If yes, how many employees are fulltime? _____
How many are part-time? _____
9. Total number of employees: _____ Number of veterans: _____ Percentage of veterans: _____
10. Total hires last year: _____ Number of veterans: _____ Percentage of veterans: _____

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Veterans Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Veterans Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

Name, title, address, and daytime telephone number of the person making the nomination:

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

**Mail to: The American Legion
 Attn: National Veterans Employment & Education Commission
 1608 K Street NW
 Washington, DC 20006
 E-mail: VE&E@LEGION.ORG**

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION



EMPLOYMENT SERVICE AWARDS

Information Sheet

History: In 1990, a resolution established a national awards program to recognize outstanding Employment Service (ES) offices and employees.

Both the National Veterans Employment & Education Commission and the Internal Affairs Commission's Trophies and Awards Subcommittee conducted extensive studies and both recommended approval and referred the resolution to the National Executive Committee for final approval. The NEC unanimously approved the resolution at its spring 1992 meeting.

Purpose: The purpose of the ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER) and one Disabled Veterans Outreach Program specialist (DVOP). LVERs, DVOPs, and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Deadline: The deadline for submission of nominations of the ES office is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, ES employees or other sources must be sent to department headquarters. The department then selects **one** nominee each in the LVER, DVOP, and ES Office categories, and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the department adjutant or department employment chairman must sign those nominations. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all the ES office categories, follows. Additional copies may also be obtained by writing, calling, or emailing the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-8612700; email VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION



**THE NATIONAL VETERANS EDUCATION &
ECONOMIC COMMISSION
EMPLOYMENT SERVICE AWARD**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category: Employment Service Local Office Award

Name and title of nominee:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Office manager's name:	
Name and title of nominator:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Nominator's signature:	
1. Total applicants available:	
2. Applicants entered employment:	
3. Percent of total applicants entered employment:	
4. Total veteran applicants available:	
5. Total veterans entered employment;	
6. Percent of total veterans entered employment:	
7. Total disabled veterans applicants available:	
8. Disabled veterans entered employment:	
9. Percent of disabled veterans entered employment:	

Please also document the following on a separate page: Management support; community relations; involvement with American Legion programs, including Employer Awards Program. You are encouraged to provide your annual office performance measures. You may add up to one page of supporting data on any of these subjects.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

**All nominations from departments must arrive at National Headquarters on or before January 15th.
Either the department adjutant or department employment chairman must approve this nomination.**

Approved Signature

Date

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to: **The American Legion**
 Attn: National Veterans Employment & Education Commission
 1608 K Street NW
 Washington, DC 20006
 Email: VE&E@legion.org



**THE NATIONAL VETERANS EDUCATION
& ECONOMIC COMMISSION
EMPLOYMENT SERVICE AWARD**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category (check one): **LVER** **DVOP**

Name and title of nominee:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Office manager's name:	
Name and title of nominator:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Nominator's signature:	
Veteran Placement Activity (Annual Figures):	
1. Veterans placed in full-time employment:	
2. Veterans Placed as a result of job development:	
3. Disabled veterans entered employment:	

Please document the following: Support of American Legion programs, including Employer Awards; leadership activities; community service; special achievements; use of technological innovations (E-mail, Internet, etc.). You may add up to two pages of supporting data on any subject listed.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

**All nominations from departments must arrive at National Headquarters on or before January 15th.
Either the department adjutant or department employment chairman must approve this nomination.**

Approved Signature

Date

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to: **The American Legion**
 Attn: National Veterans Employment & Education Commission
 1608 K Street NW
 Washington, DC 20006
 Email: VE&E@legion.org

CERTIFICATION OF POSTS EARNING
**FIVE CONSECUTIVE YEARS ALL-TIME HIGH
 AWARD**

This award is for a citation for a post that has five or more consecutive years all-time high. A minimum of five consecutive years is necessary to qualify, but a citation can be earned each year the post continues its all-time high performance after the fifth year.

Date _____

The Department of _____ requests citations for the following posts:

List posts in ascending numerical order.

<i>Post #</i>	<i>Name of Post</i>	Number of consecutive years of all-time high membership		
		<i>Number of years</i>	<i>From</i>	<i>To</i>

 Department adjutant

 Department

TO: The American Legion
 Attn: Internal Affairs & Membership Division
 PO Box 1055
 Indianapolis, IN 46206-1055
 Fax: 317-630-1413
 E-mail: membership@legion.org

DUPLICATE FORM AS NECESSARY



THE AMERICAN LEGION

INFORMATION SHEET FOR SHIPMENT OF MEMBERSHIP CARDS & ROSTERS

Purpose: To provide National Headquarters necessary instructions for the printing and distribution of cards and rosters for the coming year, including:

1. The percentage of blank cards to be printed for each post.
2. The number of blank cards wanted as a department reserve.
3. The address to which cards should be shipped.
4. Any special shipping instructions....including receipt date, if critical.

DUE: JANUARY 15th

EMAIL: IA@legion.org

MAIL: The American Legion
Internal Affairs & Membership
P.O. Box 1055
Indianapolis, IN 46206-1055

FAX: 317-630-1413

Blank Cards for Posts: Each Department determines the uniform percentage of blank cards the posts of the department will need for new members. Twenty percent over the previous year's membership is sufficient for most posts. If a post's previous membership plus twenty percent is less than 25, a minimum of 25 cards will still be printed for the post.

Department Reserve: A reserve supply of cards is printed for each department. To determine your request, review the amount used last year and adjust accordingly.

Date: **The April Membership Target Date** will be the cutoff for getting new members, changes, and renewals to National to ensure a preprinted membership card will be produced. The card project will begin in mid-April for distribution to the departments in mid-May to early June. The cards are printed using the department convention schedule unless special requests are made.

Address: Be sure to give the exact **shipping** address to which cards are to be sent. **Do not use a Post Office box address.** Cards are generally sent by UPS or truck freight, and delivery cannot be made to a Post Office box.

Special Instructions: Include special instructions with regard to shipment arrival date. This is especially important to foreign departments, since difficulties frequently occur with foreign deliveries.

NOTE: All shipping cartons/packages will be marked for INSIDE DELIVERY if requested by a department and/or past mailings

MEMBERSHIP CARD FORMS ARE DUE ANNUALLY BY JANUARY 15th



THE AMERICAN LEGION

INSTRUCTIONS FOR PRINTING & SHIPPING MEMBERSHIP CARDS FORM

The **APRIL TARGET DATE** is the cutoff for getting new members, changes, and renewals to National HQ to ensure a pre-printed membership card is produced. Cards will be printed, beginning in late April for distribution to the departments beginning in May through June.

Cards will be printed in order of the department convention schedule: unless special date request is made

1. Department convention order is fine (delivery to department in mid-May and/or early June)
 2. Special delivery date requested _____ Date Format: mm/dd/yyyy **** National will meet if possible**
Select date from drop-down by clicking inside box
 3. % - ** The percentage of blank cards needed for your Posts. { Ex. 5%, 15%, 25% }
 4. ** The quantity of blank cards needed as a Department reserve for the year.
- ** Please do not state "same as last year" // Enter a percentage (%) for # 3 // and a total quantity for # 4 ****

Address to ship membership cards:

PLEASE DO NOT USE P.O. BOX

Department: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Special shipping instructions, if any: _____

Date Format:
mm/dd/yyyy

Department Adjutant Signature

Date

MAIL: The American Legion
Internal Affairs & Membership
P.O. Box 1055
Indianapolis, IN 46206-1055

EMAIL: IA@legion.org

FAX: 317-630-1413



SONS OF THE AMERICAN LEGION (SAL) INFORMATION SHEET FOR SHIPMENT OF MEMBERSHIP CARDS & ROSTERS

NOTE: The printing, packaging and shipping of membership cards for the Sons of The American Legion will follow the same process as The American Legion membership cards.

See the below noted exceptions:

- All SAL membership cards will be printed once The American Legion membership cards have finished printing, this should be late-May, early-June and the SAL cards will be shipped as soon as they have concluded being printed and packaged.
- Because of the increase in SAL members, each squadron will be provided with a **20%** blank cards overage provided by the state department/detachment headquarters office.
- Please indicate on the "**SAL Instructions for Printing & Shipping Membership Cards**" form the quantity of blank SAL cards needed for your department/detachment reserve supply.

MEMBERSHIP CARD FORMS ARE DUE ANNUALLY BY JANUARY 15th



SONS OF THE AMERICAN LEGION

INSTRUCTIONS FOR PRINTING & SHIPPING

Department _____

The number of blank Sons of The American Legion membership cards needed for reserve supply:

_____ (Qty)

Address to ship membership cards:

PLEASE DO NOT USE P.O. BOX

Name: _____

Street Address: _____

City, State, Zip: _____

Special shipping instruction, if any: _____

Department Adjutant Signature

Date (mm/dd/yyyy)

Due: January 15th

Fax: 317-630-1413

Mail: The American Legion
Internal Affairs & Membership
P.O. Box 1055 Indianapolis,
IN 46206

Email: IA@legion.org

THIS FORM IS DUE ANNUALLY BY JANUARY 15th



THE AMERICAN LEGION INFORMATION SHEET FOR MEMBERSHIP CARD REPLACEMENTS AND DUPLICATES

MEMBERSHIP CARDS

Information on handling the three-part membership cards by posts is found in the *Post Adjutant's Manual* (Pub. No. 30-118). Every Post Adjutant should have a copy of this publication; an annual distribution is recommended. The Post Adjutant's Manual is sent with the "bulk supplies" shipment to the Department Headquarters.

Other information used in connection with the Membership Card is explained on the following pages.

REPLACEMENT CARD & DUPLICATE DEPARTMENT RECORD CARD

If a member loses their *official* membership card (the right section of the three-part form), the post will provide a replacement card from their EXTRA supply of blank cards.

If any portion of the three-part card is lost or destroyed, and needs to be duplicated, the post will provide these from their EXTRA supply of blank cards.

It is also important that any preprinted information on the blank cards should NOT be altered.

Duplicate Department Record cards are noted and transmitted along with regular cards to the Department.

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Information Sheet

In January of 2003, the Veterans Employment & Education Commission requested that each department appoint a Homeless Veterans Task Force chairman, who should coordinate the department's activities and report on them to the department adjutant and to the Veterans Employment & Education Division at least once a year.

The Homeless Veterans Outreach Award, instituted in 2005, recognizes departments for their activities toward eliminating homelessness among veterans and prevention of future homeless veterans.

Deadline: The deadline for submission of nominations for this outreach award is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Criteria: This award will be given to The American Legion department that demonstrates American Legion family involvement in homeless veteran initiatives that show outstanding support for activity in any or all of these areas: **volunteerism, prevention, supportive housing, advocacy and fundraising.**

Have you appointed a Homeless Veterans Task Force chairman? Does he/she have a committee? How often do they meet? Are your members working with the Sons of The American Legion? The American Legion Auxiliary? Are they working with agencies within the Departments of Defense, Labor, and Veterans Affairs? Are they working with local and county agencies, shelters, and faith-based and community-based organizations?

Tell us how many of your members are involved in your programs. Do programs operate year round or once a year? How are your activities organized?

Please tell us in narrative form what you are doing toward the goal of ending homelessness among veterans.

The Homeless Veterans Task Force executive committee will review the reports during Washington Conference, and the winner chosen by the National Veterans Employment & Education Commission Awards Subcommittee.

Procedure: Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing, calling, or emailing the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW, WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD
Nomination Form

The American Legion Department of: _____ Date: _____

Entry Check List:

1,500 Words, typed and available in MS Word format

Provide general program information: Program title, contact name and information, short program description, list of other organizations involved in this program, annual budget.

Define program objectives and how this is a Legion Family effort

Identify the number of homeless veterans in your community, list stand-down activity, community providers you work with, and fundraising efforts.

Outline program success & impact

Include articles/pictures

Completed coversheet

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

**All nominations from departments must arrive at National Headquarters on or before January 15th.
Either the department adjutant or department employment chairman must approve this nomination.**

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to: **The American Legion**
 Attn: National Veterans Employment & Education Commission
 1608 K Street NW Washington, DC 20006
 Email: VE&E@legion.org

CERTIFICATE OF MERITORIOUS SERVICE
POST ALL-TIME HIGH AWARD

This certificate is awarded to those posts which, by December 31, have enrolled an advance membership (for the year about to begin) equaling or surpassing the post's previous all-time high membership.

DEADLINE: **January 15th**

Please list posts in ascending numerical order.

Date _____

The Department of _____ requests citations for the following posts:

Post No.	Name of Post	Location	All-Time High	No. of advance members Dec. 31 st

Department adjutant

Department

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206-1055
Fax: 317-630-1413
E-mail: membership@legion.org

DUPLICATE FORM AS NECESSARY

CERTIFICATION FORM
POST HONOR RIBBON

Honor ribbons will be awarded to all posts whose membership, as of December 31, achieves an advance membership (for the year about to begin) equal to or exceeding the final membership for the year ending.

DEADLINE: January 31

Date _____

Please do not list posts; report only the total number of posts within the department, the total number qualifying for the honor ribbon, and the percentage qualifying.

The Department of _____ requests the following honor ribbons:

1. Total number of posts within the department _____
2. Total number of posts qualifying for honor ribbon _____
3. Percentage qualifying (line 2 divided by line 1) _____%

Department adjutant

Department

**TO: The American Legion
 Attn: Internal Affairs & Membership Division
 PO Box 1055
 Indianapolis, IN 46206
 Fax: 317-630-1413
 E-mail: membership@legion.org**



THE NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS

The first American Legion Veterans Employment and Education Commission Award was established in 1947, and recognized individuals across the country who had established outstanding records in the employment and retention of workers with disabilities. Since that time, categories were added to the current nine award programs.

The Veterans Employment and Education Commission is striving to award all possible pending awards that are available to The American Legion. We implore all departments to continue to submit award nominations for the awards with the hope that we receive all 400 + possible nominations. We are striving to reach 100% participation in this program.

