

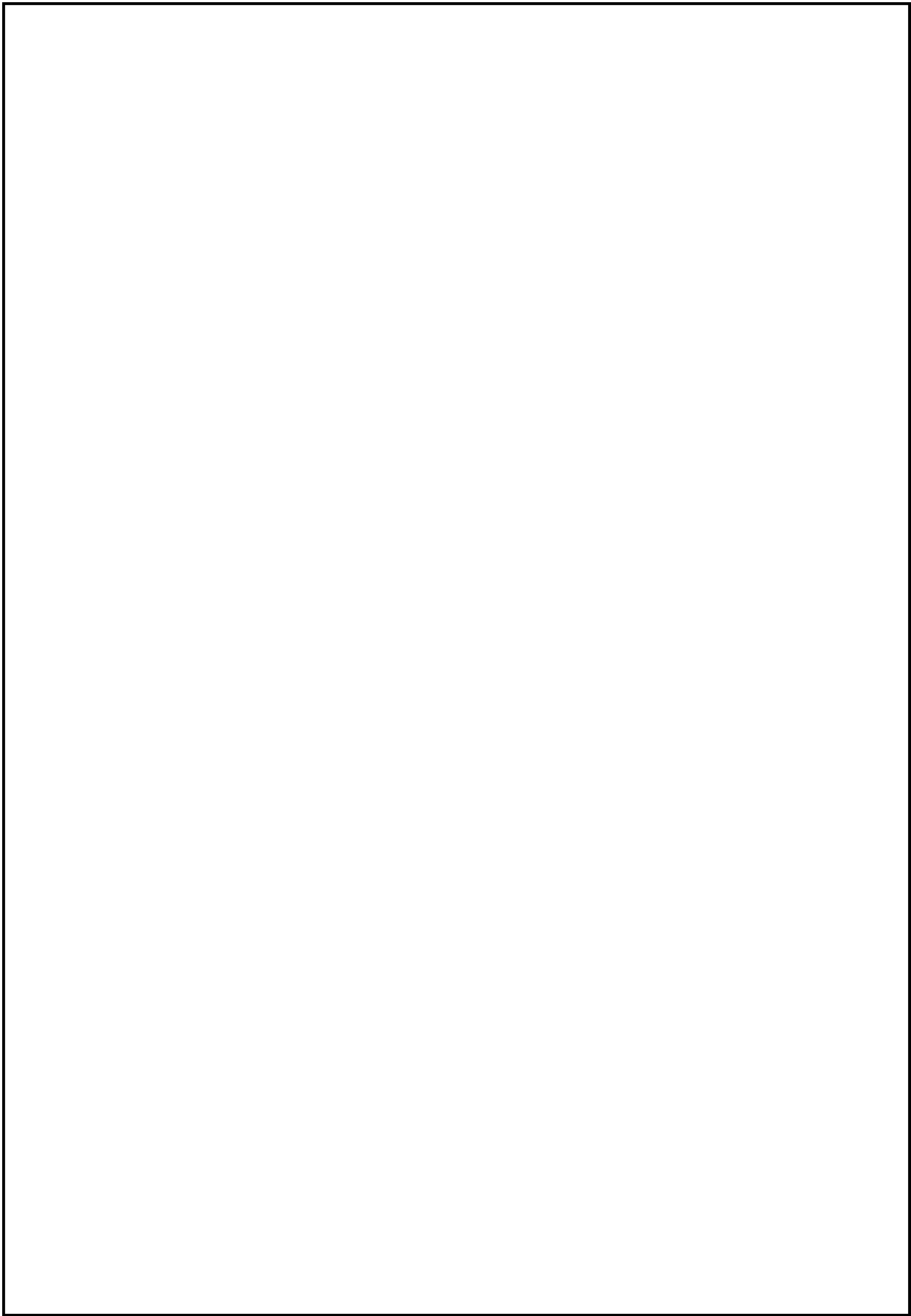
*THE
AMERICAN LEGION
DEPARTMENT
OF
FLORIDA*

*Post
Administrative Manual*

2015-2016

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.

Replacement cost of
this book is \$10.00



JULY

End-of-Year Report Tally Sheet

Post Protection/Security

Dispatch Order Form

Public Relations Information

Internet Connection

PURPOSE

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.

Duplicate as needed.

| 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 | | | | |

Post Protection/Security

It is important, for the protection of your Post, that each of the following are filed:

Incorporation Papers – Filed with the State of Florida, copy to Department.

Employer Identification Number (EIN) – Filed with the State of Florida, copy to Department. This must be filed with the Incorporation papers.

Federal Employer Identification Number (FEIN) – Filed with the Federal Government, copy to Department. This must be filed with the Incorporation papers.

Tax Exempt – filed with the State of Florida, copy to Department.

Post Constitution and By Laws – Updated every three (3) years; send 2 copies to Department Headquarters. Department Headquarters will keep one and will send the second copy to the Department Judge Advocate.

Restriction of Post Property form – Call Department Headquarters for this form.

All State forms can be found from the website www.myflorida.com

If you have any questions or concerns, contact the Executive Assistant Rachel Castleberry at Department Headquarters, rachel@floridalegion.org.

