



**DEPARTMENT
OF FLORIDA**

**POST
ADMINISTRATIVE
MANUAL**

2018-2019

This book is compiled for
ALL POST OFFICERS to use. We
suggest the post **make a copy** to be
taken apart and distributed to the
appropriate Post Chairmen, while the
original is **kept where everyone may**
have **access** to it.

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2018-2019 TIMELINE

ITEM/ EVENT	DATE
Youth Law Cadet Academy - 2018 Session	7/8/2018 – 7/14/2018
Baseball State Tournament - 2018	7/26/2018 – 7/29/2018
100th Annual National Convention – Minneapolis, Minnesota	8/24/2018 – 8/30/2018
Post Program Chairman Form (Page 25-28) DUE	9/1/2018
Membership Goal – 55%	9/5/2018
Program Manuals Mailed out to Chairmen	10/1/2018
Start sending in Post Service Officer Registration Forms for Fall Conference (found on www.floridalegion.org/news-events/fall-conference/class-materials/)	10/1/2018
Membership Goal – 60%	10/3/2018
Start Sending in Boys State Registration Fee - \$450.00/ boy (Deadline 1/8/2019)	10/8/2018
Halloween Coloring Book Order Forms DUE	10/18/2018
2018 Fall Conference at Renaissance SeaWorld Orlando Reservations: 407-351-5555	11/1/2018 – 11/4/2018
Membership Goal – 70%	11/7/2018
American Education Week	11/12/2018 – 11/16/2018
National Family Week	11/19/2018 – 11/23/2018
Membership Goal – 80%	12/5/2018
Homeless Veterans Outreach Award Nominations DUE	12/14/2018
Employment Award Nominations DUE	12/19/2018
Baseball Team Registration Opens	1/1/2019
Membership Goal – 85%	1/2/2019
Shooting Sports Targets Ordered Online (Legion.org)	1/15/2019
Boy's State Delegate Fee - \$450/ boy DEADLINE	1/8/2019
Boys State Registration Packets Mailed Out	1/15/2019
POST Level Oratorical Contest Completed by	1/20/2019
Americanism Month	2/1/2019 – 2/28/2019
Four Chaplain Memorial Services (conduct Post memorial services on or around this date)	2/3/2019
Membership Goal – 90%	2/6/2019
ALR Summit 2019 & State Rally	2/7/2019 – 2/10/19
DISTRICT Level Oratorical Contest Completed by	2/10/2019
AREA Level Oratorical Contest Completed by	2/24/2019
JROTC Cadet of the Year Scholarship Applications DUE	3/1/2019
General Scholarship Applications DUE	3/1/2019
Eagle Scout of the Year Applications DUE	3/1/2019
Membership Goal – 95%	3/6/2019

DEPARTMENT State Oratorical Contest	3/9/2019
End of Year Mailing to Posts/ ALR Chapters/ SAL Squadrons	3/12/2019
Baseball Rulebook Change Requests Due	3/15/2019
Boys State Online Delegate/ Alternate Registration Closes	3/18/2019
Baseball – Establishment of Player Legal Domicile	3/31/2019
Children & Youth Month	4/1/2019 – 4/30/2019
Baseball Rulebooks Mailed out	4/1/2019
Medical / Nursing School Scholarship Applications DUE	4/1/2019
Membership Goal – 100%	4/3/2019
NATIONAL Oratorical Contest – Indianapolis, Indiana	4/5/2019 – 4/7/2019
Teacher of the Year Nominations DUE	4/15/2019
Baseball – File recruiting zone map with Department	4/15/2019
Law Enforcement & Firefighter of the Year Nominations DUE	4/25/2019
Membership Goal – National District Race to the Top 100% +1	5/1/2019
National Consolidated Post Reports & Department Addendums DUE	5/15/2019
End of Year Award Nominations DUE: Wilson Timmons Best All Around Post Award, Most Outstanding Post Adjutant, Legionnaire of the Year, Post Service Officer “Tracy Taylor” Award, Best Post Americanism Program, Best Post Blood Donor Program, Best Boy Scout Program Chartering Post, Best Boy Scout Program Non-Chartering Post, Best Post Children & Youth Program, Best Post Children & Youth Chairman, Don Halliday Memorial Plaque, Best Post Religious Emphasis Program, Best Post Four Chaplain Memorial Service, Best Post ROTC Program, Best Post School Medals Program, Most outstanding Post Sergeant-At-Arms, Most outstanding District Sergeant-At-Arms	5/15/2019
Baseball – Insurance Payment DUE	5/22/2019
Baseball – Team applications, Insurance, & registration DUE	5/23/2019
Baseball – Team Rosters DUE	6/1/2019
Youth Law Cadet Academy Fee - \$350 each DUE	6/1/2019
Florida Boys State 76 th Session	6/16/2019 – 6/22/2019
History Books DUE	6/4/2019
Membership Goal – 105%	6/5/2019
2019 Department Convention at Marriott World Center Reservations: 407.239.4200	6/27/2019 – 6/30/2019
2019 Youth Law Cadet Academy Session	Jul - TBD

PAPERWORK TIMELINE

JULY

- End-of-Year Report Tally Sheet

AUGUST

- End-of-Year Report Tally Sheet
- Halloween Coloring Book Order Form – **Due to Dept. by October 18**

SEPTEMBER

- End-of-Year Report Tally Sheet
- Post Program Chairman List (Page 25-28) – **Due to Dept. by September 1**
- **55% Membership Goal – September 5**

OCTOBER

- End-of-Year Report Tally Sheet
- Boys State Registration Fees can be accepted October 1, 2018 – January 8, 2019
- **60% Membership Goal – October 3**
- Halloween Coloring Book Forms – **Due to Dept. by October 18**

NOVEMBER

- End-of-Year Report Tally Sheet
- Membership Verification Reminder
- Dept. Fall Conference – **November 1-4, 2018**
 - For more information go to:
<http://www.floridalegion.org/news-events/fall-conference/>
- **70% Membership Goal – November 7**
- American Education Week – **November 12 – 16**
- National Family Week – **November 19 – 25**

DECEMBER

- End-of-Year Report Tally Sheet
- **80% Membership Goal – December 5**
- Homeless Veterans Outreach Award – **Due to Dept. December 14**

JANUARY

- End-of-Year Report Tally Sheet
- **85% Membership Goal – January 2**
- Boys State Registration Fee Deadline – **January 8**

- ALR Summit January 17-20, 2019

FEBRUARY

- End-of-Year Report Tally Sheet
- **90% Membership Goal – February 6**

MARCH

- End-of-Year Report Tally Sheet
- JROTC Cadet of the Year Scholarship – **Due to Dept. by March 1**
- General Scholarship – **Due to Dept. by March 1**
- Eagle Scout of the Year – **Due to Dept. by March 1**
- **95% Membership Goal – March 6**
- State Oratorical Contest – **March 9**
- Post Elections reminder – not elected before March 30 nor later than June 17

APRIL

- End-of-Year Report Tally Sheet
- Medical School Scholarship – **Due to Dept. by April 1**
- Nursing School Scholarship – **Due to Dept. by April 1**
- **100% Membership Goal – April 3**
- Teacher of the Year Nominations – **Due to Dept. by April 15**
- Law Enforcement Officer of the Year Nominations – **Due to Dept. by April 25**
- Firefighter of the Year Nominations– **Due to Dept. by April 25**

MAY - JUNE

- End-of-Year Report Tally Sheet
- National CPR & Department CPR – **Due to Dept. by May 15**
- End of Year Award Nominations – **Due to Dept. by May 15**
- **100%+1 Membership Goal – May 1**
- Historian Books/ Narratives – **Due to Dept. by June 4**
- **105% Membership Goal – June 5**
- 2019 Florida American Legion Boys State Session – **June 16-22**
- Department Convention – **June 27-30**
 - For more information go to:
<https://www.floridalegion.org/news-events/department-convention/>

MEMBERSHIP GOAL DATES

Department of Florida Post and District Membership Goal Dates 2018 – 2019

Target Date		
September 5, 2018	Early Bird Kickoff	55%
October 3, 2018		60%
November 7, 2018	Fall Conference	70%
December 5, 2018	Pearl Harbor Day	80%
January 2, 2019	New Year	85%
February 6, 2019	Presidents' Day	90%
March 6, 2019	Legion Birthday	95%
April 3, 2019	Children & Youth	100%
May 1, 2019	Armed Forces Day	100%+1
June 5, 2019		105%

****Goal Dates are subject to change after the
2018-2019 Commander is Elected****

MEMBERSHIP RENEWAL SCHEDULE

American Legion MEMBERSHIP 2019 Renewal Schedule

CUTOFF DATES	RENEWAL DATES
May 9, 2018	July 2, 2018
September 12, 2018	October 8, 2018
October 11, 2018	November 16, 2018
December 12, 2018	January 4, 2019
February 13, 2019	February 27, 2019
April 10, 2019	April 26, 2019

Transmittals received after cutoff date will not prevent a subsequent note from being delivered at or around the renewal date.