1. **EMPLOYER OF VETERANS AWARD** - (*SMALL*)
2. **EMPLOYER OF VETERANS AWARD** - (*MEDIUM*)
3. **EMPLOYER OF VETERANS AWARD** - (*LARGE*)
4. **EMPLOYMENT SERVICE AWARD** - (*DVOP*)
5. **EMPLOYMENT SERVICE AWARD** - (*LVER*)
6. **EMPLOYMENT SERVICE AWARD** - (*LOCAL OFFICE*)
7. **EMPLOYER OF OLDER WORKERS AWARD**
8. **ENHANCE THE LIVES OF DISABLED PERSON AWARD**
9. **MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD**

To be considered for the National Award, the deadline for submittals to the Veterans Employment and Education Commission in Washington, DC is **January 15, of the following year.** Example: To be nominated for the 2018 awards the nomination must be in by January 15, 2019.

It is important that the department winners are submitted by this time to ensure that they are considered for the national award to be delivered at the annual National Convention. **Each of the national winners receives a stipend to help defray the cost of their representative's travel to the convention city to accept the award.**

We ask that you submit written correspondence or send an electronic scanned copy in the form of an e-mail to our national headquarters office. Please title your letter '[Title] Awards- [Department name]'.

All entries must be accompanied by an official nomination form (see the following pages) and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

BELOW IS A RECOMMENDED TIMELINE THAT EACH DEPARTMENT SHOULD FOLLOW

AWARDS ANNUAL TIMELINE																							
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC												
all sub-entails are due to the National Economic Commission JAN 15	Economic Commission award	Send letter to all posts reminding them to begin search for award nominees			Send follow-up letter to posts		National awards are prepared for the previous year	Haqura will post to begin submitting nominations for this year	Departments set the deadline for award submissions	Department meets and submit national nominees to national headquarters													
<table border="1"> <tr> <td>Midwinter Awards Conference Selected</td> <td colspan="6">Department Conventions</td> <td>National Convention</td> <td colspan="4"></td> </tr> </table>												Midwinter Awards Conference Selected	Department Conventions						National Convention				
Midwinter Awards Conference Selected	Department Conventions						National Convention																
Recommended Department Timeline						Recommended Department Timeline																	

1. SEPTEMBER
 - Departments require all posts to begin submitting nominations for the current year
2. OCTOBER
 - Departments Set a Deadline for Submittals from their posts**
3. NOVEMBER - DECEMBER
 - Departments meet and submit national nominees to National Headquarters**
4. JANUARY
 - ALL SUBMITTALS FOR CONSIDERATION FOR THE NATIONAL AWARD ARE DUE NO LATER THAN JANUARY 15 TO THE NATIONAL VETERANS EMPLOYMENT AND EDUCATION COMMISSION**

5. FEBRUARY

Veterans Employment and Education Commission processes awards

6. MARCH

Veterans Employment and Education Commission Award Subcommittee meets and selects award winners

7. APRIL - MAY

Departments should send a letter to all the posts reminding them to begin the search for award nominees for the next year (current calendar year)

8. JUNE - JULY

Departments should send a follow-up letter to their posts

9. AUGUST

National Awards are presented for the previous year at the National Convention

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

FEBRUARY

Table of Contents

Title	Page(s)
National Firefighter of the Year Award Information Sheet & Form.....	107-108
National Law Enforcement Officer of the Year Award Information Sheet & Form.....	109-110
SAL Citation of Achievement Form.....	111



The American Legion National Firefighter of the Year Award

The American Legion will give a National Firefighter of the Year Award to a firefighter who has exceeded the requirements expected of his or her position and has shown a distinct pattern of community service and professional achievement. The award, which takes into account heroic acts, will be given annually at the Legion's national convention.

Fire departments are encouraged to submit nominations to their state's American Legion department adjutant. Applications must be received by February 1. Departments may only submit one nomination per year. Only department winners are eligible for the award, which will be accepted at the national convention.

Nominees must be an active, full-time, paid, or volunteer who is a U.S. citizen assigned to a municipal, city, or county fire department. Emergency Medical Technicians (EMT's) are eligible only if they are certified firefighters. Posthumous awards will be acceptable only if the nominee's death occurs after the department's selection.

Departments should submit their nominee's application to:

The American Legion
Attn: National Security Division
1608 K Street NW
Washington, DC 20006
Email: nsfr@legion.org

Departments should select and submit their nominees so that postmarked applications are received not later than February 1.



THE AMERICAN LEGION NATIONAL FIREFIGHTER OF THE YEAR AWARD NOMINATION FORM

All efforts have been expended, and will continue to be expended, to assure fairness and impartiality to all department nominees. We strongly believe that the presentation of The American Legion National Firefighter of the Year Award will reflect great credit on firefighters and agencies, communities, states, our nation, and The American Legion. It is our underlying hope that this award program will also further encourage such recognition of “America’s Bravest” at the post and department levels.

Nominee’s Full Name:					
Gender:		Age:		Marital Status:	
Length of service as a firefighter:					
Home Street Address:					
City, State, Zip:					
Phone Number:					
Spouse’s Name:					
Agency Name:					
Agency Director:					
Agency Director’s Title:					
Nominee’s Supervisor:					
Supervisor’s Title:					
Department Submitting Nomination:					
Department Law and Order Chairman:					
Street Address:					
City, State, Zip:					

Department Commander Signature

Date

Submit to: **The American Legion**
Attn: National Security Division
1608 K Street NW
Washington, DC 20006
Email: nsfr@legion.org



National Security National Law Enforcement Officer of the Year Award

Information Sheet

- Purpose of Award:** To recognize a well-rounded Law Enforcement Officer, who has exceeded, above and beyond, the duty requirements expected of the position held and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to the community, state or Nation; and also has proven personal dedication to societal security and protection.
- Award:** Trip to the National Convention; includes paid travel and hotel expenses. Also includes the presentation of a suitable award and letter of commendation signed by the National Commander.
- Restriction:** Nomination of one per Department
- Deadline:** February 1
- Mail To:** **National Security Division**
1608 K Street NW
Washington, DC 20006
Phone: (202) 861-2700
Email: nsfr@legion.org



The American Legion National Law Enforcement Officer of the Year

Application Form

NOMINEE INFORMATION			
Nominee Name:		Gender:	
Street Address:		Age:	
City, State, Zip		Marital Status:	
Telephone No:		Length of Service as Law Enforcement Officer:	
Agency Name:			
Agency Director Name & Title:			
Nominee's Supervisor & Title:			
Agency Street Address:			
Agency City, State, Zip:			
Agency Telephone No:			
SUBMITTING DEPARTMENT INFORMATION			
Submitting Department:			
Department Law & Order Chairman:			
Street Address			
City, State, Zip			
Telephone No:			

Department Commander Signature

Department Adjutant Signature

Date

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your 'packet' of materials supporting your candidate. Include an official photograph of the nominee. ORIGINAL COPY of entire application due NO LATER THAN February 1, to the National Security Division, 1608 K Street NW, Washington, DC 20006. Application packet should conform to instructions contained in National Security memorandum entitled: "The American Legion National Law Enforcement Officer of the Year Award," dated June 1, 1997. Additional copies of this memorandum may be obtained by contacting the National Security Division.



Sons of The American Legion Citation of Achievement Request Form

A citation is awarded to each Sons of The American Legion (SAL) Squadron which, as of The American Legion Birthday, **March 15th - 17th**, has reported a current membership equal to or exceeding its previous year's official total as of **December 31st** of the previous year.

The citation is signed by both the Sons of The American Legion and The American Legion National Commanders.

The number of Citations needed:

Department Adjutant Signature

Date

(select date from drop-down menu by clicking inside box)

Date Format:
mm/dd/yyyy

Department

Mail: The American Legion National Headquarters
Attn: Sons of The American Legion
P.O. Box 1055
Indianapolis, IN 46206-1055

Email: SALawards@legion.org

Fax: 317-630-1413

Revised: APR / 2023

MARCH

Table of Contents

Title	Page(s)
Big Twelve Competition Information Sheet.....	113
Canadian Friendship Award Information Sheet & Form.....	114-115
Direct Membership Renewal Program Information Sheet.....	116-117
International Amity Award Information Sheet & Form.....	118-119
National Membership Renewal Schedule.....	120
National Membership Target Dates.....	121



Big Twelve Competition Information Sheet

The Big Twelve standings will be taken from the National Roll Call made at the Commanders' and Adjutants' Conference.

It will be necessary that each department sustain its own respective roll-call pledge by having remittance forms and accompanying dues to equal the pledge made --received at National Headquarters during normal business hours on or before the March target date. Dues in **excess** of the pledge will not alter the relative standing of the departments, but defaulting among the Big Twelve, **by turning in a smaller number than pledged** will completely disqualify the department concerned. As Departments default among the Big Twelve, others in the same category will move up accordingly provided they likewise have not defaulted. The winners in each category will move up accordingly provided they likewise have not defaulted. The winners in each category will receive awards as outlined in the Awards Manual.

The same rules shall apply in the Big Twelve Award as apply to trophies with reference to all departments outside the continental limits of the United States. This means that all departments outside the continental limits whose membership is equal to or above the membership of the smallest department in the continental United States shall be recognized in the award.

The six categories in the Big Twelve Competition are:

Category I -- Departments of 100,000 or more members

Category II -- Departments of 70,000 to 99,999 members

Category III -- Departments of 40,000 to 69,999 members

Category IV -- Departments of 25,000 to 39,999 members

Category V -- Departments of 10,000 to 24,999 members

Category VI -- Departments of 9,999 or less members



CANADIAN FRIENDSHIP AWARD Nomination Report (Information Sheet)

Purpose: To submit nomination(s) for the Canadian Friendship Award.

Authority: Established by Resolution 7, NEC, May 8-9, 1969

Conditions: It shall be awarded to specific individuals who shall be war veterans within the accepted meaning of the term and members of an authentic veterans organization established in Canada.

The award shall be given to individuals in recognition of outstanding service in the field of veterans' affairs and in the development and perpetuation of the spirit of international goodwill and comradeship between The United States and Canada and between their veteran's organization and The American Legion.

Nominations may be made by any member of The American Legion in good standing filed with the Internal Affairs Commission under such rules and regulations as shall be approved for such award.

Nominations: Receipt of award is limited to one (1) per branch and nominations are limited to one (1) per post.

Documentation: Each nomination shall be thoroughly documented (testimonials and other credentials, newspaper clippings, copies of awards, etc.) by the person placing the name in nomination. If space on the nomination form is insufficient, additional pages may be attached for consideration.

The nominator will be responsible for making definite time/place/presentation plans, subject to approval of the nominee for the award.

Distribution: The Department Adjutant shall make distribution of the nomination form in January to the Department Commander, the National Executive Committeemen, and to any other prospective nominator.

Deadline: Nominations must reach National by March 15.

Mail Completed Nomination(s) to:

The American Legion
Attn: Internal Affairs Commission
PO Box 1055
Indianapolis, IN 46206
Fax: (317) 630-1413
E-mail: ia@legion.org

NOMINATION FORM FOLLOWS -- DUPLICATE AS NECESSARY



**The American Legion
Canadian Friendship Award
NOMINATION FORM – PLEASE TYPE OR PRINT LEGIBLY**

Nominee’s Full Name: _____

Address: _____

Nominee is a member of _____, an authentic veterans organization in Canada.
[Name of Veterans Organization/Branch or Chapter #]

Nominee is a veteran of the armed Forces of Canada and served during _____, at which time Canada was allied with the United States of America.
[Name of War]

Nominee holds, or has held, the following offices in _____
[Name of Veterans Organization]

[Additional information may be attached to this form]

This nomination for the Canadian Friendship Award is recommended in recognition of outstanding service in the field of veterans affairs and for service and contributions made in the development and preservation of goodwill and comradeship between the veterans organization of the nominee and The American Legion, as evidenced by the following:

[Additional supporting documentation may be attached to this form...the more the better]

**THE RECEIPT OF THIS AWARD IS LIMITED TO ONE PER BRANCH AND
NOMINATIONS ARE LIMITED TO ONE PER POST.**

The member of The American Legion submitting the nomination completes the following section:

Name:	Department:	Post #:	Member ID #:
Street Address:	City	State	Zip Code
Submitting Member’s Signature		Date Submitted	

Mail completed nomination form to:
The American Legion
Attn: Internal Affairs Commission
PO Box 1055
Indianapolis, IN 46206
Fax: (317) 630-1413
E-mail: ia@legion.org



Direct Membership Renewal Program

Direct membership renewal is a program by which National Headquarters prints and mails membership renewal notices to members of record in participating posts and departments. Although the notices are mailed by National Headquarters, the member still mails his or her dues directly to the post.

The renewal notice makes it easy to pay dues -- and it works. Each year, The American Legion retains over 90% of its membership. To be sure, there are other important methods to support the membership campaign, but without the Direct Renewal Program the enrollment percentage would suffer dramatically.

Cost

THE MAJOR COST OF THE DIRECT RENEWAL PROGRAM IS PAID BY NATIONAL HEADQUARTERS

Processing Instructions

Early in the year, National Headquarters will forward a supply of preprinted Post Data Reports that provide information taken from our data system – including the post's dues amount and the address to which the members mail their dues. The department should distribute the forms to their posts and the posts should be instructed to return the form to you with any changes noted.

National will also provide a schedule that outlines when the renewals will be received by the members -- the schedule will also include the corresponding cut-off dates for getting subsequent changes to National throughout the remainder of the membership year.

It is most important that complete and accurate information be provided by these cut-off dates in order to avoid renewals containing incorrect data being sent to members.

Do not hold the initial Post Data Reports until you get them all -- we'd rather you forward them as they arrive, rather than all at once. Waiting until the last minute will create bottlenecks with the workload, which results in delays. The cutoff for receipt at National in time to be updated for the first renewal notice is May 1.