THE DISPATCH

Membership growth -- one of the key issues facing our Department, our Posts and our members: How do we get new members? What are their interests? How do we keep our posts alive and active in our communities?

Find out, in The Dispatch, the newspaper published 12 times a year by National Headquarters. Get ideas from other posts on how to get good publicity for your community service and increase your membership. Use it as a recruiting tool. Share The Dispatch with potential members so that they know what the Legion is doing for them!

Department-level Legionnaires -- commanders, adjutants, vice commanders, service officers, all chairpersons of standing department commissions and committees and district commanders receive complimentary copies. Post Adjutants also receive complimentary copies on behalf of their posts.

A year's subscription for all other Legionnaires is \$15. *The Dispatch is also available online at <http://www.legion.org/whatsnew/legiondispatch>.* For more information about The Dispatch, problems with subscriptions or any other questions, contact The Dispatch office at 317.630.1349.

THE DISPATCH

Published by The American Legion National Headquarters
Subscription (12 issues) is \$15

I am paying for my subscription to THE DISPATCH by (check one):

check _____ money order _____ VISA _____ MasterCard _____

If charge, card #: _____ Expiration date: _____

LEGION MEMBER ID _____

Name: _____

Street: _____

City/St/Zip: _____

Mail this coupon and payment to: The American Legion National Headquarters
Dispatch Subscription
PO Box 1055
Indianapolis, IN 46206

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 youth programs.
- ☞ Scholarship information.
- ☞ E-Mail for brochures.
- ☞ 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:

| | |
|--|--|
| <i>Post Administrative Manual</i> | <i>Post Service Officer Training App</i> |
| <i>Membership Awards & Training Manual</i> | <i>Legion Institute Training App</i> |
| <i>Rules for Trials and Appeals</i> | <i>Dept. Resolution/Amendment forms</i> |
| <i>Department Constitution & By Laws</i> | <i>Endorsement Policy</i> |

Manuals available at the National web site:

| | |
|---|-------------------------------|
| <i>Officer's Guide and Manual of Ceremonies</i> | <i>Post Adjutant's Manual</i> |
| <i>Post Operations Manual</i> | <i>Flag Code</i> |
| <i>Membership Training Guide</i> | |

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

AUGUST

End-of-Year Report Tally Sheet

Halloween Coloring Books Order Form

Post Program Chairmen List

PURPOSE

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.

Duplicate as needed

| 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 | | | | |

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 18th**. 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 BOOKS 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

Post # _____

POST PROGRAM CHAIRMEN

Once these forms are completed, they must be returned to Department Headquarters:
ATTN: Programs Director, P O Box 547859, Orlando, FL 32854-7859

We must have the personal contact information of your Chairmen.

EMAIL ADDRESSES ARE REQUIRED

AMERICANISM: _____
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 _____

ORATORICAL: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

Post Commander Signature _____

Post # _____

**LEGION
RIDERS:**

_____ Name

_____ Member ID#

_____ Home address

_____ Daytime phone #

_____ Email address

BLOOD DONOR:

_____ Name

_____ Member ID#

_____ Home address

_____ Daytime phone #

_____ Email address

LAW & ORDER:

_____ Name

_____ Member ID#

_____ Home address

_____ Daytime phone #

_____ Email address

ROTC/ SHOOTING SPORTS:

_____ Name

_____ Member ID#

_____ Home address

_____ Daytime phone #

_____ Email address

CHILDREN & YOUTH:

_____ Name

_____ Member ID#

_____ Home address

_____ Daytime phone #

_____ Email address

EMAILS ARE REQUIRED

Signature _____

Post Commander

Post # _____

**SCHOOL MEDAL
AWARD:** _____

Name

Member ID#

Home address

Daytime phone #

Email address

DISASTER PREPAREDNESS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

HISTORIAN: _____

Name

Member ID#

Home address

Daytime phone #

Email address

RELIGIOUS EMPHASIS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

EMAILS ARE REQUIRED

Signature _____

Post Commander

SEPTEMBER

End-of-Year Report Tally Sheet

50% Goal

Boys State Delegate Registration

PURPOSE

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.

Duplicate as needed.

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

55% Goal

September 2, 2015

Membership cards received into
Department Headquarters
on or before this date
will be given credit toward this goal.

BOYS STATE

Delegate registration fees, **\$350.00** per boy, are accepted as soon as October 1, 2015 yet **no later than** close of business December 23, 2015.

The name, daytime phone number and email address of your Post Boys State Chairman must be reported to Department Headquarters before registration fees will be accepted from your Post.

The Post Boys State
Chairman Packet Request
is in this manual.

October

End-of-Year Report Tally Sheet

55% Goal

Fall Conference

PURPOSE

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.

Duplicate as needed.

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

60% Goal

October 7, 2015

Membership cards received
into Department Headquarters
on or before this date
will be given credit toward this goal.

FALL CONFERENCE

November 13-15, 2015

Hilton, Walt Disney World
1751 Hotel Plaza Blvd
Orlando, FL 32830
407.827.4000

Be sure to mention you are with
The American Legion to receive
the special conference rate (plus tax).