JULY

End-of-Year Report Tally Sheet

Post Protection/ Security

Public Relations

Internet Connection

Relationship with National Organization

Veteran Information

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: JULY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

POST PROTECTION/SECURITY

Incorporation Papers – filed with the state, copy to Department Headquarters

An Annual Report must be filed yearly to maintain “active” status. The report must be filed electronically online between January 1st and May 1st to avoid \$400 late fee. To file, go to www.sunbiz.com.

Annual 990 Filing Requirement – filed with IRS

Forms 990, 990-EZ and 990-N must be filed by the 15th day of the fifth month after the end of the Post’s annual accounting period. For example, if a Posts tax period ends on December 31, the form is due May 15 of the following year. A Post that fails to file the required informational return (Form 990, Form 990-EZ, or Form 990-N) for three consecutive years results in revocation of tax-exempt status as of the filing due date for the third return. To file, go to www.irs.gov. If your tax-exempt status has been revoked, please contact Department for specific guidelines on how to get reinstated.

Change of Address or Responsible Party IRS FORM 8822-B – filed with IRS

IRS Form 8822-B must be completed when a change in identity of the Post “Responsible Party” or change of address occurs. The “Responsible Party” could be the Post Commander, or Adjutant, or Finance Officer, or whoever has level of control over the funds. After elections or a change of Officers, Form 8822-B must be filed within 60 days of the change. To file go to www.irs.gov.

Tax Exempt – filed with the state, Certificate to Department Headquarters

Application for Consumer’s Certificate of Exemption form (DR-5) must be filed with Florida Department of Revenue to receive tax exempt purchases and leases, when used in carrying on Post activities. Tax Exempt application must be filed with Florida Department of Revenue, and a copy of the certificate must be sent to Department.

Employer Identification Number (EIN)

All newly chartered Posts receive an SS-4 form in their new Post kit, prepared and sent by national. The instructions should be closely followed in completing and submitting IRS Form SS-4. When you receive the Post EIN, send a copy of the number and the **Inclusion Letter** (also in the packet) to national headquarters so the post may be listed as a tax-exempt charter of The American Legion. A listing of all new posts, plus updates, is sent to the IRS each September 30th.

Post Constitution and ByLaws - updated every three (3) years

Posts must forward an original copy of the entire Constitution and ByLaws with a cover letter signed by the Post Commander/Post Adjutant to Department Headquarters. The letter must state the changed Article(s)/Section(s), and date approved by membership.

Restriction of Post Property form – filed with Department Headquarters

Call Department Headquarters for this form, if your post acquires a new property.

All state forms can be found from the web site: www.myflorida.com

If you have any questions or concerns, contact Rachel at Department Headquarters,
800.393.3378 x239.

PUBLIC RELATIONS

Several Quick Calls Generate Newsletter Articles

- Call a member. Ask three of your members to name three people they respect most for their Legion knowledge or success. Ask one of your members, with the ability to write, to interview one of those individuals for your newsletter.
- Call a program chairman. Ask the program chairman to write, or assign a committee member to write, an article on a timely topic affecting your members. Position your need for an article as the solution to the program's need to communicate its position or to collect more information.
- Call an up-and-coming district member. Ask the up-and-comer to provide a written overview of a major issue currently facing your members. Position your need for an article as a way for the member to increase his or her visibility.
- Call an officer. Ask the officer to tell about the big picture, about how your Post officers serve the membership. Focus on how the officer uses his or her membership effectively.
- Call someone who has benefitted from one of your Post programs. Ask one of your members to put you in contact with a Boys Stater, Oratorical Contest winner, TFA recipient, Law Officer/Firefighter of the Year, etc. Their testimony can confirm that membership in The American Legion matters. This is the best answer to the perennial question from members: "What Have You Done For Me Lately?"
- Call a Senior member. Ask a well-respected senior member to provide some historical light on the birth and growth of the Post, on leading members from the past, or on a historical perspective on the future.
- Call a parallel association's officer or public relations chairman.
- Ask a parallel association (VFW, etc.) to provide you with an article of use to your members which helps the parallel association further its own goals.
- Call a vocal competitor of your members. Once in a rare while, a guest editorial statement from a nonmember exercises your members to recall and act on shared values and goals.

INTERNET ACCESS

Did you know the Department of Florida has a website?

Our web address is: www.floridalegion.org.

E-mail us at: mail@floridalegion.org

What will you find on our website?

- Post Home addresses, E-Mail addresses and phone numbers
- Current and archived issues of the “*The Legion Link*”
- Information on **ALL** programs
- Scholarship information
- Department Staff E-mails
- VA&R information
- Downloadable forms and manuals
- Membership information
- Link to National Headquarters website
- Links to other Department / Veterans Organizations websites

Manuals & Forms Now on the Department web site:

Post Administrative Manual
Membership Awards & Training Manual
Rules for Trials and Appeals
Department Constitution & By Laws
All Program Chairman Manuals

Post Service Officer Training App
Legion Institute Training App
Dept. Resolution/Amendment forms
Endorsement Policy
And much more!!

Manuals available at the National web site:

Officer’s Guide and Manual of Ceremonies
Post Operations Manual
Membership Training Guide

Post Adjutant’s Manual
Flag Code

**NOTE: ACROBAT Reader can be downloaded off the web from:
<http://www.get.adobe.com/reader>**

Relationship Of The National Organization Of The American Legion With The Departments, Districts and Posts

Questions have come up concerning the relationship of the National Organization of The American Legion with the Departments, Districts and Posts. It, therefore, seemed advisable to review the status of each Post of The American Legion. The National Organization is a United States corporation. It is a private corporation chartered by the Congress of the United States. Its corporate charter is part of United States law.

This corporate charter gives the National Organization the power to issue charters to Departments and, when the Department so authorizes, to issue charters to Posts.

Departments and Posts are independent entities which run their own “day to day” affairs. The Department has a general oversight responsibility for the Posts in the Department. However, this oversight is not operational control. This is evidenced by Article IX, Section 7 of the National Constitution which gives Departments the power to prescribe the Constitution of the Posts. Of course, all Legionnaires are under the umbrella of the National Constitution and By-Laws.

As provided in Article VIII of the National Constitution, Sections 3, 4 and 5, Districts and Counties are administratively part of the Department. Such non-chartered bodies are the liaison between the Department and Post. They are not independent of each other.

The Department Constitution and By Laws require that all Posts incorporate in Florida so as to achieve the advantages of a corporate entity. These include the limitation of liability so long as adequate insurance is carried and the ability to deal with property without having to involve the rules for unincorporated associations which may involve the signature of everybody who has ever been a member and their heirs.