When you receive the updated information from the posts:

1. Return only the "preprinted" forms that have changes to National. Mail the forms to arrive by May 1 to:
The American Legion, Direct Renewal Specialist, PO Box 1954, Indianapolis, IN 46206.
Email: MSSforms@legion.org

For Posts in the Program Last Year

1. If we don't receive a Post Data Report from the department, we will use the existing information on file to mail the renewals.
2. If you want to delete a post from an early mailing, send us an email or a letter requesting to take them off. (Email: MSSforms@legion.org)

For Posts not in the Program

1. If you wish to re-add a post to the renewal mailing, send us an email or letter.
2. If we receive nothing, the post(s) will continue to be suppressed from the mailing.

Renewals after January 1st

1. All members who haven't been renewed on National's files will receive all mailings after the first of each year.
2. If a post's dues and address are not available, the notices will instruct the member to deliver to the post, or mail to the department headquarters. This will cause your office more work . . . that's why it's important to have all posts on file.

Helpful Hints

1. Make sure to retain documentation of all of the updates and additions that you forward to national headquarters; a copy of the Post Data Report is the best option.
2. As closely as possible, the additions and updates should be returned to national headquarters by 45 days prior to the receipt date for the first notice. Give your office plenty of advance time to process the information.
3. It is not possible to print a renewal notice with variable dues, such as: \$8.00 before November; \$10.00 after November 1.
4. Posts should not use the name of an individual in the return address. If that particular individual's membership status changes to anything other than ACTIVE, the Direct Renewal Notices for that post will be suspended until updated address information is forwarded to National. Possible future confusion will be avoided by using the permanent address of the post building, or even better, a post office box number. In completing the address section, the first line of the address will always contain, "American Legion Post" followed by the post number.

Example:

CORRECT
American Legion Post 110
PO Box 4
Any Town, Your State 12345

AVOID IF POSSIBLE
American Legion Post 110
c/o John Doe
999 Suburban Ln
Any Town, Your State 54321

5. Return only updated forms to National Headquarters. There's no need to submit if there are no changes.



INTERNATIONAL AMITY AWARD Nomination Report (Information Sheet)

Purpose: To submit nomination(s) for the International Amity Award.

Authority: Established by Resolution 21, NEC, October 25-27, 1961 and amended by Res. 9, NEC, October 12-13, 1966.

Conditions: It shall be awarded to specific individuals who shall be war veterans within the accepted meaning of the term and members of an authentic veterans organization established in the territory of any of the nations associated as wartime allies of the United States of America.

The award shall be given to individuals in recognition of outstanding service in the field of veterans affairs and for service and contributions made in the development of international goodwill and comradeship between The United States, the ally and between their veterans organization and The American Legion.

Nominations may be made by any member of The American Legion in good standing filed with the National Trophies, Awards and Ceremonials Committee under such rules and regulations as shall be approved for such award.

Nominations: Nominations are limited to one (1) per post.

Documentation: Each nomination shall be thoroughly documented (testimonials and other credentials, newspaper clippings, copies of awards, etc.) by the person placing the name in nomination. If space on the nomination form is insufficient, additional pages may be attached for consideration.

The nominator will be responsible for making definite time/place/presentation plans, subject to approval of the nominee for the award.

Distribution: The Department Adjutant shall make distribution of the nomination form in January to the Department Commander, the National Executive Committeemen, and to any other prospective nominator.

Deadline: Nominations must reach National by March 15.

Mail Completed Nomination(s) to:

The American Legion
Attn: Internal Affairs Commission
PO Box 1055
Indianapolis, IN 46206
Fax: (317) 630-1413
E-mail: ia@legion.org

NOMINATION FORM FOLLOWS -- DUPLICATE AS NECESSARY



**The American Legion
International Amity Award
NOMINATION FORM – PLEASE TYPE OR PRINT LEGIBLY**

Nominee’s Full Name _____

Address _____

Nominee is a veteran (in the accepted meaning of the term) of the military forces of _____, and served during _____, during which time that nation
(Country Name) (Name of War)
 was allied with the United States of America. The nominee is a member of _____, an authentic veterans organization of said nation.
(Name of veterans organization)

The award is recommend in recognition of outstanding service in the field of veterans affairs and for service and contributions made in the development of international goodwill and comradeship between his/her organization and The American Legion as is evidenced by the following:

(Additional supporting documentation may be attached to this form...the more the better)

NOMINATIONS ARE LIMITED TO ONE PER POST.

The member of The American Legion submitting the nomination completes the following section:

Name:	Department:	Post #:	Member ID #:
Street Address:	City:	State:	Zip Code:
Submitting Member’s Signature		Date Submitted	

Mail Completed Nomination(s) to:

The American Legion
 Attn: Internal Affairs Commission
 PO Box 1055
 Indianapolis, IN 46206
 Fax: (317) 630-1413
 E-mail: ia@legion.org

DUPLICATE AS NECESSARY

THE AMERICAN LEGION 2024 MEMBERSHIP RENEWAL SCHEDULE

CUTOFF DATES

MAY 15, 2023

SEPTEMBER 13, 2023

OCTOBER 18, 2023

DECEMBER 13, 2023

FEBRUARY 14, 2024

APRIL 10, 2024

RENEWAL MAIL DATES

JULY 1-8, 2023

OCTOBER 7-14, 2023

NOVEMBER 10-18, 2023

JANUARY 6-12, 2024

MARCH 2-8, 2024

May 4-10, 2024

Transmittals not received by the cutoff date may not prevent a subsequent renewal notice from being delivered at or around the renewal date.

Please note, renewals transmitted and received by the cutoff (which is also a National Target Date) will be updated prior to printing renewal notices, assuming they can be successfully scanned. Membership that must be hand-keyed (new members and renewals that can't be scanned) will take longer to process. Please transmit as early and as often as possible in advance of the Target Dates to help avoid delays in processing.

2023 - 2024 NATIONAL MEMBERSHIP TARGET DATES

EARLY BIRD/NEF KICKOFF	SEPTEMBER 13, 2023	50%
FALL MEETINGS	OCTOBER 18, 2023	55%
VETERANS DAY	NOVEMBER 15, 2023	65%
PEARL HARBOR DAY	DECEMBER 13, 2023	75%
MID-WINTER	JANUARY 18, 2024	80%
PRESIDENT'S DAY	FEBRUARY 14, 2024	85%
LEGION BIRTHDAY	MARCH 13, 2024	90%
CHILDREN & YOUTH	APRIL 10, 2024	95%
ARMED FORCES DAY	MAY 15, 2024	100%
DELEGATE STRENGTH	30 DAYS PRIOR TO NATIONAL CONVENTION	

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week. Some target dates were moved to the third week to maximize end of year renewal notices.

Since Columbus Day falls on a Monday, the October target date will be on a Thursday.

To maximize the December renewal notice, the January target date will be on the third Thursday of the month because of Martin Luther King, Jr. Day.

APRIL

Table of Contents

Title	Page(s)
Department Baseball Tournament Report of Site & Date Information Sheet	123
Department Baseball Junior Tournament Report of Site & Date Form.....	124
Department Baseball Senior Tournament Report of Site & Date Form.....	125
District Commander Race To The Top Award Certification Form.....	126
National Convention Housing Room Allotment (2025).....	127
National Convention Meeting Space Requirements Form (2025).....	128

Report of Site and Dates of Department American Legion Baseball Tournament

Information Sheet

- Purpose:** To inform National Headquarters of sites and dates of Junior and Senior Department Baseball Tournaments.
- Report:** Information is provided to Professional Scouts and College Coaches. This information also allows us to contact the local chairman to help generate publicity of the tournament.
- Deadline:** Mail or fax by **April 15**. (We recognize that in a few instances the site of a tournament may be on a home and home basis – (eastern champion vs western champion). We still require starting and ending dates of tournament. Thank you.
- Mail to:** Assistant Director for Baseball
Americanism Division
The American Legion
P.O. Box 1055
Indianapolis, IN 46206
Fax: 317-630-1369
baseball@legion.org

A copy of the reporting form follows. Mail original and retain one copy for your files.



Report of Site and Date of Junior Tournament
17 and under

Deadline By April 15

The Department of _____ *Junior* Baseball Tournament this
summer will be played at _____
on the dates of _____ **City and Stadium** _____, 20_____.
month date month date year

Local American Legion Site Coordinator* is: *(Do not provide name of Department Chairman.)*

Name _____

Address _____

City, State, Zip _____

Home Phone / Cell # _____

Email: _____

Department Adjutant

*Departments that play a home & home basis (i.e., east champion vs western champion) tournament should indicate home vs. home basis in place of local chairman's name and national will advise pro scouts.

To: Program Manager for Baseball
Americanism Division
The American Legion
P.O. Box 1055
Indianapolis, IN 46206
Fax: 317-630-1369
baseball@legion.org

Report of Site and Date of Senior Tournament
19 and under

Deadline By April 15

The Department of _____ *Senior* Baseball Tournament this
summer will be played at _____
on the dates of _____ **City and Stadium** _____
_____ to _____, 20_____.
month date month date year

Local American Legion Site Coordinator* is: *(Do not provide name of Department Chairman.)*

Name _____

Address _____

City, State, Zip _____

Home Phone # _____

Email: _____

Department Adjutant

*Departments that play a home & home basis (i.e., east champion vs western champion) tournament should indicate home vs. home basis in place of local chairman's name and national will advise pro scouts.

To: Program Manager for Baseball
Americanism Division
The American Legion
P.O. Box 1055
Indianapolis, IN 46206
317-630-1369
baseball@legion.org

CERTIFICATION FORM
**DISTRICT COMMANDER
RACE-TO-THE-TOP AWARD**

DEADLINE: MAIL TO REACH NATIONAL HEADQUARTERS ON OR BEFORE APRIL TARGET DATE

This is to certify the below listed district commander whose district membership on March 31 represents the greatest percentage over the previous year's final membership, and we have transmitted the information to National Headquarters for receipt by the April target date.

Cannot be less than 100 percent to qualify.

Competition will be divided into five categories based on the membership of the district without regard to geographic locations. District commanders will compete in each of the following categories based on the previous year's final totals.

Category I Districts of 15 to 1,499

Category II Districts of 1,500 to 2,999

Category III Districts of 3,000 to 4,999

Category IV Districts of 5,000 to 7,499

Category V Districts of 7,500 and above

The national convention trip will be given to the district commander and guest in each category whose district membership, transmitted to National Headquarters no later than the April target date, represents the greatest percentage over the final membership of the previous year.

Name _____ District No. _____ Category _____

Address _____ Phone _____

City/State/Zip _____

Previous year final membership _____ Current year membership _____

Percentage of current year increase over previous year's final membership _____

Number of posts within the district _____

Department

Department Adjutant

Date

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org



NATIONAL CONVENTION HOUSING

ROOM ALLOTMENT
2025 NATIONAL CONVENTION – TAMPA BAY, FL

Deadline: April 30, 2024

Subsequent to the membership target date in May of 2025, the National Convention & Meetings Office will assign housing to each department for the 2025 National Convention in Tampa, Florida. Please indicate the quantity and type of rooms you desire to contract for your department.

Your contract will be prepared as closely as possible to the room types you have submitted. However, your room types and number of rooms may be altered based upon your assigned hotel’s room inventory. Your numbers should reflect 65% two bedded and 35% kings of your total contracted room block; however, could alter with assigned hotel. Kindly provide us with your department’s day-by-day flow in the grid below:

Table with 13 columns (room types and dates) and 8 rows (King, Doubles, Handicap Accessible King, Handicap Accessible Double, One-Bedroom Suite, Two-Bedroom Suite, Total).

Special Requests: _____

Department: _____

Department Adjutant: _____ Date: _____

Submit form via email to conventiondivision@legion.org



MEETING SPACE REQUESTS 2025 NATIONAL CONVENTION - TAMPA BAY, FL

Deadline: April 30, 2024

Subsequent to the membership target date in May 2025, the National Convention & Meetings Office will assign housing to each Department for the National Convention. Along with the housing form, this form should also be submitted to the National Convention & Meetings Office via email conventiondivision@legion.org.

Please denote the meeting space information listed below concerning the needs for your department within a contracted hotel. In order to better serve your function space requirement, please indicate **ALL** your needs below:

Meeting/Caucus Space

Yes No

If yes, please provide the exact requirements to include the following: date, length of time and set up.
(i.e., Thursday, August 21, 8am 5pm, Theater Style seating for 100; Head table for 4)

Food & Beverage Requirements

Yes No

If yes, please provide the exact requirements to include the following: date, length of time and set up.
(i.e., Thursday, August 21, 8am 10am, Breakfast for 300, Rounds of 8)

We will attempt to assign your department to a hotel that meets your stated requirements. It will be the Department's responsibility, once a hotel is assigned, to communicate your needs to the hotel's event manager by the due date. If we have to assign your department to a hotel that does not meet your meeting space requirements, we will work with you to find the needed space to host your function(s). This space could, therefore, be in the Headquarters Hotel or in the Convention Center.

Department: _____

Department Adjutant: _____ Date: _____

Submit form via email to conventiondivision@legion.org

MAY

Table of Contents

Title	Page(s)
Bronze Brigade Certification Form.....	130
Department Per Capita Information & Report Form.....	131
Departments Achieving All Target Dates During Membership Year Form.....	132
District Commander Achievement Award & Honor Ribbon Certification Form.....	133
District Commander New Post Achievement Award Certification Form.....	134
Gold Brigade Fifth Consecutive Year Award Certification Form.....	135
Gold Brigade New Member Recruiter Award Certification Form.....	136
Gold Brigade Sixth Consecutive Year Award Certification Form.....	137
Gold Brigade Tenth Consecutive Year Award Certification Form.....	138
Membership Tacks Order Form.....	139
Post Membership Retention Award Form.....	140
Recruiter of the Year Nomination Form.....	141
Silver Brigade Award Certification Form.....	142

BRONZE BRIGADE NEW MEMBER RECRUITER AWARD

CERTIFICATION FORM

DEADLINE: Send the completed form to department headquarters on or before the May target date. Posts should retain a copy for their records.

The following member in the Department of _____ qualifies for the Bronze Brigade Award for enrolling 15 to 24 new members into The American Legion by the May target date.

Bronze Brigadiers receive a bronze pin and a certificate.

Name _____ Post number _____

Address _____

City _____ State _____ ZIP _____

Phone (_____) _____ Member ID _____

Number of new members enrolled (15 to 24) _____

Department adjutant (signature)

Post adjutant (signature)

Date

Address

Date

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

USE ADDITIONAL SHEETS IF NECESSARY



2025 MEMBERSHIP YEAR DEPARTMENT PER CAPITA AMOUNT

Information/Reporting Form

Purpose of Report: To notify National Headquarters of the Department's per capita portion of the annual membership dues. This information must be reported in support of the National Paid-Up-For-Life Program, in addition to being used for calculation of all Department per capita reimbursement. It is also maintained for informational/historical purposes in National's database files. *All Departments are asked to submit this form annually.*

Deadline: Must be received at National Headquarters no later than May 1st each year.

PLEASE NOTE: *Department Per Capita is the portion retained by the Department for each member; it doesn't include National's portion (currently \$18.50). Please select one of the following:*

Our Department dues rate (per capita) will remain at \$_____ for the 2025 membership year.

Change our Department dues rate (per capita) to \$_____ for the 2025 membership year.
(If a change is reported, it will be entered with the effective date of July 1, 2024, unless noted otherwise by the Department.)

An annual dues increase for our Department is currently under consideration and will be determined at our Department Convention. Notification of the 2025 dues rate will be forwarded to National Headquarters no later than _____.
(Enter Date)

I certify that the information provided is confirmed and accurate. Department dues information reported above does not include the National per capita portion (\$18.50).

Department

Department Adjutant's Signature

Date

Mail: The American Legion, IT/Member Support Services, PO Box 1954, Indianapolis, IN 46206
Email: MSSforms@legion.org

NOTE: *If the Department Per Capita changes at any other time during the year, it should be reported immediately to National Headquarters.*

CERTIFICATION OF DEPARTMENTS ACHIEVING ALL TARGET DATES DURING THE MEMBERSHIP YEAR

Purpose: This recognition is for any department that meets or exceeds each target date up to and including the May (100 percent) membership target date published for the National Points Awards Program for the current membership year. The national commander or a member of his staff will recognize the department at the national convention for meeting all targets using traditional membership methods.

Department adjutants must nominate their departments before the delegate strength reporting date, approximately 30 days before the beginning of the national convention. (see page 9)

The Department of _____ requests recognition at the national convention for meeting all target dates for the membership year.

<u>Target Month</u>	<u>Target</u>	<u>Actual</u>
September	50%	
October	55%	
November	65%	
December	75%	
January	80%	
February	85%	
March	90%	
April	95%	
May	100%	

Department Adjutant

Department

Date

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

CERTIFICATION FORM

DISTRICT COMMANDER ACHIEVEMENT AWARD AND DISTRICT HONOR RIBBON

Report only those districts exceeding their previous year's membership by at least the number of posts in the district.

Use this form as a cover and attached sheets with the following information:

- District commander's name and address
- District name or number
- District final previous year membership as of December 31
- Number of posts in district
- District current year membership as of May target date

DEADLINE: MAIL THIS FORM ON OR BEFORE MAY 31

I certify the following information concerning district membership for the previous membership year and current membership year in this department is correct.

Department Adjutant Printed Name

Department Adjutant Signature

Date

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

CERTIFICATION FORM
**DISTRICT COMMANDER NEW POST
ACHIEVEMENT AWARD**

DEADLINE: This form must reach National Headquarters on or before May 31. Post charter applications must already be on file by the May target date.

This is to certify the below listed district commander has created _____ new post(s) in District _____. This also certifies a new temporary post charter is on file at National Headquarters.

Name _____ District No. _____

Address _____

City/ State/Zip _____

New post numbers _____

Department Adjutant

Department

Date

**TO: The American Legion
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
Email: membership@legion.org**

CERTIFICATION FORM
GOLD BRIGADE
FIFTH CONSECUTIVE YEAR AWARD

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

The following member of the Department of _____ qualifies for the prestigious fifth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

A Legionnaire may only qualify for this award once every five years.

Note: This Navy blue blazer replaces the gold blazer of previous years.

Check one:

Men's blazer (cut) Short Regular Long Extra Long Extra Extra Long

Specify even sizes 34-60 _____ Size

Ladies' blazer (cut) Short Regular Long Extra Long Extra Extra Long

Specify even sizes 4-20 _____ Size

Type or print:

Name _____ Post number _____ Member ID _____

Phone (_____) _____ Years of being a Gold Brigadier 19____ - 20_____

Certified:

Department Adjutant

Date

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

GOLD BRIGADE NEW MEMBER RECRUITER AWARD

CERTIFICATION FORM

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

First-time qualifiers for the award receive a Gold Brigade cap pin, certificate, a Gold Brigade patch, and choice of a jacket, or sweater, or polo shirt with the Gold Brigade logo.

Second-time qualifiers for the award receive a Gold Brigade certificate, patch, a hash mark for the sleeve, and the choice of either another Gold Brigade jacket or sweater or polo shirt with the Gold Brigade logo.

Check the appropriate box(es):

This Gold Brigade award will be my:

First Gold Brigade award Other (specify second or third time qualified) _____

If you checked Box A or B, check one: _____ Jacket _____ Polo Shirt _____ Sweater

Ladies' jacket or polo (check size): _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL

Men's' jacket or polo (check size): _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL
(4XL and 5XL are available upon request)

Unisex sweater (check size): _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL _____ 4XL

Name _____ Post number _____

Address _____ City _____ State _____ ZIP _____

Phone (_____) _____ Member ID _____

Number of new members enrolled (minimum 50) _____

Department Adjutant

Post Adjutant

Date (**Cannot be after the May target date**) _____

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

CERTIFICATION FORM

GOLD BRIGADE SIXTH CONSECUTIVE YEAR AWARD

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

The following member of the Department of _____ qualifies for the sixth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

This award is a \$150 check and a Master Recruiter Legion cap, along with a Gold Brigade plaque, cap pin and hash mark.

Type or print, making sure that all information is complete to help avoid processing delays:

Name _____ Member ID _____

Phone _____ Post number _____ Post city _____

Years qualifying for Gold Brigade _____

Number of new members enrolled (minimum 50) _____

Circle crown type: Regular Fort Knox Women's Crown

Lined or unlined _____ Cap size _____

Mandatory insignia (Y/N) _____ If yes, please list _____

Certified:

Department Adjutant

Date

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

CERTIFICATION FORM

GOLD BRIGADE TENTH CONSECUTIVE YEAR AWARD

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

The following member of the Department of _____ qualifies for the prestigious tenth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Recipient will receive a navy blue blazer with the tenth year Gold Brigade logo, tenth year cap pin, hash mark and Gold Brigade plaque.

A Legionnaire may only qualify for this award on their tenth consecutive year.

Circle one:

Men's blazer (cut) Short Regular Long

Specify even sizes 36-58 _____ Size

Ladies' blazer (cut) Regular Tall

Specify even sizes 0-28 _____ Size

Type or Print:

Name _____ Post number _____ Member ID _____

Phone (_____) _____ Years of being a Gold Brigadier 19____ - 20_____

Certified:

Department adjutant

Date

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31st.



Membership Tacks (Order Form)

Mail To: Membership Division
The American Legion
P.O. Box 1055
Indianapolis, IN 46206-1055
Email: membership@legion.org
Fax: 317-630-1413

TO: DEPARTMENT ADJUTANTS

PURPOSE: MEMBERSHIP TACKS ORDER FORM - _____ MEMBERSHIP YEAR
(Recruiter, 100% Post Commander & Adjutant)

These tacks are available to every department for use in their membership program; every tack will have the year indicated on it to distinguish it from previous years.

Criteria for awarding these tacks is at the discretion of the department.

Estimate your total requirements as closely as possible, using the order form below...it may be necessary to limit the number we send in order to have some for everyone. If it is necessary to reduce your quantity requested, you can check at a later date in case we have excess inventory.

Depending on available inventory, we plan on shipping the tacks **not later than August 1st.**

Recruiter Tack: _____ Quantity Requested

100% Post Commander Tack: _____ Quantity Requested

100% Post Adjutant Tack: _____ Quantity Requested

(Date)

(Department Name)

(Authorized Signature)

RETURN TO NATIONAL HEADQUARTERS BY MAY 1, 2023

CERTIFICATION FORM

POST MEMBERSHIP RETENTION AWARD

The Post Membership Retention Award is for posts that meet the minimum number of members to maintain a charter within their respective department. Any post that achieves a renewal rate of at least 90% by the May target date will qualify for this award.

Date _____

DEADLINE: Posts will receive the following award based on their percentage by the May target date:

The Department of _____ submits the following posts for the Post Membership Retention Award:

Legal name of post/post number	Percentage as of May target

Department adjutant

Department

**TO: The American Legion
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org**

DUPLICATE THIS FORM AS NECESSARY

RECRUITER OF THE YEAR

NOMINATION FORM

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31

In the Department of _____, the top new member recruiter of membership enrolled for current membership year as of May target date, and transmitted to National Headquarters, is:

1. Name _____ Post _____ Member ID _____

Address _____

City / State / ZIP _____

Phone (_____) _____

Number of new members enrolled (minimum 10) _____

Attach list of names and ID numbers of new members.

The next highest new member recruiter (make additional copies if needed):

2. Name _____ Post _____ Member ID _____

Address _____

City / State / ZIP _____

Phone (_____) _____

Number of new members enrolled (minimum 10) _____

Attach list of names and ID numbers of new members.

Post Adjutant

Department Adjutant

Date

Date

**TO: The American Legion
Attn: Internal Affairs & Membership
Division PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org**

SILVER BRIGADE NEW MEMBER RECRUITER AWARD

CERTIFICATION FORM

DEADLINE: This form must reach department headquarters by the May target date and National Headquarters by May 31.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

The following member in the Department of _____ qualifies for the Silver Brigade Award for enrolling 25 to 49 new members into The American Legion by the May target date.

Silver Brigadiers receive a silver pin and a silver certificate.

Name _____ Post number _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ Member ID _____

Number of new members enrolled (25 to 49) _____

Department Adjutant (signature)

Post Adjutant (signature)

Date

Address

City, State Zip

Date

Department reminder: Fax a copy of this form to **317-630-1413** or email it to **membership@legion.org**, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

JUNE

Table of Contents

Title	Page(s)
National Commander's Official Visitation Information & Request Form.....	144-145
Protocol Guidelines for National Commander's Travels & Visitations.....	146-147
SAL Detachment Per Capita Information & Report Form.....	148



Department Request for National Commander's Official Visit

Information Sheet

<u>Purpose of Report:</u>	To request the National Commander to visit your Department
<u>Deadline:</u>	Mail on or before JUNE 1 .
<u>Mail to:</u>	Office of the National Commander The American Legion P. O. Box 1055 Indianapolis, IN 46206-1055 Fax: (317) 630-1223 Email: natlcmdr@legion.org



National Commander's Official Visit Request

Department of: _____

	1 st Choice	2 nd Choice	3 rd Choice
Requested Dates:			
Event: (Specify—Conference, Convention, special visit, post visits, other)			
City:			
Housing: (Complete Lodging Name, Address, Phone & Fax Numbers)			
Time & Place of First Scheduled Function:			
Time & Place of Last Scheduled Function:			
Arrival City:			
Departure City:			

Number of Press Kits Required: _____

Additional Notes: _____

Department Adjutant's Signature _____

**PROTOCOL GUIDELINES FOR
NATIONAL COMMANDER'S TRAVELS AND VISITATIONS
AS ADOPTED BY THE NATIONAL EXECUTIVE COMMITTEE**

May 8-9, 2019

1. Utilization of Time

- a. National issues take priority on travel and visitations.
- b. National Commander's schedule must be flexible and is subject to change.
- c. Due to airline flight schedule reductions, to best utilize the National Commander's travel time and to minimize travel expenses, it is recommended that adjacent Departments try to "regionalize" their visitation schedule.

2. Daily Time Frames

- a. It is recommended that the National Commander's day start no earlier than 7:00A.M.
- b. It is recommended that the National Commander have 1.5 to 2.0 hours each afternoon at his hotel/motel to prepare for the evening's activities and to respond to communication needs.
- c. It is recommended that the National Commander be free to return to his hotel room no later than 10:00 P.M. and retire for the night.

3. Schedule of Events

- a. It is recommended that a reasonable amount of time should be scheduled at each location.
- b. There should be reasonable travel time between events.
- c. Do not alter the finalized itinerary.
- d. Upon arrival, it is recommended that 1.0 to 2.0 hours be allocated to allow the National Commander's to prepare for the first event.
- e. Partial days of visitation should be reflected in schedule. It is recommended that informal gatherings such as breakfast, lunch or dinner be utilized prior to departure or immediately after arrival.
- f. It is recommended that meetings with the Governor, Veterans Affairs Secretary, Adjutant General, Senators, Congressmen and other notable dignitaries be scheduled for current events driven issues.

4. Transportation

- a. Transportation should be provided to and from points of arrival and departure.
- b. Transportation should be provided at all times, regardless of the hour of the day or night.
- c. American Legion staff or American Legion volunteers should provide transportation.
- d. Sufficient number and size of vehicles should be provided to transport the National Commander, the National Commander's Aide, four pieces of large- size luggage, briefcases, and computer and case.

5. Hotel Rooms and Additional Expenses

- a. In large hotels, you should request rooms near, but not directly next to an elevator.
- b. In small hotels, you should request rooms near entrance.
- c. Ensure room preference, i.e. nonsmoking versus smoking or handicap versus non-handicap.
- d. If no elevators are on the property, you should request room on the ground level floor.
- e. The National Commander's and his Aide's rooms should be adjoining rooms.
- f. Personnel of the Host Department, regardless of the absence or presence of the Aide, always handle the luggage of the National Commander's party.
- g. It is recommended that accommodations for two consecutive nights with one day laundry service be used.
- h. The National Commander is responsible for transportation expenses incurred by the commander and the aide to visit hosting departments. Often, the hosting department will pay hotel expenses for both the National Commander and aide; however, if the department does not pay, the national commander will. The hosting department is responsible for transporting the national commander and aide from entry point and back at the end of visit. It is the hosting department's responsibility to pay for all expenses incurred while hosting/providing hospitality to the national commander and aide including, but not limited to: meals served at Legion events or restaurants; transportation expenses while in the host department; and other routine hospitality expenses.