Should any entity of The American Legion, (i.e. Department or Post) desire to incorporate a program, this may be done. However, because of the provisions of trademark law, the respective entity of The American Legion must control the subsidiary 100%. This means, at minimum, that The American Legion must name all of the directors, trustees, officers and any other governing individual, and that the Legion entity must fill the vacancies. Furthermore, the members of the Board of Directors, Board of Trustees, the officers and any other governing individual must be a member of or within the entity. In addition, any change to the corporate by-laws must be approved by the parent entity to the subsidiary. Since a number of issues including, but not limited to tax law bear on subsidiaries, before this course is followed, the advice of an experienced attorney and CPA, both familiar with non -profit law, taxes and accounting, should be sought. Such subsidiaries, if they do not qualify as a tax exempt entity, end up being fully taxable. This is an area where special care is needed to keep the records correctly categorized to avoid loss of the Legion entity’s tax exempt status.

IMPORTANT VETERAN INFORMATION

Every spouse of a veteran should have in his/her personal file the following:

- Veteran's Birth Certificate - 3 copies
- Spouse's Birth Certificate - 3 copies
- Children's Birth Certificate - 3 copies
- Certificate of Marriage - 3 copies
- Wills (Man's & Wife's) - 2 copies
- Spouse's Social Security number
- Veterans Social Security number
- Discharge papers - 2 copies
- Separation records - 2 copies
- V.A. "C" number
- G.I. Insurance Policy Number
- All Insurance Policies with addresses and numbers. (Originals needed)
- Cemetery plot or vault locations and numbers
- Death Certificates and divorce decree of all prior marriages(if applicable)

Copies of the following are needed to file a Claim for Death Benefits.

- Certificate of Marriage
- Birth Certificate of minor children
- Death Certificates or divorce decrees of all prior marriages on either side
- Service discharge papers
- Service separation papers
- V.A. "C" number
- Social Security number of both parties
- V.A. insurance papers
- Proof of Death Certificate (minimum 4 copies)
- Bills from Funeral Home

ALL originals should be kept in a safety deposit box or equivalent.

NEVER release an ORIGINAL copy.

APPOINT an administrator for minor children.

FURTHER ASSISTANCE: contact your County Veterans' Service Officer

AUGUST

End-of-Year Report Tally Sheet

Program Descriptions

Post Program Chairmen List

****Due September 1****

Halloween Coloring Books Order Form

****Due October 18****

END-OF-YEAR REPORT TALLY SHEET

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MONTH: AUGUST				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

AMERICAN LEGION

DEPARTMENT OF FLORIDA

PROGRAMS

Americanism

Americanism is an unflinching love of country, loyalty to its institutions and ideals, eagerness to defend it against all enemies, individual allegiance to the flag, and a desire to secure the blessings of liberty to ourselves and our posterity.

Our forefathers laid the foundation for a civilization that is the envy of the world. It has brought us greater spiritual and material wealth than any people has ever known. This is our heritage. The many activities of the National Americanism Commission of The American Legion are designed to acknowledge and preserve that heritage, recognizing all of the inalienable rights of man.

Baseball

American Legion Baseball is one of the major youth activities of the National Americanism Commission. It teaches citizenship through organized recreation. Qualities such as loyalty, respect for the rules and decisions rendered, fair play, courage and physical fitness are essential to the proper development of American youth.

State-level championship teams, who represent all 50 states and Puerto Rico, annually enter competition for the national championship of American Legion Baseball. Today, the program registers over 5,400 teams in all 50 states, Canada and Puerto Rico. Almost 100,000 youths, ages 15 to 19, participate annually. Since its inception, the league has had 10 million players, and nearly 60 percent of current college players are program graduates.

Blood Donor

The American Legion encourages the support of local blood banks across the Nation. From Thanksgiving Day through January 1st of each year, The American Legion hosts a State-Wide Blood Drive.

Boy Scouts of America

Support for the Boy Scout movement came at The American Legion's first National Convention in 1919. Today, there are more than 2,500 Boy Scout units sponsored by Legion posts throughout the country. Supporting Boy Scout activities is natural for Legionnaires, who bring their service-learned skills and experiences as veterans to bear to help build character and positive traits in "Young America." Few other post activities generate more goodwill from the community.

Scouting Square Knot Award:

This award is designed to recognize American Legion, American Legion Auxiliary or Sons of The American Legion members who are actively involved in the Scouting program. Its purpose is to recognize dedication and work by the member to assist in furthering the Scouting program in The American Legion.



Eagle Scout of the Year:

The American Legion annually honors The American Legion Eagle Scout of the Year at its National Convention. The National winner of the competition receives an \$10,000 scholarship and the three runners-up each are awarded \$2,500 scholarships. The top four winners of the Department of Florida contest win: 1st place - \$2,500, 2nd place - \$1,500, 3rd place - \$1,000, 4th place - \$500.

Boys State

American Legion Boys State is one of the most respected and selective educational programs of government instruction for 11th grade high school students in the nation. It is a participatory program where each young man learns about the operation of his local, county and state governments.

American Legion posts interview and select participants for their Boys State program after receiving recommendations from school officials. All costs are paid by the American Legion post.

At Boys State young men are exposed to the rights, privileges, duties and responsibilities of a franchised citizen. The training is objective and practical with city, county and state governments operated by elected and appointed officials duly placed in office by citizens of their respective Boys State. Activities include legislative sessions, court proceedings, law enforcement presentations, assemblies, bands, chorus and recreational programs. Through the Florida Boys State program each Boys Stater has the opportunity to earn one of several scholarships offered. Boys State has been a program of the National Americanism Commission since 1935. Forty-nine states conduct this program serving more than 20,000 young men each year. The American Legion Auxiliary sponsors a similar program for young women called Girls State.

Boys Nation

Two of the most outstanding participants in each of 48 Boys State programs are invited to participate in American Legion Boys Nation. This activity, held annually in Washington, DC, also emphasizes citizenship education but is centered on the study of the federal government and its supporting agencies.

Like American Legion Boys State, Boys Nation is an exercise in the two-party system of government. Each delegate becomes a senator and is assigned to one of two parties, Nationalist or Federalist. The boys' caucus, organized into committees, conduct hearings and act on bills that they introduce into the Boys Nation Senate. People who are prominent on the Washington scene participate in Boys Nation, providing their expertise on the many facets of federal government. Special visits to federal agencies, national shrines and other points of interest are included in the busy week-long session.

Children & Youth

In 1922, just three short years after our establishment, members of The American Legion realized that neglect of family and child welfare problems were aggravating and handicapping the rehabilitation of the disabled veteran. Following a year of careful study, The American Legion Child Welfare program was outlined and adopted in 1924.

In 1925, The American Legion National Child Welfare Division was established and adopted the —Whole Child plan. This plan provides that: the child of every veteran should have a home,

should have health, education, character and opportunity. Its foundation was based on three principles: 1. Strengthen the family unit against the forces of a more complex society. The Legion recognizes the most normal environment for children is a home with their own parents. Our efforts have always been directed toward keeping the family together. 2. Extend support to sound organizations and facilities that provides services for children and youth. Always acting in a supplementary capacity, rather than duplicating the efforts of existing agencies. 3. Maintain a well-rounded program that meets the needs of today's young people. Stated certainly for future endeavors, this third principle has provided the elasticity to address all matters of child health and child welfare. This single statement, more than any other one thing, confirms the Legion's comment to all children. While these principles are the heart of the —Whole Child Plan; the muscle depends on four methods working together - Education, Legislation, Material Aid and Prevention. As part of the *Whole Child Plan*, The American Legion supports the Special Olympics with the gifts of time and finances.

Employer Awards

The first American Legion employer award was established in 1947, and recognized employers across the country that had established outstanding records in the employment and retention of workers with disabilities. Later, other award categories were added to recognize outstanding employers of older workers and of veterans in general, and in 1992, the Employment Service awards were established to recognize outstanding individuals and local offices within the state employment service agencies.

These awards benefit everyone involved. They bring recognition to outstanding employers and job service personnel, they help expand employment opportunities for veterans, and they bring favorable publicity for The American Legion and its Posts.