6. Visitation Requests

- a. Requests for official department visits for the National Commander should be submitted in detail and in a timely fashion toward deadline.
- b. Itinerary of scheduled activities should be submitted to the National Commander's office in detail and in a timely fashion toward deadline.
- c. National programs do take priority over department visitations. Do not request time frames that include "Dates To Be Avoided," as listed in National's request notification.

7. Host and Department Guest

- a. The National Commander is the guest of the Department.
- b. The Department is the official host for the National Commander.
- c. The National Executive Committeeman should have the privilege of introducing the National Commander.

8. Disputes

The NEC has the final word on any disputes concerning the above recommendations.

9. Annual Distribution

The National Adjutant will distribute these guidelines annually to all departments.



2025 MEMBERSHIP YEAR SAL DETACHMENT PER CAPITA AMOUNT

Information / Reporting Form

Purpose of Report: To notify National Headquarters of the SAL Detachment's per capita portion of the annual membership dues. This information must be reported in support of the online SAL Transmittal process. In addition to being used for calculation of the per capita reimbursement, it is also maintained for informational/historical purposes in National's database files. *All Departments are asked to submit this form for their SAL Detachment annually.*

Deadline: June 1st (annually)

Mail: The American Legion, IT/Member Support Services, P.O. Box 1954, Indianapolis, IN 46206

Fax: 317-860-3130

Email: MSSforms@legion.org

Detachment Per Capita is the portion retained by the Detachment for each member; it doesn't include National's portion (currently \$5.⁰⁰). Please select one of the following:

Our Detachment dues rate (per capita) will remain at \$ _____ for the 2025 membership year.

Change our Detachment dues rate (per capita) to \$ _____ for the 2025 membership year.
(ATTN: If a change is reported, it will be entered with the effective date of July 1, 2024 unless noted otherwise by the Department.)

I certify that the information provided is confirmed and accurate. Our SAL Detachment dues information reported above **does not** include the National per capita.

Date
(select date by clicking inside the above box)

Date Format:
mm/dd/yyyy

Department Adjutant Signature

Department

NOTE: If the SAL Detachment per capita changes at any other time during the year, it should be reported by the Department immediately to National Headquarters.

GENERAL

Table of Contents

Title	Page(s)
100% District Commander Pin Form.....	150
Americanism Annual Citation Certificate Form.....	151
Americanism Distinguished Service Certificate Form.....	152
Americanism Meritorious Certificate Form.....	153
C&Y 100% Post Reporting Award Form.....	154
C&Y Annual Citation Certificate Form.....	155
C&Y Post Meritorious Certificate Award Form.....	156
C&Y Special Citation Form.....	157
Ceremonial Rifles/Ammunition/Equipment Information & Request Form.....	158-159
Continuous Years Membership Certificate Information Sheet.....	160
Correction of Continuous Membership Information Sheet.....	161
Dispatch Online Information Sheet.....	162
IT Department Support Information Sheet.....	163-164
Member Data Form Information Sheet.....	165
Membership Cancellation Memo Information Sheet & Form.....	166-167
Membership Debits and Credits Information Sheet.....	168
Membership Dues Transmittals Information & Form.....	169-170
MyLegion Information Sheet.....	171
National Paid-Up-For-Life (PUFL) Membership Information Sheet.....	172-174
NEC Resolution Sample Format for Department Use.....	175-176
New Post Development Pin Form.....	177
PersonifyGo (PGO) Department Membership System Information Sheet.....	178
Pioneer Award Citation Form.....	179
Post & District Revitalization Recognition Letter Form.....	180
Post & Squadron Charter Forms Online Information Sheet.....	181
Post Commander & Adjutant Notification Information Sheet & Form.....	182-183
Post IRS Inclusion Letter Form.....	184
Prominent Legionnaire Death Notice Form.....	185
Reconnect Certification Form.....	186
Report of Honorary Life Membership Award Information Sheet & Form.....	187-188
Request for Use of Legion Name or Emblem Form.....	189
Request to Exclude Members from Renewal Notice Mailings Information & Form.....	190-191
SAL 5-Star Award Information Sheet & Order Form.....	192-193
SAL All Time High Honor Ribbon Form.....	194
VA&R Certification for Department VAVS Representatives Information & Form.....	195-197

100% DISTRICT COMMANDER PIN

CERTIFICATION FORM

This recognition, in the form of a specially designed cap/lapel pin and certificate, is for any district commander (or similar county or parish commander) who accomplishes 100 percent of their assigned membership goal anytime during the membership year.

Department adjutants may nominate their district commanders by name at any time during the membership year and may use this form at any time to certify one or more winners. Pins and certificates will be shipped directly to the department for presentation at an appropriate ceremony.

Date _____

The Department of _____ requests 100% District Commander Pins for the following district commander(s) for meeting or exceeding assigned membership goals for membership year _____.

Commander	District	Number goal	Number attained

Department Adjutant Printed Name

Department Adjutant Signature

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

Americanism Citation

Awarded to

For

Outstanding Service To Your Community

For

2022-2023

Presented by

**The American Legion
Americanism Commission**



National Commander, The American Legion



Chairman, Americanism Commission

Certificate of Distinguished Service

Presented on behalf of the
Americanism Commission
To

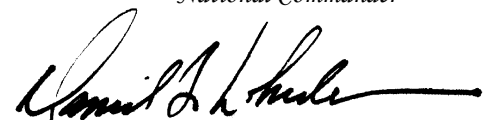
*For having conducted the most outstanding department
Americanism program for the year 2022-2023.*

In Witness Whereof, There is affixed the signature of
the National Commander, National Adjutant, and
Americanism Chairman of The American Legion,
and countersigned by the Department Commander and Adjutant.


Department Commander


National Commander

Department Adjutant


National Adjutant

Date _____


Americanism Chairman

CERTIFICATE OF MERITORIOUS SERVICE

Awarded to

American Legion Post No.

of

The American Legion Department of

for

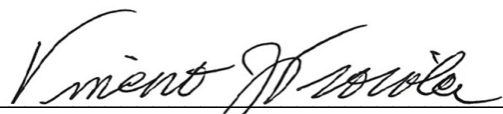
Performing outstanding service to community, state and nation through efforts in conducting Americanism program activities for the year 2022-2023.

Presented by the National Commander, duly attested by the National Adjutant, and countersigned by Department Commander and Adjutant

Countersigned:

Department Commander

Department Adjutant



National Commander



National Adjutant

COMMITTEE ON CHILDREN & YOUTH

**NATIONAL
ACHIEVEMENT AWARD**

is issued to

Chairman

for having attained

***100% POST CHILDREN & YOUTH
REPORTING***

in

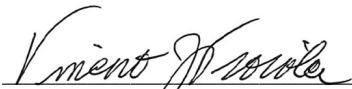
District No.

of the

American Legion Department of

for the year

2022 – 2023



National Commander

Department Commander



Committee on Children & Youth Chairman


Department Children & Youth Chairman

COMMITTEE ON CHILDREN & YOUTH

**CHILDREN & YOUTH
CITATION**

is issued to

for
OUTSTANDING ACHIEVEMENT
in the programs of
CHILDREN & YOUTH
for
2022 – 2023


National Commander

Department Commander


Committee on Children & Youth Chairman

Department Children & Youth Chairman

COMMITTEE ON CHILDREN & YOUTH

Certificate of
**MERITORIOUS
SERVICE**

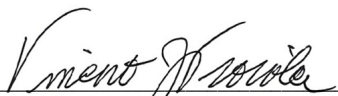
CATEGORY No.

is issued to
American Legion Post No.
of
The American Legion Department of

for having conducted the
**MOST OUTSTANDING POST
CHILDREN & YOUTH PROGRAM**

as determined by the Department Children & Youth Committee

2022 – 2023



National Commander

Department Commander



Committee on Children & Youth Chairman

Department Children & Youth Chairman

COMMITTEE ON CHILDREN & YOUTH

***SPECIAL
CHILDREN & YOUTH CITATION***

Category No.

is issued to

American Legion Post No.

in

District No.

of

The American Legion Department of

for

DEDICATED SERVICE

to our nation's

CHILDREN & YOUTH

*Presented in recognition of outstanding service rendered to children,
as certified by an accurate and comprehensive report of activities for the year*

2022-2023



National Commander



Committee on Children & Youth Chairman

Department Commander

Department Children & Youth Chairman

Loan Request Form for Ceremonial Rifles and/or Ammunition From the Department of Defense

Information Sheet

Purpose: For Post use to request loan of Ceremonial Rifles and/or Ammunition and for the Department to certify that the post is chartered and in good standing with required secure storage procedures.

Mail to: The American Legion
National Security Division
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org
Phone: (202) 861-2700

The department and the Washington office may only handle requests from chartered American Legion posts in good standing that have accountability and storage procedures for firearms and munitions which are in accordance with local and state laws. Posts will make requests through their department headquarters. The post must attach the form to post letterhead stationery with the post commander's or adjutant's signature. This should be sent to department headquarters for submission to the Washington office.

Departments must verify the eligibility of the post and validate current weapons and munitions accountability and storage procedures. Once verification by the department is complete, the request is forwarded to the Washington office, which forwards it to the appropriate agencies for processing. When requests are made to congressional offices or other military departments without proper verification and endorsement, the acquisition process slows. Separate letters must be sent for each type of equipment requested. If both rifles and ammunition are needed, separate requests should be forwarded to the department and then to the Washington office, as two different government agencies – the Joint Munitions Command in Rock Island, Ill., and U.S. Army TACOM (Life Cycle Management Command) in Warren, Mich. – will be handling the request for items.

REQUEST FOR CEREMONIAL RIFLE(S), AMMUNITION OR EQUIPMENT

In order to request ceremonial Post rifle(s), ammunition or surplus military equipment complete this form and forward to your Department Headquarters, Attn: Department Adjutant. Your Department Headquarters will forward the completed and approved form to the National Security Division Director at the Washington DC American Legion office. Please note that only a Post Commander or Post Adjutant may request ceremonial rifle(s), ammunition or surplus military equipment.

Any request granted will be granted on a one-time basis for a given quantity. Additional orders will require a new authority and a new authorization. Request will be given with the caveat that all items requested will be used specifically for Post activities.

FILL OUT FORM COMPLETELY AND FAX OR MAIL TO YOUR DEPARTMENT HEADQUARTERS

Post Information

Post Number _____ Post Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Member ID# _____ Email _____

Telephone # _____ Evening # _____

Rifle/Equipment Requested _____
Quantity _____

Ammunition/Clips Requested _____
Quantity _____

Storage Procedures _____

Signature _____

Personal Shipping Information – NO POST OR P.O. BOX ADDRESSES

Name _____

Address _____

City _____ State _____ Zip _____

FOR OFFICE USE ONLY

<u>DEPARTMENT USE</u>	<u>NATIONAL USE</u>
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Department Adjutant Signature	_____ Director, National Security Division



50-60-70-75-80-85-90 Continuous Years Membership Certificates

The National Executive Committee has directed the issuance of certificates to members of The American Legion credited with 50 years of continuous membership. This has been further expanded to include members with 60, 70, 75, 80, 85 or 90 years of continuous membership. An eligible member receives only one of each of these special awards.

January 15 has been determined to be the cutoff for getting memberships transmitted, or submitting continuous years changes to National to ensure a certificate will be printed for members who have not previously received one of these awards.

The certificates are sent directly to the posts (instead of the department) for presentation to the members to be honored. It is suggested that a special ceremony be held on or near the founding birth date of The American Legion (March 15).

A Word document certificate template will be sent electronically to the departments to be used for members who may have been omitted by National...a limited supply of blank certificates will be mailed to the departments for this purpose.

National prints these certificates only once a year. Should a post ask, unless they need them for a special presentation, they should be encouraged to wait until the next scheduled printing, subject to the member's record being properly recorded. If inquiries are received, make sure National receives a notification to update the record of the member, otherwise a certificate won't be printed, even though the Legionnaire may be entitled to one.

Remember, **January 15** is the cutoff for getting changes/memberships to National so qualified members are not left out of the annual run.



Correction of Continuous Membership

National makes every effort to maintain accurate records for continuous years for each member. If the number of years on the card is not correct, or missing altogether, the normal way of making the correction is to enter the right figure on the National/Department Record Cards at the time the post transmits the card to the department. The *Post Adjutant's Manual* contains complete instructions on processing cards.

There will be times a correction will need to be made after the National/Department Record Cards have been transmitted so that next year's membership card will be printed correctly. Departments and posts can update the member's record in Personify or the *Member Data Form (30-001)* can be forwarded to National Headquarters. Complete the form as instructed, including the member's name and ID number as they appear on the membership roster; a copy of this form is pictured elsewhere in this manual.

Calculation Example: If a member joined The American Legion in 2020, and has belonged continuously since joining, and if dues have been paid for 2023, the correct number of continuous years would be four (4).

Order your anticipated needs for this form when ordering bulk supplies for shipment in the spring.

Note: Some departments wish to retain control over the correction of records of continuous membership, and for these departments, National Headquarters will NOT accept a correction unless it is signed by an authorized department representative.

Unless instructed to the contrary, National Headquarters will accept any correction verified and submitted by the post adjutant.

The American Legion Dispatch

Dispatch is an American Legion National Headquarters monthly e-newsletter that provides post, district and department leaders with news relevant to membership, post activities and community support, Legion programs, troop support, veterans benefits and more.

Each delivery of *Dispatch* features a National Commander's Message; American Legion post or member success stories; a calendar of important events; membership recruiting tips; tools and resources; membership incentives and awards; legislative updates; and important information about programs and services.

Dispatch is sent to department commanders, adjutants, vice commanders, district commanders and service officers, post adjutants and department commission and committee chairpersons. Others may subscribe using their MyLegion.org accounts.

The *Digital Dispatch* web page at www.legion.org/dispatch includes a variety of resources, including report forms, guides and media kits for successful post operations.

For more information, visit www.legion.org/dispatch, email dispatch@legion.org or write to:
The American Legion Dispatch
P.O. Box 1055
Indianapolis, IN 46206



Information Technology (IT) Division

Department Support via Internet Access

A major goal of National Headquarters is to provide department staff with as much support as possible to help ensure the highest level of service to our members. The National Headquarters IT division has helped develop a secure internet site that provides access to National's membership records for Legion and SAL members within their own department.

Access is given to the department adjutants and additional staff authority is at the discretion of the adjutant. However, we highly recommend that access be given to department staff members who perform the daily tasks of membership support.

Member information viewed on *PersonifyGO* (commonly called *PGo*) displays current data as shown on National's records. In addition to viewing member information, you can also submit membership dues and member changes electronically instead of mailing the paper transmittals, Member Data Forms, or other types of reporting forms. Departments can also verify the receipt and current status of each of their transmittals and take advantage of many other reporting or recruiting tools.

MyLegion, within *PGo*, provides the ability to remit dues payments, generate numerous reports including members who have renewed online, membership statements and eligible DMS members. Database update files are included in the Downloads section of this site.

Departments can access post information including address, current officers, and membership dues on file at National. In addition, you can view *Consolidated Post Reports* submitted electronically by your posts.

For further information, see **PersonifyGo Department Membership System** also in this manual. You can also email MyLegion@legion.org or call the Support Team at 833-253-9995.

Information Technology (IT) Division (cont'd)

Customer Service

Even if a department routinely takes advantage of the membership look-up functionality through the *PGo* program, there will still be situations where additional information is needed, or some other type of assistance is required. The Customer Service section of the IT Division provides support to the various divisions of National Headquarters, the department headquarters, local districts, and posts, as well as individual members and non-members. (*This section is not related to the Emblem Sales Customer Support.*)

Inquiries or requests regarding individual memberships can be directed to IT's Member Support Services staff. For example, they handle complaints such as members not receiving their magazine or members who want to be excluded from solicitations. They can verify a membership status, change an address, or confirm a post transfer...and more. Customer Service can be reached at 317-860-3111 or 800-433-3318. Please remember that routine record questions can usually be answered by the department staff simply taking advantage of the record lookup ability on PGo.

Scanner Operations

Scanner Operations in the IT Division is responsible for the receipt and initial processing of all traditional membership transmittals mailed or shipped to National, including both Legion and SAL. Transmittals should be mailed to: The American Legion, Scanner Operations, 5745 Lee Road, Indianapolis, IN 46216. For more detailed information, see the section entitled "Mail-In Membership Dues Transmittals."



The American Legion Member Data Form

The Member Data Form (MDF) is used to report a variety of information regarding a member. For example, the form (No. 30-001) is used to report name or address changes, post transfers or deceased notifications.

Always clearly print the information in black or blue ink when completing the form. The Member ID number, post number and name of the department are required for an MDF to be processed by National Headquarters. The signature of the post adjutant is also required when reporting Honorary Life Membership, a deceased member, a post transfer or a continuous years change.

The following pertains only to post transfers:

The transfer of membership from one post to another is a privilege granted to any paid-up Legionnaire with the approval of the post to which the member is requesting transfer.

TRANSFER GUIDELINES:

- 1) No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended and are not in good standing, deeming them ineligible for transfer.
- 2) No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one post to another. The accepting post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former post.
- 3) A Legionnaire requesting transfer of membership must first secure approval from the post TO WHICH the transfer is requested; this may be approved verbally or in writing. The adjutant of the new post will complete and route the parts of the MDF as instructed.
- 4) National Headquarters will complete the process by transferring the member's record to the new post, provided the member's current record is on file and provided the transfer information on the MDF is complete.
- 5) Department LIFE members (not PUFL), should check with their department headquarters prior to requesting transfer.
- 6) Transfer forms must be completed for any DMS member requesting or approving transfer into a local post. No DMS member will be transferred into a department headquarters post except in the event that a member has physically moved from one department to another and specifically requests transfer into the new department's headquarters post.

Route the parts of the Member Data Form as follows:

Parts 1, 2 & 3 – Send to department headquarters. The department will either do the transfer or forward Part 1 to National, retain Part 2 for their files, and mail Part 3 to the member's former post.

Part 4 – The post should retain Part 4 for its own files.



MEMBERSHIP CANCELLATION MEMORANDUM

Information Sheet

Sometimes a department will find it necessary to cancel a membership. Usually this happens when a duplicate payment has been transmitted to National Headquarters for the same individual, for the **current** membership year in progress. When this situation is verified, National will cancel the most recent membership and will most often credit the department for the duplicate per capita payment. Membership cancellations will not be accepted for prior year memberships; deceased members will not be cancelled/credited and should simply be reported on a Member Data Form.

The Membership Cancellation Memorandum should be used to request cancellation of duplicate membership payments for the same individual for the current membership year. Members who join but are later found to be ineligible for membership should also be submitted on this form, however, credit may only be given if reported within 90 days of processing at National Headquarters. Traditional memberships are not refunded except in the two circumstances noted.

Complete the duplicate form and send the original to **The American Legion, IT/Member Support Services, PO Box 1954, Indianapolis, IN 46206**. Retain the copy for your records. After receipt and verification, the membership will be cancelled, or removed from the active files; any credit due to the department will appear on the next monthly statement issued by National's Finance Division.

Supplies of the Membership Cancellation Memorandum (Form 30-081 - 25 per package) should be requested from the Internal Affairs Division.



MEMBERSHIP CANCELLATION MEMORANDUM

MEMO TO: NATIONAL HEADQUARTERS DATE: _____

FROM: DEPARTMENT OF: _____

Legion

SAL

Please cancel the following membership record from the active file for the reason indicated below.

Member ID #:		Post/Sqdn #:	
Paid Year/Transmittal #:		Date Transmitted:	
Name:			
Street Address:			
City, State, Zip:			

- Traditional member - not eligible for membership.
- DMS - Not eligible for membership. *(If applicable, refund check will be issued to cancelled member.)*
- DMS – Already current member of local post. *(If applicable, a refund check will be issued to the cancelled member.)*
- Duplicate payment of dues for the same membership year. *(No credit will be given for prior years.)*
Original Card # _____ Paid on Transmittal # _____
- Other. Please explain: _____

INSTRUCTIONS TO DEPARTMENTS

Credit will be given to departments only when duplicate payment of dues, and corresponding membership cards, are transmitted and processed at National Headquarters. Credit will appear on your next monthly statement from National’s Finance Division. Do not use this form to report deceased members.

Complete all the information requested then print two copies. Keep one for department files and mail a copy to: The American Legion, IT/Member Support Services, PO Box 1954, Indianapolis, IN, 46206. This completed form may also be emailed to MSSforms@legion.org.



MEMBERSHIP DEBITS AND CREDITS

Membership debits and credits occur when an adjustment is made to a department's membership total and will appear on its monthly statement from National's Finance Division.

The necessity of issuing a membership debit or credit occurs when:

- A membership previously transmitted has been cancelled and a Membership Cancellation Memorandum is submitted by the department to National Headquarters.
- The check accompanying a membership transmittal is not in the correct amount.
- The actual number of membership cards shipped and/or processed on a transmittal is greater or less than the number reported by the department on the transmittal form. (Often referred to as *overs and unders*.)
- Incomplete or illegible cards must be pulled from the transmittal.

Whenever it becomes necessary for National Headquarters to credit or debit a department's membership account, this will be done by our automated accounting system and all debits and/or credits will appear on the monthly statement issued to each department by National's Finance Division.

Traditional Membership Dues Transmittals

Departments are still able to submit membership transmittals via the mail-in process, instead of a digital transmittal through Personify. A two-part form is provided for departments who choose to mail their transmittals of dues and membership cards to National Headquarters, instead of opting to use the electronic method through MyLegion. This form (No. 30-080) is used for both Legion and SAL membership, however, **do not include both on one form.** (See sample form later in this section.)

- Complete the necessary information. Traditional transmittals are to be numbered, beginning with #1 for each membership year. It would be possible to have dues to send for several different membership years at the same time. **Prepare separate transmittal forms for each year.**
- If a transmittal is being submitted for a prior membership year, make sure you determine the last number used for that particular year and assign the next consecutive number to the transmittal.
- Do not exceed more than 5000 cards on a single transmittal.

If the department is using a computer-generated detail form, it isn't necessary to complete bottom portion of the transmittal form; simply complete the summary portion form and staple it to the computer-generated list.

The pink copy marked "Department" should be retained for Department records; the original marked "National" should **be sent with the cards and payment** to the address below; this should ONLY be used for membership transmittals.

The American Legion
IT/Scanner Operations
5745 Lee Road
Indianapolis, IN 46216

No cards will be processed without payment; cards and money should always be transmitted at the same time. If there is a shortage or overage in payment, the proper debit or credit will be shown on the next monthly statement issued to your Department by National Headquarters.

When necessary, a supply of transmittal forms can be ordered from: The American Legion, Internal Affairs Division, P.O. Box 1055, Indianapolis, Indiana 46206. You can also call 317-630-1330 or send an email to ia@legion.org.

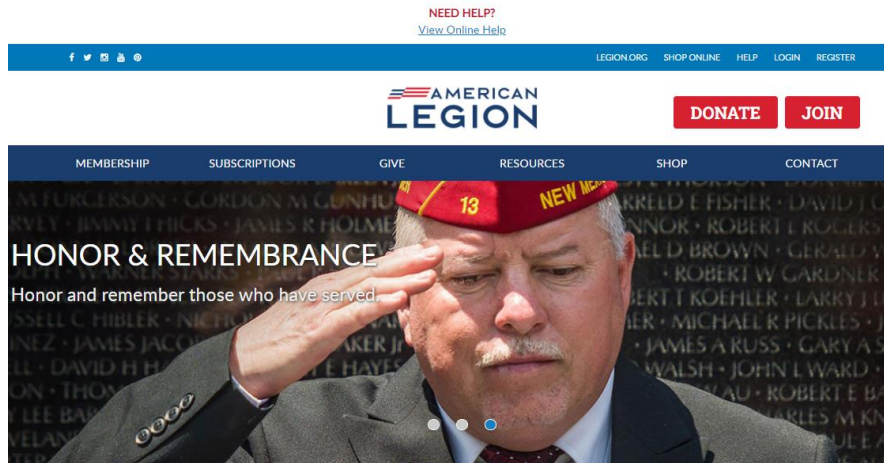
Cards marked "duplicate," "unknown," or "deceased" should not be included in a transmittal. Please forward them with other member record changes to IT/Member Support Services.

The scanner equipment does not read "**LIFE**" that is rubber-stamped on membership cards for Department Life Members. Although it's unlikely to occur at this point, if you need to code a record as Life, please submit the ID #, name, address and post number on a Member Data Form and make note of their Department Life status.

Please do not use staples, paper clips, "correction fluid" or self-sticking note paper on membership cards. These can take a considerable amount of time to remove all this material from the cards before a transmittal can be processed.

Although it's helpful for the cards to be sorted in Post order within the transmittal, please do not use rubber bands or paper clips to physically separate the Posts; that isn't necessary and actually delays processing.

If any boxes need to be marked with an "X" on National's portion of the membership card to indicate a change, make sure the "X" is only in the required box but not so large that it also touches any portion of the other boxes. The "X" needs to be neat and clearly indicate the box for the update required so that the correct change is made to the member's record.



Department and detachment membership processing is done through MyLegion.org. To learn more about online membership processing for departments contact MyLegion@mylegion.org.

MyLegion.org provides member information for members, posts, squadrons, counties, districts, and detachments.

Online help is located through Resources to assist with MyLegion tools. These resources include step by step instructions, presentations, and training videos.

MyLegion accounts are registered with the primary email address on the member record. Emails on multiple records is not recommended and will cause registration issues should both members attempt to create an account.

Members can manage profile information, print a current membership card, view member -only discounts, manage American Legion subscriptions, locate a service officer for assistance with claims, and renew online.

Adjutants and Commanders accessing MyLegion will have My Groups menu to manage post and squadron membership. My Groups provides the following features. Features vary based on group and permissions provided.

- View and edit membership information. District and county access have view only.
- Process membership online. Post, Squadron, Department and Detachment.
- Reports. Current Roster, Roster Updates, Members Renewed Online, Find HQ members.
- Labels. Thirty per sheet label for post and squadrons.
- Global member search. Locate members that do not belong to your post/squadron.
- Group Information. A group is defined as a post, squadron, county, district, and detachment. Update and view group attributes and services, upload a group message to Resources > Find A Post, and update basic contact information. Address and dues rates cannot be updated through MyLegion. These updates must be reported using the Post Data Form.
- Online materials. Officer manuals, brochures, and speeches.

Contact information: MyLegion@legion.org Phone: 833.253.9995

Paid-Up-For-Life (PUFL) Membership

Anyone who is currently an American Legion member or who is eligible for membership may become a PUFL member.

Lifetime membership can be paid either in one single lump sum or over 12 equal, monthly payments. Once a member fulfills the PUFL membership dues, he/she will be protected from any future dues increases at the post, department, or national levels.

All PUFL applications must be submitted to National Headquarters by one of three methods:



1. Online applications: Once the quote is received, the member can apply online. Once confirmed and payment is made, the member clicks “Submit” to complete the application process. **Note:** For those without internet access, the post or department can perform the process. A link to the PUFL application page has been added to **myLegion.org** for posts and departments.

2. Printed applications: Once the quote is received, the member can print an application to complete and mail to National Headquarters. The application will be pre-filled with the member’s name, address, birth date, ID number and total cost of PUFL membership. (Incorrect member information can be updated on the application.) Mail the application and payment to National Headquarters at the address provided on the form. **Note:** For those without internet access, the application should be printed by the post or department and forwarded to the member for completion. A link to the PUFL application page has been added to **myLegion.org** for posts and departments.

3. Call Customer Service: Members can call toll free **1-800-433-3318** and speak directly to a customer service representative. **Note:** This should not be considered the routine or primary procedure, as members, posts and departments have this ability.