Awards: Outstanding Local Veterans Employment Representative (LVER), Disabled Veterans Outreach Program specialist (DVOP), Local Employment Service (ES) office. LVERs, DVOPs, and ES provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

JROTC

Top leaders in tomorrow's United States will come from today's college students. Among them will be those who have increased their chances for success even more by enrolling in the Junior Reserve Officers Training Corps. They will gain the ability to lead and inspire others to follow. JROTC develops these qualities. The American Legion has a challenge to encourage these young Americans to help their country, and to prepare themselves for positions of leadership.

The American Legion JROTC Medal Awards were established as a way in which The American Legion can show its support for JROTC programs throughout the nation. It is another way in which the Legion and the schools can work together 'in the development of our young leaders. The Legion is committed to this worthwhile community service.

Scholarship:

The Florida JROTC Cadet of the Year scholarship recognizes the most outstanding JROTC cadet among all the candidates submitted by each High School JROTC program throughout the state of Florida. The awards consist of the following:

- 1st Place - \$2,500 scholarship
- 2nd Place - \$1,500 scholarship
- 3rd Place - \$1,000 scholarship
- 4th Place - \$500 scholarship

Junior Shooting Sports

The American Legion's Junior Shooting Sports Program is a national activity administered through Post sponsored Junior Shooting Clubs. The program exists to provide gun safety and marksmanship training for young people, ages 14 through 18, as well as offering opportunities for competitive shooting which includes an annual national tournament.

The American Legion recognizes the fact that guns are a part of society. Proper instruction in the safe handling of firearms serves as a means of protecting youth and adults alike. Shooting is an attraction for all, and target shooting is not only safe and fun, it is a legitimate athletic discipline. The national network of Legion Posts provides a vehicle to conduct club operations, while Districts and Departments are encouraged to promote and supervise the overall operation of the program.

The American Legion conducts a Junior Three Position Air Rifle Tournament, which provides the shooters with an opportunity to test their marksmanship ability in competition with other junior shooters from throughout the nation.

The tournament has three phases of competition:

1. State Championships
2. Qualification Round
3. National Championships

Both the state and qualification phases of the tournament are postal matches whereas the National Championship is a shoulder-to-shoulder competition.

Law & Order

The Preamble of the Constitution of The American Legion includes as one of its objectives... "to maintain Law and Order". As concerned citizens and veterans, Legionnaires have always fostered a strong sense of law and order and have upheld the protection of American citizens and the American way of life.

They have always held law enforcement agencies in the highest regard, and many posts and departments already recognize outstanding law enforcement officers of various jurisdictions who daily serve our communities and frequently lay their lives on the line.

National Law Enforcement Officer/ Firefighter of the Year Award:

Our goal is to select a well-rounded Law Enforcement Officer and Firefighter who has exceeded, above and beyond, the duty requirements expected of his/her position and has demonstrated a distinct pattern of community service coupled with professional achievement. Episodes of heroism will, of course, also be included where noted. It is firmly believed that this award will further serve to promote the public trust and support of our law enforcement and firefighters.

Legion Riders

In 2003, Florida adopted the Riders program and in October of 2007, Resolution 35 was adopted, and the American Legion Riders became a National program of The American Legion.

Members of the American Legion Riders are involved in many diverse programs. By allowing each American Legion Rider Chapter to give their members the ability to manage their program at the Post level, the program has been allowed to grow. Today there are many Legion Rider programs in several states, and many more forming. Some of the ways the Legion Riders support

our community is by:

- Participation in the annual POW/MIA Rally held each Memorial weekend in Washington D.C. known as “Rolling Thunder”.
- Sponsoring or participating in local Charity events and providing Community Service.
- Raising money for such organizations as local VA Hospitals, Battered Women and Children’s Center, Varied Children and Youth programs, a School for Blind Children, Veterans Relief, Needy families and many, many others.
- Sponsoring or participating in motorcycle “Runs” to benefit numerous charities, including charities for underprivileged children and medical research, just to name a few.
- Participation in memorial ceremonies and community parades.

National/ State Oratorical Contest

The American Legion Oratorical Contest exists to develop deeper knowledge and appreciation for the U.S. Constitution among high school students. Since 1938, the program has presented participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation’s laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship. The program has featured numerous politicians and prominent contestants over the years, including former president candidate Alan Keyes and CNN anchor Lou Dobbs.

High school students who are U.S. citizens are eligible to compete; subject to national rules. Prepared orations of 8 to 10 minutes and extemporaneous talks of 3 to 5 minutes are based upon some aspect of the U.S. Constitution.

There are three rounds of competition in the national contest. Each Legion Department (state) winner who participates in round one will receive a \$1,500 scholarship. Each 1st round winner who participates in the second round, but does not qualify for the Finals, will receive an additional \$1,500 scholarship. Contestants in the National Finals will be ranked according to the opinion of the judges and will receive scholarships in the following amounts: first, \$18,000; second, \$16,000; third, \$14,000. The Department of Florida offers scholarships at the state level. First place is \$2,500, second place is \$1,500, third place is \$1,000 and fourth through sixth place is \$500. District winners who compete in the Area Contests, but do not advance to the State finals, will receive a \$100 scholarship.

POW/MIA

The Joint POW/MIA Accounting Command (JPAC) conducts global search, recovery and laboratory operations to identify unaccounted-for Americans from past conflicts in order to support the Department of Defense’s personnel accounting efforts.

The command is located on the island of Oahu in Hawaii and was activated Oct. 1, 2003. In June 2013 JPAC opened a satellite laboratory at Offutt AFB, Neb. Employing more than 500 joint military and civilian personnel, JPAC continues its search for the fullest possible accounting of the more than 83,000 Americans still unaccounted for from past conflicts. The greatest casualty is being forgotten.

At every function, from a Post meeting to the National Convention, we salute our POW/MIA by

placing a POW/MIA flag over an empty seat to honor their memory and in hope that they will return home

Project: VetRelief (PVR)

This is an initiative supported by The American Legion, Department of Florida. This initiative focuses on ensuring that our service men and women have the backing they need to live successful and thriving civilian lives. PVR facilitates services through three main areas: Emergency Assistance, Benefits Support, and Community Engagement. By fostering a community of veterans helping veterans they are able to assist during times of immediate need, work to secure benefits earned with service, and provide encouragement through mentorship. Through PVR we offer a hand up, not a hand out, to strengthen our service members with dignity and empower them to light the way for the next generation of veterans.

PROJECT: VetRelief is a 501(c)(3) charitable organization.

School Medals

The American Legion School Medal Award Program is designed to place emphasis on the development of the qualities of COURAGE, HONOR, LEADERSHIP, PATRIOTISM, SCHOLARSHIP and SERVICE. We strive to help develop these ideals of Americanism to our youth to make them citizens of the highest caliber.

Our goal is to give recognition to the boys and girls who have demonstrated the highest qualities of citizenship and true Americanism that are graduating from elementary, junior and senior high schools and at the college level.

Women Veterans Advocacy

The main goal for the American Legion, Department of Florida is to assist our veterans, especially the women who have served. We understand that it is not easy to discuss personal matters that have happened while serving. The Women's Veteran Advocacy program is an anonymous group of woman that come together to help each other comp with transitioning from active duty and dealing with physical and mental health issues. We provide:

A point of contact for complaint resolutions and issues with Florida VA systems in direct correlation with the care of female veterans: Women's Health, mental health, VA guided Homeless program, and any necessary organizations to assist FL Female Legionnaires.

- Assist in teaching female claim statements and necessary information on sensitive topics such as MST to assist service officers in filing complicated claims.
- Oversee and present new programs to the American Legion needed to add to the specific needs of our female veterans IE Job Fairs, Female combat PTSD programs, Women in crisis relief fund and hotline, Newsletters, gender bias education as needed. Groups- women therapies and counselling that does not presently exist in VA system.
- Spokesperson for all affairs dealing and pertaining to Florida female veterans.
- Research and report major issues effecting female veterans, to bring these issues to the forefront of the American Legion and its supporters.
- Serve as a liaison to the Department Commander of the Florida American Legion on Veterans' Services on behalf of women veterans.

- Planned meetings and outreach activities, conferences, scheduling visits to various Posts in the state of Florida.