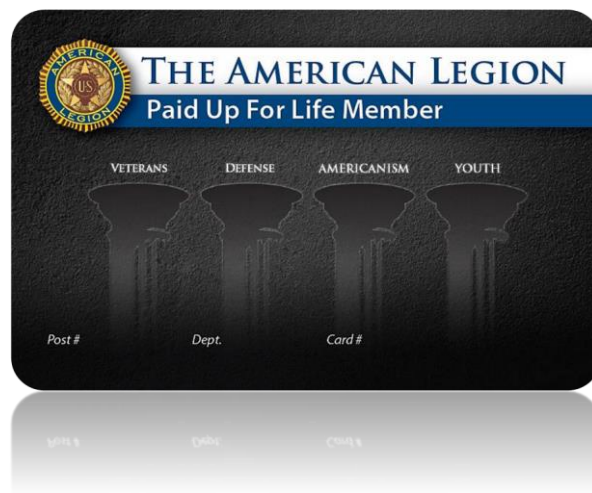
The rate chart listed below applies to post dues of \$48.00 or less. If a post’s annual dues are \$48.01 or higher, the post adjutant should contact Customer Service for the correct fee.

Paid Up for Life Pricing – Effective June 2016 (For post dues of \$48.00 or less)

AGE	18-29	30-39	40-49	50-59	60-69	70-79	80-89	90+
FEE	\$1,535	\$1,399	\$1,229	\$1,025	\$815	\$599	\$429	\$329

Effective June 1, 2016 all previous rate charts are superseded.

When paid in full, the member will receive a permanent plastic card identifying him/her as a lifetime member. The PUFL member will also continue to receive an annual American Legion membership card mailed directly on or about July 1st of each year. It is the member's responsibility to ensure that National has their correct address on file at all times; records that become undeliverable will result in suspension, followed by cancellation.



If a member chooses the monthly payment option and cancels or defaults, the member will not be eligible to participate in the monthly payment plan in the future. However, the member may resubmit an application with full payment of the rate currently in effect at the time. **Any funds previously submitted on the cancelled account will not be credited to the new application.**

Once National Headquarters receives and processes an application, the member's post will be notified and allowed 30 days to challenge. Departments will be copied on the notification.

There will be no refund of dues already paid (time or full pay) if the member chooses to cancel his or her membership, discontinue participation in the monthly payment plan, or if National Headquarters must close an account due to delinquency.

All PUFL members can apply to transfer to a receiving post the same as any other member. Should a PUFL member hold membership in a post whose charter has been canceled, and is unable to transfer to another post, the member will be transferred to their own department headquarters post.

Payment of Annual Dues to Posts and Departments

In July of each year, National Headquarters renews all PUFL members for the new membership year. After this massive renewal takes place, checks are issued to the departments, and, depending on the department, a post for reimbursement of annual dues for all PUFL members. All checks are sent to the respective departments for appropriate distribution.

Although it's at the Department's discretion, it is suggested that posts be credited with their PUFL members when the reimbursement checks are received from National.

Per capita checks are accompanied by a detailed listing that include per capita reimbursement amount for each member. Departments will always receive the same portion of dues they received at the time of the application for the duration of the PUFL membership, assuming the member remains in that department. *(Note: In support of Resolution 6 approved May 2007 by the NEC at its annual spring meetings, departments will receive payment for their portion of the per capita in the amount that was in effect on May 9, 2007 for all PUFL memberships processed on May 9, 2007 and prior.)* If a PUFL member transfers into a new Post, whether in the same Department or

a different one, the new Post (and Department, if applicable) will always receive the same portion of dues the member's previous Post (and Department) received.

Posts will always receive the same portion of dues that they received at the time of the application for the duration of the PUFL membership, assuming the member remains in that post. For example, Legionnaire Smith applies for a PUFL membership this year at Post X. The current dues are \$35, of which \$5 is kept by the post and \$30 is transmitted for the department and National portions. If Post X increases its Post per capita dues next year to \$10 (making total dues \$40), its reimbursement payment for Legionnaire Smith will remain at \$5. But if Legionnaire Jones purchases a PUFL membership next year, Post X will always receive dues reimbursement in the amount of \$10 for his membership.

Contact Customer Service at **1-800-433-3318** with questions or email PUFL@legion.org.



RESOLUTIONS

Based on the Rules of the National Executive Committee (NEC) of The American Legion, adopted by the NEC at its November 1940 meeting, the following regulations have been established for the procedure for NEC Resolutions:

1. Resolutions of Posts, intermediate bodies or other officially constituted subordinate organizations which shall have received favorable action by their respective department conventions or Department Executive Committee (DEC) and which shall have an appropriate endorsement thereof in resolution form shall be acted upon by the NEC.
2. In submitting resolutions, the following points should be carefully observed:
 - a) Each resolution is to be prepared on separate official forms furnished for this purpose by the National Adjutant, The American Legion.
 - b) Each resolution is to be prepared either
 - i) in quadruplicate (return original and two copies to National Adjutant, The American Legion, P.O. Box 1055, Indianapolis, IN 46206 – keep one copy for department records), or
 - ii) in computer file format, using the designated computer template, and sent via email to the National Adjutant with a copy to library@legion.org.
 - c) Each resolution shall deal with only one subject – do not attempt to deal with more than one subject in the resolving clauses.
 - d) Local resolving clauses may be used to specify the place and date the department convention or DEC meeting was held (it is not necessary to fill in the NEC meeting and dates in resolving clause).
 - e) Each resolution is to be worded in full, including all **Whereas** clauses and the **Resolved** clauses.

THE AMERICAN LEGION NATIONAL HEADQUARTERS
INDIANAPOLIS, INDIANA

USE THIS FORM FOR RESOLUTIONS TO BE ACTED UPON BY THE NATIONAL EXECUTIVE COMMITTEE

Please fill out and email To: d.wheeler@legion.org with a cc: library@legion.org

RESOLUTION

The above resolution was approved at

Department Executive Committee held at		on
Department Convention held at		on
	Department Adjutant's Name typed to the right	

NEW POST DEVELOPMENT PIN

CERTIFICATION FORM

This recognition, in the form of a specially designed cap/lapel pin, is for any individual who assists in starting a new American Legion post.

Department adjutants may nominate these individuals by name at any time once the temporary charter has been submitted.

Date: _____

The Department of _____ requests New Post Development Pins for the following individual(s) for assisting in the development of Post _____.

Name of individual(s) who assisted in starting this new post:

Department adjutant

Department

Pins will be shipped directly to the department for presentation at an appropriate ceremony.

TO: The American Legion
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

DUPLICATE THIS FORM AS NECESSARY

PERSONIFYGO (PGO)

DEPARTMENT MEMBERSHIP SYSTEM

Member Information

- **Member Summary.** Displays member ID, status, contact information, MyLegion log in info, financials, involvement, and latest interactions.
- **Profile Info.** View and edit profile information including name, contact information, demographics, segmentation, education, biographical information, and miscellaneous comments.
- **Involvement.** Membership information including expired, active, and pending renewals. View committee information for past, current, and future committee assignments.
- **Contact Tracking.** Contact Tracking can be used to create a contact request and track how situations with members are resolved.
- **Relationships.** View emergency contact information.
- **Preferences.** Opt-in / Opt-out of communication and media preferences.
- **Financials.** Review member order fulfillment/payment history.

SubGroup Information

Subgroups include department, detachment, zone, district, county, post, and squadron.

- **Summary.** Displays contact information, contact information officers, and link to Leadership Group.
- **Profile Info.** Legal name and location. Demographics include goals, per capita dues, type, and charter information
- **Members.** View officers and members of the group. Officer updates are in Leadership group.
- **Relationships.** Displays relationships to other subgroups.
- **Preferences.** Opt-in / Opt-out group preferences.
- **Financials.** Future enhancements in process.

Committee Information

Committees include View and add committees and committee officers.

Reports

Reports are located through Data Analyzer. Generate committee reports, consolidated detail and summary reports, and membership reports.

Teams TAL Departments

Collaboration between department and national staff is available through Microsoft Teams. This Team was created to assist Departments and their staff with the new membership system. Contact Justin McKay at jmckay@legion.org.

THE AMERICAN LEGION PIONEER AWARD

Post commander _____

Post adjutant _____

The American Legion has authorized issuance of a citation titled "*The American Legion Pioneer Award.*" Your post may make nominations for this award immediately after securing a temporary charter.

This award is a way to recognize an individual who has made the greatest contribution in helping to get your post chartered and ensuring a successful operation.

You can play an important role in giving proper recognition both to the nominee and to your post. If your post would like to nominate someone, provide the information requested below and return this form to your department headquarters for certification and forwarding to National Headquarters.

Post No. _____ located at _____

Department of _____, was issued a temporary charter on _____, 20 _____

Name of Nominee(s) for The American Legion Pioneer Award is hereby made for:

(If more space is needed, post should attach a nominee(s) list)

The above information is certified as correct:

Department Adjutant Printed Name

Department Adjutant Signature

Date _____, 20 _____

DUPLICATE FORM AS NECESSARY

POST & DISTRICT REVITALIZATION RECOGNITION LETTER

CERTIFICATION FORM

These letters are awarded to the revitalized post and those individuals who assisted in the revitalization effort. Letters will be sent directly to the department for presentation at an appropriate ceremony.

Date _____

The Department of _____ requests a “welcome back” letter for Post _____.

Name of individual(s) who assisted in the revitalization of this post:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Department Adjutant

Department

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

DUPLICATE THIS FORM AS NECESSARY



The American Legion

post and squadron charter forms online memo



All current Post / Squadron charter forms are located on the national website at:
www.Legion.org/publications/256646/legion-sal-charter-forms

Post Temporary Charter Forms

Post Temporary Charter Guidelines Post Temporary Charter Application
Post Data Report (new post only) - *required w/ charter application*
Auth. Letter from Family to Name Post

Post Permanent Charter Forms

Post Permanent Charter Guidelines Post Permanent Charter Application
Auth. Letter from Family to Name Post

Post Name and/or Location Charter Change Forms

Post Charter Name - Location Change Guidelines Post Charter Name Change Form
Post Charter Location Change Form Auth. Letter from Family to Name Post

Post Supplemental Charter Forms

Post Supplemental Charter Guidelines Understanding the Post Supplemental App
Post Supplemental Charter Application Post IRS Inclusion Letter

SAL Squadron Charter Forms

SAL Squadron Charter Guidelines SAL Squadron Charter Application
SAL Squadron Data Report (new sqdn only) - *required w/ charter application*

Post / Squadron Charter Cancellation Forms

Post / Squadron Charter Cancellation Guidelines Post Charter Cancellation Form
Post Charter Cancellation Check List
SAL (Sqdn Only) Charter Cancellation Form

Questions: Contact National Headquarters via (email) at IA@legion.org or via (phone) at 317-630-1205



The American Legion National Headquarters

Notification of Post/Squadron Commander & Adjutant

The Post Adjutant is to complete this form when all officers (who must be in good-standing) for the upcoming membership year are known and will then forward the original (white) and its copy (blue) to the Department Headquarters. **Do not detach the forms.**

INSTRUCTIONS TO POST ADJUTANT

Post/Sqdn Commander & Adjutant Notification Form

Use this form to report the following to Department & National Headquarters:

- A. Your department and post number.
- B. The name, member ID number, phone number and email address of the post/squadron commander and adjutant for the impending membership year.
- C. Indicate the re-election/re-appointment of the incumbent or a newly elected or appointed officer by placing an X in the appropriate box.
- D. If the post does not sponsor an SAL Squadron, leave that section blank.
- E. Sign the bottom of the form in the space provided.

After completing the form, the Post Adjutant is to submit the original (white) and its copy (blue) to the Department Headquarters. Do not detach the forms.

INSTRUCTIONS TO DEPARTMENT

The department will retain the blue copy for its records and forward the original (white) Notification Form to National Headquarters at the following address:

The American Legion
IT/Member Support Services
PO Box 1954
Indianapolis, IN 46206

The department should forward the forms to IT/Member Support Services as quickly as the information is received from its posts. Please DO NOT hold the forms. Refer to the department copy of the Notification Form to verify posts whose new officers have not yet been reported to National Headquarters. You may email to MSSforms@legion.org as long as it has the original signature on it.

NOTE: If a post or squadron officer reported on this form is unable to complete his/her term, the Post Adjutant should report this information as soon as possible to the Department Headquarters and provide his/her replacement's name, ID number, phone number and email address. This should be reported in writing, on post letterhead. The department will update its records and forward the notification to National Headquarters. It is very important for the Department and National Headquarters to have current officer information at all times.



THE AMERICAN LEGION NATIONAL HEADQUARTERS

Notification of Post/Squadron Commanders & Adjutants

Department of Post No. Date

POST COMMANDER

Enter Member ID # Incumbent Newly Elected/Appointed

Name

Phone: Cell Home Work

Email:

POST ADJUTANT

Enter Member ID # Incumbent Newly Elected/Appointed

Name

Phone: Cell Home Work

Email:

(Complete this section if Post has an SAL Squadron.)

SQUADRON COMMANDER

Enter Member ID # Incumbent Newly Elected/Appointed

Name

Phone: Cell Home Work

Email:

SQUADRON ADJUTANT

Enter Member ID # Incumbent Newly Elected/Appointed

Name

Phone: Cell Home Work

Email:

SIGNATURE OF POST ADJUTANT



THE AMERICAN LEGION POST IRS INCLUSION LETTER

Mail: The American Legion National Headquarters
Attn: National Judge Advocate
P.O. Box 1055
Indianapolis, IN 46206-1055

Date:

Date Format: mm/dd/yyyy (select date by clicking inside above box)

Email: Legal@legion.org

Dear National Judge Advocate:

The undersigned, a duly authorized officer of _____
(Legal Name of Post)

Post No _____ Department of _____ does hereby authorize the National Organization of

The American Legion to include it in its application to the Internal Revenue Service for a group exemption letter so that this post may be exempt from the payment of Federal Income Tax under the provisions of Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended.

POSTEIN # / TAX ID#

Sincerely,

Printed Name - PostCommander OR Post Adjutant

Signature - Post Commander OR Post Adjutant

Post Phone No.

Post Email Address

Post Mailing Address

City

State

Zip Code

Revised: MAR / 2023



American Legion Death Notice

Please report the death of a prominent legionnaire to:

National Adjutant
The American Legion
PO Box 1055
Indianapolis, IN 46206-1055
Fax: (317) 630-1223
Email: TALforms@legion.org

Full name of the deceased:	
Membership number:	
Date of death:	
Age or date of birth:	
Member of American Legion Post No.:	
Department of:	
Continuous years of membership:	
Military service affiliation:	
Era (e.g. Korean War):	
Rank:	
Remaining survivors:	
Name and address for letters of condolence:	

RECONNECT CERTIFICATION FORM

A “Reconnect” is a DoD initiative meant to “reconnect” our country with its military. A reconnect effort is any face-to-face communication between military installations and American Legion posts, districts/counties or departments to showcase their many programs and services. Departments that do not currently report their reconnect efforts are strongly encouraged to do so. A minimum of 100 points up to a maximum of 5,000 points will be awarded for each reconnect effort until the May target date; however, it is highly recommended that efforts continue throughout the year.

Date _____

The Department of _____ certifies that the following (post/district/county) have participated in the following reconnect event(s):

Department Adjutant

Department

TO: **The American Legion**
Attn: Internal Affairs & Membership Division
PO Box 1055
Indianapolis, IN 46206
Fax: 317-630-1413
E-mail: membership@legion.org

DUPLICATE THIS FORM AS NECESSARY



REPORT OF HONORARY LIFE MEMBERSHIP AWARD

Information Sheet

- Purpose of Report:** To submit the names of Legionnaires who have been awarded an Honorary Life Membership by their post for the purpose of recognizing the receipt of this honor by publishing their name in *The American Legion Magazine*, as space is available. The report follows on the next page, and may be reproduced as needed.
- Deadline for Reporting:** Anytime during the year.
- Mail to:** Honorary Life Membership Notification
The American Legion Magazine
PO Box 1055
Indianapolis, IN 46206-1055
Fax: 317-630-1280
Email: magazine@legion.org

REPORT OF HONORARY LIFE MEMBERSHIP AWARD

Mail To: Honorary Life Membership Notification
The American Legion Magazine
PO Box 1055
Indianapolis, IN 46206

I hereby report the following Honorary Life Membership award(s) for publication in *The American Legion Magazine*. This report is submitted according to the following guidelines:

- Each Honorary Life Membership listed below was awarded by our post at absolutely no cost to the member. In each instance, the post has made provisions to pay the member's entire department and national dues for the remainder of their life (unless the member chooses to transfer to another post).
- Due to space limitations, *The American Legion Magazine* cannot publish the names of the members who have purchased their own Life Membership under the provision of National's Paid-Up-For-Life (PUFL) program or from a Life Membership program administered by a department; no such member's name is listed below. Only lifetime memberships purchased by the post and awarded to the member will be published.
- Reports of Honorary Life Memberships are accepted for publication only when certified by signature below of the current post commander, adjutant or finance officer.

PLEASE TYPE OR PRINT CLEARLY

Name of Post _____ Post # _____

Address _____

City _____

Member's Name	Year Awarded	Membership Card ID # (Required)
---------------	--------------	------------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that I have read the criteria regarding publication of Honorary Life Members and that the member(s) listed above is/are fully qualified.

Signature

Date

Office Held (Post Commander, Adjutant or Finance Officer)

(Reproduce this form as needed)

Request For A Limited Licensed Use Of The American Legion Name And/Or Emblem(s)

The name and emblems of The American Legion are registered service marks in the U.S. Trademark Office and protected by criminal and civil provisions of federal law (18 U.S.C.S 705 and 36 U.S.C.SS 21704 and 21705). Under authority of the National Executive Committee's May 2018 Resolution #1, the National Adjutant, or his designated representative (currently only the Director of American Legion Emblem Sales), may grant permission for a limited licensed use of the name and/or emblem(s) of The American Legion for use in accordance with the NEC's May 2018 Resolution #1 and U.S. Trademark Law.

To request this limited licensed use of the name and/or emblem(s) of The American Legion, please complete this form and forward it to your Department Headquarters' Department Adjutant. Your Department Adjutant will forward the completed form to The American Legion – Emblem Sales Division. Please note that the member, or Post, requesting the name and/or emblem(s) use must specifically define the intended use, identify the Post and quantity desired. The limited license, if granted, will only apply to the listed manufacturer.

Any name and/or emblem(s) limited license granted is given on a one-time use for the specific quantity listed. Any additional quantity over this number will require a new request as the manufacturer is strictly prohibited from producing more items than that being authorized. This limited license requires that all items are specifically manufactured as requested and HQ may request a sample item.

Please note that if this limited license request is for merchandise available through American Legion Emblem Sales your request will be denied. If the merchandise is not available through American Legion Emblem Sales, you may receive a limited license for the merchandise manufacture. Please note that if you are denied permission you may still be able to purchase merchandise directly from an approved American Legion licensee or their retail outlets. To view a list of currently approved American Legion licensees visit our website: <http://emblem.legion.org>.

Fill Out This Form Completely And Fax, Email or Mail To Your Department Headquarters

Purchaser Information

Manufacturer Information

Post Number _____
 Address _____
 City _____ State _____ Zip _____
 Contact Person _____
 Member I.D.# _____
 Telephone # _____ Evening # _____
 Email _____
 Product Description _____

 Quantity _____
 Price _____
 Purpose/Use of item _____

 Signature _____

Name of Business _____
 Address _____
 City _____ State _____ Zip _____
 Contact Person _____
 Telephone # _____
 E-mail _____
 Product in all parts made in U.S.A.? - - - Yes _____ No _____
 If not, please attach explanation.

Imprint instructions – Provide sketch or attach artwork.

<u>DEPARTMENT USE</u>	<u>FOR OFFICE USE ONLY</u>
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> SAMPLE REQUIRED TO BE SENT TO AMERICAN LEGION NATIONAL HQ
_____ Department Adjutant	_____ National Adjutant or Designated Rep. (A/L Emblem Director)



Request to Omit Members from National Mailing of Renewal Notices

Upon the request of a post, members may be coded so that a dues notice will never be mailed to them. For example, this may be necessary for a member who resides in a health care facility and a family member ensures the dues are paid.

If posts wish to have members omitted from future dues mailings, National Headquarters urges that the request be submitted on the form shown on the following page. This form is **not** distributed by National Headquarters, but departments are free to reproduce and distribute to posts if they so desire.

Requests to omit members from mailings must be received at National Headquarters at least 30 days before intended receipt date for dues notices. Name, address, and member ID number are required for accurate identification of the member to be omitted.

Once a member's name has been coded to not receive direct membership renewal notices, official department notification is necessary to remove the code so the member will once again receive renewal notices.

The form entitled “REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS” appears on the following page. Departments are free to copy and distribute to posts as preferred. Please note that Departments can also add or remove this code through PersonifyGo, using the Opt-in/Opt-out function.



REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS

DATE: _____

MEMO TO: Department of _____

FROM: _____ Post # _____
Signature of Post Adjutant (required)

The following member(s) should not receive renewal notices through National's Direct Renewal Program. Exclusion will continue until National is notified otherwise by the post/department.

- 1) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

- 2) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

- 3) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

NOTES: This form is used to report members who should no longer receive renewal notices due to special or unusual circumstances; their records will be appropriately coded in order to suspend renewal notices. (Example: A member who is in a healthcare facility and has requested the notices to be discontinued.) This form should also be used to report members who have been awarded an **Honorary Life** membership by their post. Do not use this form for any other purpose.

Do not use this form to report PUFL members, or existing Honorary Life members or Department Life members, since they're already automatically excluded from all renewal notice mailings.

MAIL: The American Legion, IT/Member Support Services, PO Box 1954, Indianapolis, IN 46206

EMAIL: MSSforms@legion.org



SONS OF THE AMERICAN LEGION FIVE-STAR AWARD INFORMATION SHEET

Purpose: Post Adjutants certify winners directly through their state American Legion department headquarters office via the application form.

Basis of Award: Recipients must accomplish any or all of the following five points to receive individual star(s). Those who accomplish all five points are eligible to receive the Five-Star Award.

FIVE-STAR AWARD

The Five-Star Award for all members of the Sons of The American Legion (SAL) who show perfection in the Five Point Program of Service consists of the following:

Point No. 1: A star for *Patriotism* to the member who shows a knowledge of the history of the Flag, the proper ways of displaying it, and the proper respect due it.

Point No. 2: A star for *Citizenship* to the member who by his usefulness in activities outside the program of the SAL displays a working knowledge of the qualities of a good citizen.

Point No. 3: A star for *Discipline* to the member who in all his activities shows respect for rules and obedience to them.

Point No. 4: A star for *Leadership* to the member who develops the qualities of leadership in athletics, drill formations, and school and church activities.

Point No. 5: A star for *Legionism* to the member who thoroughly understands the ritualistic work and the program of activities for the SAL.

** Current prices of these awards are listed on the National Flag & Emblem Sales website at **

<https://emblem.legion.org/Awards-Recognition/departments/23/>

Deadline: N/A

Mail: The American Legion National Headquarters
Attn: Emblem Sales
P.O. Box 1050, Indianapolis, IN 46206-1050

Phone: 888-453-4466

Email: EmblemSalesDivision@legion.org



SONS OF THE AMERICAN LEGION APPLICATION FOR FIVE-STAR AWARD

Date (select date from drop-down arrow in box)

City

State Zip

Department Headquarters

(State)

, The American Legion:

This is to certify that

, member of

Squadron No.

Detachment

(State)

City of

, has successfully completed his test on:

(Check Only One)



(1) **Patriotism**



(2) **Citizenship**



(3) **Discipline**



(4) **Leadership**



(5) **Legionism**



(6) **Has passed all of the above Star Award tests
and is entitled to have the Five Star Award Medal**

Post Adjutant Signature
193

Date (select date from drop-down arrow in above box)



SONS OF THE AMERICAN LEGION ALL-TIME HIGH HONOR RIBBON REQUEST FORM

At the Fall Meeting of the National Executive Committee of the SAL in 1985, it was voted to award SAL "All Time High" Honor Ribbons.

Pursuant to Resolution F3-85 "All Time High" Detachment Honor Ribbon (Red) will be awarded to a Detachment which has exceeded all previous years' membership.

SAL Detachment membership for _____ year _____ number of all-time high members is.

Department Adjutant Signature

Department

Date

(select date from drop-down menu by clicking inside above box)

**REPORT THIS FORM TO NATIONAL SAL HEADQUARTERS
WHENEVER AN "ALL TIME HIGH" MEMBERSHIP IS ACHIEVED**

NOTE: Do not submit this form unless a new "All Time High" for SAL membership has occurred for the specific membership year. All-Time High ribbons will be awarded at National Convention (if applicable) *Only one ribbon is awarded to a Detachment*

Mail: The American Legion National Headquarters
Attn: Sons of The American Legion
P.O. Box 1055, Indianapolis, IN 46206-1055

Email: SALawards@legion.org

Fax: 317-630-1413



VA&R CERTIFICATION FORMS DEPARTMENT VAVS REPRESENTATIVE/ ASSOCIATE REPRESENTATIVE **

Information Sheet

Each Department of Veterans Affairs medical facility has a Veterans Affairs Voluntary Service (VAVS) Committee made up of organizations whose members participate in the VAVS program for the benefit of veteran patients. Each organization may certify one representative and up to three deputy representatives to serve on this committee.

(**To develop and coordinate volunteer services from adjoining states, one associate representative and one deputy associate representative from each concerned state, may be certified to the VAVS Committee for out-of-state members participating in a medical center VAVS program.)

The actual certification of a representative to the director of the VA medical facility is done by the National Certifying Official, the Director of the Veterans Affairs & Rehabilitation (VA&R) Commission. The VA&R Director, however, relies on department officials to recommend an effective local leader for this important committee assignment.

The caliber of participation in the VAVS program is often directly related to the caliber of the leadership provided by the VAVS representatives. Therefore, too much emphasis cannot be placed on the proper selection of these individuals.

Qualifications for a VAVS representative are outlined in the VA pamphlet, *Guidelines for VAVS Representatives and Deputy Representatives*.

Enclosed are the forms to request the certification of individuals.



The American Legion
RECOMMENDATION FOR CERTIFICATION OF
DEPARTMENT VAVS REPRESENTATIVE, DEPUTY REPRESENTATIVE,
ASSOCIATE REPRESENTATIVE, AND DEPUTY ASSOCIATE REPRESENTATIVE

Date: _____

Dear National VAVS Representative:

We are recommending to you our Department VAVS Representative, Deputy Representative, Associate Representative and Associate Deputy Representative:

VAVS Representative
 *VAVS Associate Representative

VAVS Deputy Representative
 *VAVS Deputy Associate Representative

This appointment is:

New

A Re-certification

A Replacement

Medical Facility:	
Address of Medical Facility:	
Name of Recommended Representative:	
Mailing Address:	
Email Address:	
Telephone Number:	
Length of Appointment:	Indefinite
Legion ID #:	Post #:

**Note: Designation only for individuals from an adjacent state to the facility.*

(If this appointment replaces an existing Representative or Associate Representative, please provide the following information about the replaced representative.)

Name:	
Mailing Address:	
Legion ID #:	Post #:

*ADJACENT DEPARTMENT ADJUTANT CONCURRENCE

Signature

**Note: Concurrence of an adjacent department adjutant is only required when an associate or deputy associate representative is appointed to serve at a VA Medical Center from an adjacent state.*

DEPARTMENT OF _____ DEPARTMENT OFFICIAL

Signature

Mail to:

Director, VA&R Division
The American Legion
1608 K Street, NW
Washington, DC 20006

Inquiries to:

Deputy National Representative
Phone: (202) 861-2700 Ext: 2994
Fax: (202) 679-5943
Email: va&r@legion.org