Youth Law Cadet

The American Legion, Department of Florida and the Florida Highway Patrol have teamed together to create the Florida Youth Law Cadet Academy. This is a week long program that provides a hands on learning experience with insight into the operations of law enforcement agencies. The program allows these highly motivated young people the opportunity to consider law enforcement as a potential career choice.

Recruitment of high school students, both male and female, representing all communities and backgrounds in the state of Florida, is one of the main goals of this program. Once these young people have been selected to attend the program, the law enforcement community is challenged to present a program that will instill an understanding and respect for law enforcement professionals and their techniques.

During the program cadets will participate in the following activities: Exercises, Sports, Defense Tactics, Driving course, and Firearms

DEADLINE: SEPTEMBER 1, 2018

Post # _____

POST PROGRAM CHAIRMEN FORM

Complete these forms and return them to Department Headquarters. Your Post Chairmen will **not** receive the necessary information for their program until this form is received. **Due to Dept. by September 1, 2018**

Mail to: PO Box 547859 Orlando, FL 32854 Attn: Programs Director

****ALL INFORMATION IS REQUIRED IN ORDER
TO BE A PROGRAM CHAIRMAN****

AMERICANISM: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BASEBALL: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BOY SCOUT: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BOYS STATE: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

Post # _____

BLOOD

DONOR: _____

Name

Member ID#

Home address

Daytime phone #

Email address

CHILDREN &

YOUTH: _____

Name

Member ID#

Home address

Daytime phone #

Email address

DISASTER

PREPAREDNESS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

EMPLOYMENT: _____

Name

Member ID#

Home address

Daytime phone #

Email address

HISTORIAN: _____

Name

Member ID#

Home address

Daytime phone #

Email address

Post # _____

LAW & ORDER: _____

Name

Member ID#

Home address

Daytime phone #

Email address

LEGION RIDER DIRECTOR: _____

Name

Member ID#

Home address

Daytime phone #

ORATORICAL: _____

Name

Member ID#

Home address

Daytime phone #

Email address

POW/MIA: _____

Name

Member ID#

Home address

Daytime phone #

Email address

RELIGIOUS EMPHASIS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

ROTC/ SHOOTING SPORTS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

Post # _____

SCHOOL MEDALS: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

SOCIAL MEDIA: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

SPECIAL OLYMPICS: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

YOUTH LAW CADET: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

100TH ANNIVERSARY: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

Signature _____
Post Commander

DEADLINE: SEPTEMBER 1, 2018
Send Completed Form to:
Mail: American Legion, Department of Florida,
P.O. Box 547859, Orlando, FL 32854; Attn: Programs Director
Fax: 407-299-0901
E-Mail: edouglas@floridalegion.org

HALLOWEEN COLORING BOOKS

Once again we are offering the hugely successful Halloween Coloring Book to our posts. The coloring book's new look has proven popular with the kids and we are offering it again!

The book contains Halloween Season safety tips for parent and children to consider. Also included is a message describing the many facets of The American Legion, what we stand for, and what we do. A membership application has been included on the back cover next to the space reserved for your individual Post number and address. ***BE SURE TO PUT YOUR POST INFORMATION IN THIS SPACE SO THE PARENTS KNOW WHO IS CONCERNED FOR THEIR CHILDREN.***

We strongly urge your post to contact schools and day care centers for their participation. We are asking that your **order be received at Department Headquarters by October 18.** We will ship your coloring book orders as we receive them, but payment must be included. We sincerely hope your Auxiliary will also participate in this program.



PLEASE SHIP _____ COLORING BOOK PACKETS at \$20.00 per 100 TO:

Post # _____

Must be a street address - will not ship to P.O. Box

Attention to: _____

Shipping Address _____

City / Zip +4 _____

Our check # _____ In the amount of \$ _____ Is enclosed.

Please bill my credit card in the amount of \$ _____

Credit card Type: Visa Master Card American Express Discover

Card Number: _____

Expiration date: _____ **Billing Zip Code:** _____

Mail to: **The American Legion, Department of Florida**
 Halloween Coloring Books
 PO BOX 547859
 Orlando, FL 32854-7859

SEPTEMBER

End-of-Year Report Tally Sheet

~No Forms Due This Month~

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: SEPTEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

OCTOBER

End-of-Year Report Tally Sheet

Fall Conference: November 1-4, 2018

Hotel: Renaissance SeaWorld Orlando
6677 Sea Harbor Dr. Orlando, FL 32821

Reservations: 1-800-468-3571

For more information go to:
<http://www.floridalegion.org/news-events/fall-conference/>

~No Forms Due This Month~

END-OF-YEAR REPORT TALLY SHEET

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MONTH: OCTOBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

NOVEMBER

End-of-Year Report Tally Sheet

American Education Week: Nov. 12 – 16

National Family Week: Nov. 19 – 23

Membership Card Verification

Homeless Outreach Award

****Due December 14****

Veteran Employment Awards

****Due December 19****

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: NOVEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

MEMBERSHIP CARD VERIFICATION

REMINDER

All 2018 membership cards
must be returned between
Department Convention and
December 31st, 2018.

Use the form in the
**Membership
Processing
and
Awards Manual**
to send these cards
to Department Headquarters.

HOMELESS VETERANS OUTREACH AWARD

Information Sheet

In January of 2003, the Economic 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 Economic Division at least once a year.

DEADLINE: December 14

Criteria: This Department 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.**

Please create a narrative form that will tell what you are doing toward the goal of ending homelessness among veterans.

- 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?
- Are your members working with 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 how many of your members are involved in your programs.
- Do programs operate year round or once a year?
- How are your activities organized?

HOMELESS VETERANS OUTREACH AWARD

Nomination Form

The American Legion Department of Florida 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
- Complete Coversheet

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Homeless Veteran Outreach Award. 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 Homeless Veterans outreach Award winner.

Approval Signature of the Department Adjutant or Department Employment Chairman

Name _____ Title _____

VETERANS EMPLOYMENT AWARD

The National Veterans Employment & Education Commission annually present several awards at The American Legion's national convention to honor employers who hire veterans, disabled veterans and older workers. Those who help veterans find employment are also recognized.

The awards include:

- Employer of the Year - Small Business, Mid-Sized Business and Large Business
- Employer of the Disabled Award
- Employer of Older Workers Award
- Local Veterans Employment Representative of the Year
- Outstanding Disabled Veteran Outreach Program Specialist of the Year
- Outstanding Employment Service Office of the Year

Nomination forms for each award are available through Department Headquarters. All entries must be accompanied by an official nomination form with no more than two pages of narrative, along with supporting documents.

You can find the official nomination forms at:

<http://www.floridalegion.org/programs-services/employer-awards/awards/>

Deadline for all award nominations: December 19

DECEMBER

End-of-Year Report Tally Sheet

JROTC Cadet of the Year Application
General Scholarship Application
Eagle Scout of the Year Application

****All Due March 1****

Medical School Scholarship Application
Nursing School Scholarship Application

****Both Due April 1****

END-OF-YEAR REPORT TALLY SHEET

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MONTH: DECEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

JROTC CADET OF THE YEAR

ELIGIBILITY:

- Student must be a member of a Florida high school approved JROTC unit.
- The student must be in their **senior year** in an accredited Florida **high school**.
- The student must be recommended by the senior instructor of the Unit. **Only one student per high school**.
- A **letter of recommendation** from the **Commanding Officer** of the JROTC unit telling why student should be selected for this scholarship. Also, a computer generated copy of the cadet's military record must be attached to the application. The record must include Ranks, Jobs, Awards and Events.
- The scholarship may be used to attend a school selected by the student providing it is state accredited above the high school level, and within the continental limits of the United States.
- Application can be found on the Department website at:
<http://www.floridalegion.org/programs-services/scholarships/>

DEADLINE: March 1 of the current school year

GENERAL SCHOLARSHIP

ELIGIBILITY:

- Student must be a **direct descendant**, i.e. child, grandchild, great-grandchild or a legally adopted child, who is a member in good standing of The American Legion Department of Florida; or a deceased U.S. veteran who would have been eligible for membership in The American Legion.
- The student must be a senior in an accredited Florida high school.
- The scholarship may be used for undergraduate study only at an accredited U.S. college or university.
- The Scholarship may be used to attend a school selected by the student providing it is state accredited above the high school level, and within the continental limits of the United States.
- Application can be found on the Department website at:
<http://www.floridalegion.org/programs-services/scholarships/>

DEADLINE: March 1 of current school year

EAGLE SCOUT OF THE YEAR

ELIGIBILITY:

- Must have earned the Eagle Award and Religious Emblem
- The student must be a in an accredited Florida high school
- Must be in a troop chartered by an American Legion Post, SAL Squadron, or Auxiliary Unit **OR** be the son or grandson of a Legion Member or parent eligible to join The American Legion, Department of Florida
- The scholarship may be used for undergraduate study only at an accredited U.S. college or university
- The Scholarship may be used to attend a school selected by the student providing it is state accredited above the high school level, and within the continental limits of the United States
- The first place winner's application will be sent to National Headquarters for a chance at a larger scholarship prize
- Application can be found on the Department website at:
<http://www.floridalegion.org/programs-services/scholarships/>

DEADLINE: March 1 of current school year

MEDICAL SCHOOL SCHOLARSHIP

ELIGIBILITY:

- Student must be a U.S. Citizen or permanent Florida resident
- Must attending an accredited Florida medical school

NOMINATION PACKET MUST INCLUDE:

1. A nomination letter from the medical school's dean or the dean's designate discussing the nominee's:
 - Leadership abilities
 - Excellent academic achievement through the first two years of medical school
 - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership abilities.
2. A letter of recommendation from a faculty member
3. A personal statement by the nominee which does not exceed 250 words, discussing his/her motivation for pursuing a medical career and how he/she anticipates working to improve the health care of the community in which they live.
4. A curriculum vitae (CV) for the nominee which clearly indicates contact information

Application can be found on the Department website at:
<http://www.floridalegion.org/programs-services/scholarships/>

DEADLINE: April 1 of current school year

NURSING SCHOOL SCHOLARSHIP

ELIGIBILITY:

- Student must be a U.S. Citizen or permanent Florida resident
- Must be attending an accredited Florida medical school

NOMINATION PACKET MUST INCLUDE:

5. A nomination letter from the nursing school's dean or the dean's designate discussing the nominee's:
 - Leadership abilities
 - Excellent academic achievement through the first two years of medical school
 - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership abilities.
6. A letter of recommendation from a faculty member
7. A personal statement by the nominee which does not exceed 250 words, discussing his/her motivation for pursuing a medical career and how he/she anticipates working to improve the health care of the community in which they live.
8. A curriculum vitae (CV) for the nominee which clearly indicates contact information

Application can be found on the Department website at:
<http://www.floridalegion.org/programs-services/scholarships/>

DEADLINE: April 1 of current school year

JANUARY

End-of-Year Report Tally Sheet

~No Forms Due This Month~

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: JANUARY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

FEBRUARY

End-of-Year Report Tally Sheet

~No Forms Due This Month~

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: FEBRUARY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

MARCH

End-of-Year Report Tally Sheet

State Oratorical Contest – March 9

Teacher of the Year Application

****Due April 15****

Law Officer of the Year Nominations

Firefighter of the Year Nominations

****Due April 25****

End of Year Deadlines

End of Year Paperwork

End of Year Awards

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: MARCH				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

TEACHER OF THE YEAR

NOMINATION INSTRUCTIONS

The Teacher who best meets the qualifications of the Nomination Form will be selected, by a committee of the Americanism Commission, as the FLORIDA AMERICAN LEGION TEACHER OF THE YEAR.

The Florida American Legion TEACHER of the Year will be invited to participate in the Annual Department Convention.

APPLICATION INSTRUCTIONS:

The applicant and sponsoring American Legion Post should **type or print clearly** all information. Each section should be completed with as much information as possible. **IF** more space is needed the applicant and sponsoring Post may add additional pages.

Section A—A brief outline of the educational career of the nominee.

Section B—A list all educational honors, awards, and recognitions received by the nominee.

Section C—To be completed by the nominating American Legion Post.

Section D—A list of the nominee's leadership skills and/or acts of patriotism.

ATTACHMENTS—TWO REQUIRED LETTERS OF RECOMMENDATION:

American Legion Post

School Principal

NOTE: Additional letters of recommendation may be attached.

DEADLINE: April 15 of the current year

MAIL TO: Florida American Legion
ATTN: Programs Director
P O Box 547859
Orlando, FL 32854-7859

*Every Post may make a nomination of an exceptional
TEACHER.*

LAW ENFORCEMENT OFFICER OF THE YEAR AWARD

Eligibility Criteria

Be a citizen of the United States

Be a living, active, full-time and paid, sworn law enforcement officer entrusted with full authority and the powers of arrest.

Be assigned to, or fully recognized by, Municipal, County, District or State Police or Highway Patrol, Sheriff's office or as a sworn Federal Law enforcement officer (e.g., FBI or Secret Service Agent, United States Federal Marshal, National Park Police, Capital Police, etc.)

Does not need to be a veteran or member of The American Legion

Reside and be assigned or attached for duty in the Department from which they are selected.

Military police officers or investigators are not eligible for participation in this award.

Judging Criteria

Judges will be looking for a Law Enforcement Officer who:

- * is well-rounded
- * has exceeded the duty requirements of his/her position
- * exemplifies the virtues of professionalism and dedication
- * demonstrated a distinct pattern of community service
- * proven his/her personal dedication to societal security and protection

Judging will be based on the following criteria, and maximum percentage points will be allocated as follows:

Community Service	50 points
Professional Career.....	25 points
Heroism	20 points
Letters of recognition and other substantiating documents	5 points

LAW ENFORCEMENT OFFICER OF THE YEAR AWARD

Application Criteria

1. Cover Page/Application Form (next page).
2. Official 5"x7" photograph of the nominee.
3. Copy of State or Federal certification as a law officer.
4. Copies of pertinent training and education certificates.
5. Letter of recommendation from his/her commanding officer or supervisor. This should also state that the law enforcement officer, if selected for this award, will be available for its presentation at Department and/or National Convention.
6. Letter of recommendation by a Post officer.

There should be no more than 6 pages of narrative (one-sided 8½"x11" bond paper) to include:

1. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
2. Act(s) performed over and above the call of duty during the last few years.
3. Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.

There should be no more than 6 pages of support documentation (may be double sided) which should include:

1. Press articles, citations and letters that support the narrative.
2. Citations, letters and/or newspaper clippings from the officer's chain of command, city, county, state authorities, American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the nominee.

Mail original of all paperwork to the Department Law & Order Chairman (listed in the Department Roster).

Certificates of Commendation are available, free of charge, from Department Headquarters. To order call 800.393.3378x235

LAW ENFORCEMENT OFFICER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Home Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Age _____ Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Cmdr or Post Adj. _____

DEADLINE: April 25

FIREFIGHTER OF THE YEAR AWARD

Eligibility Criteria

1. Be a citizen of the United States
2. Be a living, certified, active, full-time and paid or volunteer firefighter.
3. Be assigned to, or fully recognized by, Municipal, County, District or State Fire Department.
4. Does not need to be a veteran or member of The American Legion
5. Reside and be assigned or attached for duty in the Department from which they are selected.

Judging Criteria

Judges will be looking for a Firefighter who:

1. Is well-rounded
2. Has exceeded the duty requirements of his/her position
3. Exemplifies the virtues of professionalism and dedication
4. Demonstrated a distinct pattern of community service
5. Proven his/her personal dedication to societal security and protection

Judging will be based on the following criteria, and maximum percentage points will be allocated as follows:

Community Service.....	50 points
Professional Career	25 points
Heroism	20 points
Letters of recognitionand substantiating documentation	5 points

FIREFIGHTER OF THE YEAR AWARD

Application Criteria

1. Cover Page/Application Form (next page).
2. Official 5"x7" photograph of the nominee.
3. Copy of State or Federal certification as a firefighter.
4. Copies of pertinent training and education certificates.
5. Letter of recommendation from his/her commanding officer or supervisor. This should also state that the firefighter, if selected for this award, will be available for its presentation at Department Convention.
6. Letter of recommendation by a Post officer.

There should be no more than 3 pages of narrative (one-sided 8½"x11" bond paper) to include:

1. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
2. Act(s) performed over and above the call of duty during the last few years.
3. Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.

There should be no more than 6 pages of support documentation (may be double sided) which should include:

1. Press articles, citations and letters that support the narrative.
2. Citations, letters and/or newspaper clippings from the firefighter's chain of command, city, county, state authorities, American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the nominee.

Mail original of all paperwork to the Department Law & Order Chairman (listed in the Department Roster).

Certificates of Commendation are available, free of charge, from Department Headquarters. To order call 800.393.3378x235

FIREFIGHTER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Home Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Age _____ Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Cmdr or Adj _____

DEADLINE: April 25

END OF YEAR DEADLINE DATES

Department Convention June 27-30, 2019

In order to avoid the confusion that surrounds this time of year we are providing you with deadline dates and the section of the Constitution and By-Laws that governs the situation.

DELEGATE CUT-OFF

Department Convention - Article V, Section 4 "The Annual Convention shall be composed of delegates and alternates from each chartered Post..... Each Post shall be entitled to two (2) delegates and two (2) alternates and to one (1) additional delegate and alternate for each additional one hundred (100) members provided *that the per capita tax is paid fifteen (15) days prior to the Department Convention.*"

National Convention (District Constitutional Conferences) - Article IX, Section 8 and 9 "... there shall be held in each District a Constitutional Conference not more than sixty (60) nor less than ten (10) days prior to the date of the Department Convention, at a time and place to be designated by the District Commander." Section 9 ".....there shall be one (1) delegate and one (1) alternate delegate to the National Convention for each one thousand (1000) members or major fraction thereof in said District."

RESOLUTIONS - *By-Laws Article I, Section 4 (c)*

"All resolutions shall be presented to the Department Adjutant at least forty (40) days prior to the Department Convention. This time limit may be waived by a two-thirds vote of the delegates present at the Department Convention."

CONSTITUTIONAL AMENDMENTS - *Article XVI, Section 1*

".....a copy of such proposed amendments shall be typewritten, prepared in triplicate in forms supplied by Department Headquarters, and be submitted to the Department Adjutant at least forty (40) days prior to the date of the Annual Department Convention...(the Adjutant) shall send a copy thereof to each Post....at least thirty (30) days prior to such Annual Convention."

CALL TO CONVENTION - *By-Law Article I, Section 1*

“The call shall be issued by the Department Commander to each Post and to each Department and District Officer and to each member of the Department Executive Committee not more than forty-five (45) days nor less than fifteen (15) days prior to the first day of the convention.”

Therefore, the Call to Convention may not be issued before

POST ELECTIONS

Article X, Section 13 “All officers of Posts, except the Post Adjutant, Post Service Officer and Post Judge Advocate, shall be elected and certified to the Department Adjutant not more than ninety (90) days, not less than ten (10) days prior to the Annual Convention.”



The American Legion Department of Florida



Convention and End of the Year Awards

Instructions:

- Each nomination must include a one-two paged narrative containing information or comments that explains why the person or the post deserves the award
 - The narrative must include the nomination form as a cover page to the narrative. This form is found on page 65
 - Suggestions that can be included in or attached to narrative:
 - Involvement with program/ post/ community
 - Facts and figures
 - Letters of recommendation
 - Photos and news clippings
 - Donations
 - Special events/ activities
 - Narrative must be signed by Post Commander
 - Narrative can be in paragraph or bullet format
- A copy of the Post's National Consolidated Post Report and Department Addendum must be on file with the Department Headquarters in order for the narrative to be reviewed (these are two separate documents)
- Reporting period is from May 1, 2018 – April 18, 2019
- Submissions must be mailed to:

The American Legion, Department of Florida
1912A Lee Road, Orlando FL, 32810
P.O. Box 547859, Orlando, FL 32854
Attn: Programs Director

**DEADLINE FOR AWARD SUBMISSIONS:
MAY 15, 2019
DEADLINE FOR HISTORY BOOKS:
JUNE 4, 2019**



Convention and End of the Year Award Descriptions



Americanism Awards –

- **Best Post Americanism Program & Runner-up**

Narrative should have information on: School Medals, Baseball, Boy Scouts, Boys State, Oratorical Contest, Shooting Sports, Patriotic Holidays, Flag Education Activities, Service to God and Country, Community Service, and Get out the Vote and Education Activities

Blood Donor Awards –

- **Margaret Skagg's Memorial-Best Post Blood Donor Program & Runner-up**

Narrative should have a letter from the local blood bank listing the total Blood Units on file for the account and number of participants from the Post, Auxiliary, SAL and/or community. Describe how the units were utilized and any special activities that have been done for the Blood Donor Program.

Boy Scouts Awards –

- **Best Boy Scout Program Chartering Post & Runner-up**
- **Best Boy Scout Program Non-Chartering Post & Runner-up**

Narrative should describe the post's involvement with the Scouting program. You can include appropriate photos and newspaper clippings.

Children & Youth Awards –

Department Awards:

- Best Post Children & Youth Program & Runner-up
- Andrew Fincham Memorial - Best Post Children & Youth Chairman & Runner-up
- Don Halliday Memorial Plaque - from the SAL for Most Contributions to The American Legion Child Welfare Foundation, Inc.

National Awards:

- Annual Children & Youth Citations
- Special citations for Most Outstanding Children & Youth work.
- Certificates of Meritorious Service

Narrative should describe the post's involvement with the Children & Youth program. You can include appropriate photos, newspaper clippings, and letters of recommendation from schools, community, District and/or Area Commander.

Department Adjutant's Award – Most Outstanding Post Adjutant

Nominate your Post Adjutant for this award. Narrative can include: certification of membership awards to Department Headquarters, prompt transmittal of membership cards, prompt reporting of post activities to the membership, maintains good communication between officers and chairmen, Initiates membership programs to maintain post membership, ensures post home is maintained,

and promotes community activities with other civic groups.

NOTE: *If your Post Adjutant is paid by the Post as a full-time or part-time Adjutant, this must be stated in your report. If only expenses are compensated, this does not need to be reported. All Post Adjutants are eligible for this award.*

History Contest – DUE to Dept. Headquarters by JUNE 4

- **Winner History Yearbook Contest**
- **Winner History Narrative Contest**
- **Winner History Open Book Contest**
- **Winner ALR History Yearbook Contest**

At the Department of Florida Convention your Post and/or ALR Chapter can submit a narrative and/or yearbook to show what events and activities the Chapter has been involved in for the 2017-2018 year. The rules for your particular book are in section 4 of the OFFICER'S GUIDE AND MANUAL OF CEREMONIES. If you need a Historian packet or the necessary entry form please contact Programs Director, Elizabeth Douglas, at edouglas@floridalegion.org or 800-393-3378 ext. 235

Legionnaire of the Year Award –

Nominate a Legionnaire that has gone above and beyond their call of duty. **Eligibility:** Member must be in good standing, shown community involvement, outstanding service within the post, has not held any office higher than District Commander, not a current Department, Area, or District Officer, has actively supported and participated in The American Legion programs, and exemplifies our motto, 'For God and Country'

Submissions must include: *Legionnaire of the Year Award Form (page 67)* and a one-two page narrative. Additional supporting documents can be added. Submission **cannot** be more than six pages long.

Post Service Officer “Tracy Taylor” Award –

The “Unsung Hero” plaque is awarded to the Post Service Officer excelling in service work for veterans and their dependents. This award is one of the most distinctive and impressive honors a Service Officer can earn. It is truly symbolic of the highest traditions of The American Legion. The recipient can be justifiably proud of his/her contribution to the rehabilitation program of The American Legion.

The Post Service Officer “Tracy Taylor” Award Form must be attached with the nomination narrative (page 66)

Religious Emphasis Awards –

- **Best Post Religious Emphasis Program & Runner-up**
- **Best Post Four Chaplain Memorial Service & Runner-up**

Narrative can include facts and figures on visitations to veterans, distance traveled, hours that have been devoted for services as Chaplain, number of funerals participated in, hospital and nursing home visits.

ROTC Awards –

- **Best Post ROTC Program & Runner-up**

Narrative must include information on monies donated or spent on dinners, swords, awards, supplies, dances, small arms, etc., and activities the post participated in such as Flag Disposal Ceremonies, Flag Day, Four Chaplains, Memorial Day.

School Medal Awards –

- **Best Post School Medals Program & Runner-up**

Narrative should include number of members in your post, name of the school(s) where awards were presented, number of medals given elementary, middle, and high school, money spent, and hours worked.

Sergeant-At-Arms “Eddie Humer” Award –

- **Most outstanding Post Sergeant-At-Arms**

- **Most outstanding District Sergeant-At-Arms**

The “Eddie Humer Award” is for the most outstanding Post Sergeant-At-Arms. Narrative should describe what your Sergeant-At-Arms has participated in and how they go above and beyond the call of duty.

Wilson Timmons Memorial-Best All Around Post Award –

Has your Post been active in Legion programs? Is there something your Post has done that merits particular recognition? Has your Post pulled together to make your Community a better place to live? If your answer is “YES” you should submit a one-page narrative.

The report to be judged is the narrative report given by the Post Commander at the District Constitutional Conference. It should be typed and in folder form. The report should be thorough, listing and describing your Post’s program activities for this program year only. No history books. Back-up materials may be included for reference purposes only. Send in this report even if your District Constitutional Conference is after May 16.



Post Service Officer “Tracy Taylor” Award Form

Attach a one-two paged written narrative to this form

Deadline: May 15, 2019

Post#: _____ Name of Service Officer: _____

Address: _____

Phone#: _____

Signature of Post Commander: _____

Signature of Service Officer: _____

Current Post Membership	
Number of cases with direct contact to Government Agencies on behalf of veterans (other than VA or Congressmen/ Senators)	
Number of interviews with claimants	
Number of hospitalized veterans that you helped (government or private)	
Number of claims referred to County Veterans Service Officers	
Number of veterans assisted with Education/ Employment	
Number of veterans’ families assisted	
Number of veterans furnished transportation	
Number of visits to hospitals (government or private)	
Estimated number of hours devoted to Service work	
Estimated number of miles traveled	
Last date certified as Post Service Officer	
How long have you been working with the Post as a Service Officer?	



Legionnaire of the Year Award Form
Attach a one-two paged written narrative to this form
Deadline: May 15, 2019

Post #: _____ Name: _____

Address: _____

Phone#: _____ E-Mail: _____

Continuous Years of Membership: _____

Positions held in the Legion: _____

Community Activities: _____

What exemplifies this person as a Legionnaire? _____

Is this person a leader in what he/she does? How? _____

Does Legionnaire intend to aspire to higher positions within the American Legion? _____

Is this person well respected in his/her post and community? _____

Would you recommend this person for advancement in the American Legion? Why? _____

Submitted by: _____ Title: _____

APRIL

End-of-Year Report Tally Sheet

Post Elections

~No Forms Due This Month~

NOTE: Department Awards Information was sent out with the End of Year Reports in March.

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: APRIL

PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

POST ELECTIONS

Post officers may not be elected before
March 30, 2019 nor later than
June 18, 2019.

According to the Department Constitution, Article X, 13: *“All Officers of Posts, except the Post Adjutant, Post Service Officer and Post Judge Advocate, shall be elected and certified to the Department Adjutant, not more than ninety (90) days, nor less than ten (10) days prior to the Annual Department Convention.”*

MAY

End-of-Year Report Tally Sheet

Department Convention: June 27-30, 2019

Hotel: Orlando World Center Marriott
8701 World Center Drive Orlando, FL 32821

Reservations: 407-239-4200

~No Forms Due This Month~

Don't Forget:

End of Year Award Nominations
Due May 15

History Books Due June 4

END-OF-YEAR REPORT TALLY SHEET

When working the programs of The America Legion, we recommend that you fill in this document at the end of each month. This will give support when you complete the Consolidated Post Report (CPR) at the end of the year.

MONTH: MAY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Youth Law Cadet				

FLORIDA SALES ORDER FORM

(We do not have open credit accounts)

SHIP TO: POST# _____ DATE _____

Name _____ Phone# _____

Address _____

City/ST/Zip _____

Quantity	Description	Unit Price	Total
	<i>Florida Patch</i>	1.75	
	<i>Florida Orange Patch</i>	1.25	
	<i>POW/MIA Patch</i>	3.95	
	<i>Left Shoulder Flag Patch</i>	1.50	
	<i>Right Shoulder Flag Patch</i>	1.50	
	<i>Support Our Troops T-shirt</i>	7.00	
	<i>Support Our Troops Polo</i>	22.00	
Acct Type	Account Number	Exp. Date	Billing Zip Code
Shipping and Handling		Sub Total	
Up to \$5.00.....Add \$3.95	Up to \$75.00.....Add \$8.95	6.5% Sales Tax	
Up to \$25.00.....Add \$5.95	Up to \$100.00.....Add \$10.95	Ship/handling	
Up to \$50.00.....Add \$7.95	Over \$100.00..... Add \$16.00	TOTAL	

For all other items, please contact the Florida Sales Department at: 407.295.2631 for availability and pricing. Please note tax exemption status ONLY applies to items being purchased for Post resources, not individual purchases.

MAIL TO: Florida American Legion, P O Box 547859, Orlando, FL 32854

REQUESTING MILITARY MEDALS AND AWARDS

Requests for the issuance or replacement of military service medals, decorations, and awards should be directed to the specific branch of the military in which the veteran served. However, for Air Force (including Army Air Corps) and Army personnel, the National Personnel Records Center will verify the awards to which a veteran is entitled and forward the request with the verification to the appropriate service department for issuance of the medals.

The Standard Form (SF 180), Request Pertaining to Military Records, is recommended for requesting medals and awards. Provide as much information as possible and send the form to the appropriate address as follows:

<u>Branch</u>	<u>Where to write for Medals</u>
ARMY	National Personnel Records Center 9700 Page Avenue St Louis, MO63132-5100
AIR FORCE	Air Force Reference Branch NCPMF National Personnel Records Center 9700 Page Avenue St. Louis, MO 63132
NAVY/MARINE COAST GUARD	Personnel Command Liaison Office Room 5409 9700 Page Avenue St. Louis, MO 63132-5100

Medals and decorations to which an individual is entitled are listed on DD Form 214. The DD Form 214 shows all medals, including those earned while assigned to a classified unit or engaged in classified activity. If, because of incomplete records or clerical error, all medals are not listed on the DD Form 214, the individual can request correction of the DD Form 214 by submitting an Application for Correction of Military or Naval Records, DD Form 149.(See your County Veterans' Service Officer for this form)

SAMPLE LETTER

Branch of Service: _____

Address: _____

Subject: MILITARY MEDALS, AWARDS AND DECORATIONS

To whom it may concern:

I request that you provide all medals, awards and decorations that I earned during my entire period of active duty. I appreciate your assistance in this matter. Thank you.

Full name of veteran: _____

Social Security number of veteran: _____

Former service number if different from SSN: _____

Branch of service: _____

Active duty date of entry: _____

Active duty separation date: _____

Veterans date of birth: _____

Veterans place of birth: _____

Mailing address of requestor: _____

Daytime phone number: _____

Name of requestor if different than veteran: _____

Relationship to veteran: _____

Signature of veteran / requestor: _____

Date of request: _____

Copy, of discharge or DD-214 is attached: Yes _____ No _____