Look for updates in the "*Legion Link*" and
on our web site (www.floridalegion.org).

NOVEMBER

End-of-Year Report Tally Sheet

Membership Card Verification Reminder

American Education Week Reminder

National Family Week Reminder

Homeless Veterans Outreach Award

PURPOSE

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.

Duplicate as needed

| 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 | | | | |

70% Goal

November 4, 2015

Membership cards received into
Department Headquarters
on or before this date will
be given credit towards this goal.

REMINDER

Membership Card Verification

There will be a charge for any 2015 membership cards not accounted for by December 2015.

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

*AMERICAN EDUCATION
WEEK*

**November 15th
through November 21st**

National

Family Week

**November 22nd
through November 28th**

Further information may be obtained from

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 14th

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 _____

DECEMBER

End-of-Year Report Tally Sheet

70% Goal

JROTC Cadet of the Year Information

General Scholarship Information

Teacher of the Year

PURPOSE

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.

Duplicate as needed.

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 | | | | |

80% Goal

December 2, 2015

Membership cards received into
Department Headquarters
on or before this date will
be given credit towards this goal.

JROTC CADET OF THE YEAR INFORMATION

ELIGIBILITY:

1. Student must be a member of a Florida high school approved JROTC unit.
2. The student must be in their senior year in an accredited Florida high school.
3. The student must be recommended by the senior instructor of the Unit. Only one student per high school.
4. 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.
5. 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.
6. Applications available to JROTC Commanding officer by request only; edouglas@floridalegion.org or 800.393.3378 x235.

DEADLINE: March 1st of the current school year.

GENERAL SCHOLARSHIP

ELIGIBILITY:

1. 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.
2. The student must be a senior in an accredited Florida high school.
3. The scholarship may be used for undergraduate study only at an accredited U.S. college or university.
4. 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.
5. Request complete application form from Department Headquarters, edouglas@floridalegion.org or 800.393.3378 x235.

DEADLINE: March 1st of current school year.

THE AMERICAN LEGION 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 held June 19-19, 2016.

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 nominees 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.

JANUARY

End-of-Year Report Tally Sheet

80% Goal

Eagle Scout of the Year Nomination Information

PURPOSE

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.
Duplicate as needed.

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

85% Goal

January 6, 2016

Membership cards received into
Department Headquarters
on or before this date
will be given credit towards this goal.

Eagle Scout of the Year

The Eagle Scout of the Year nomination forms are available from Department Headquarters. These forms are due back to Department with the appropriate documentation no later than March 1st.

This is a very good chance for you to help a deserving young man receive scholarship money for college. The National Scout-of-the-Year will receive \$10,000. Three second place scholarship awards will be given in the amount of \$2,500 each. Florida's Eagle Scout-of-the-Year receives \$2,500 in scholarship money from the Department while 2nd gets \$1,500 and 3rd & 4th get \$500 each in our state competition.

FEBRUARY

End-of-Year Report Tally Sheet

85% Goal

PURPOSE

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.

Duplicate as needed.

| 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 | | | | |

90% Goal

February 3, 2016

Membership cards received into
Department Headquarters
on or before this date
will be given credit towards this goal.

MARCH

End-of-Year Report Tally Sheet

90% Goal Information

PURPOSE

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.
Duplicate as needed.

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

95% Goal

March 2, 2016

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

APRIL

End-of-Year Report Tally Sheet

95% Goal

Post Elections

Law Officer of the Year Nominations

Firefighter of the Year Nominations

***NOTE:* Department Awards Information will be sent with the End of Year Reports.**

PURPOSE

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.

Duplicate as needed.

| 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 | | | | |

100% Goal

April 6, 2016

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

POST ELECTIONS

Post officers may not be elected before March 18, 2016 nor later than June 6, 2016.

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.”*

The American Legion 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 |

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: May 7th

The American Legion 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 recognition and substantiating documentation | 5 points |

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: May 7th

MAY

End-of-Year Report Tally Sheet

100% Goal

End of Year deadline dates

NOTE: Department Awards Information
were sent with the End of
Year Reports in April.

PURPOSE

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.

Duplicate as needed.

| 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 | | | | |

100+1% Goal

May 4, 2016

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

END OF YEAR DEADLINE DATES Department Convention June 16-19, 2016

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.*"

Therefore, delegate cut-off date for Department Convention is June 1, 2016

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."

Therefore, the District Constitutional Conferences will be held between April 16, 2016 and June 6, 2016.

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."

Therefore, all resolutions are due by May 6, 2016

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."

Therefore, Constitutional Amendments are due by May 6, 2016 and copies will be sent to each Post by May 17, 2016.

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 May 1, 2016 nor later than June 1, 2016.

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.”

Therefore, Post officers may not be elected before March 18, 2016 nor later than June 6, 2016.

FLORIDA SALES ORDER FORM

(We do not have open credit accounts)

POST# _____ DATE _____

SHIP TO:

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 _____

TO ALL POSTS - FYI

Questions have arisen 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

National Insurance Benefits Programs

These are optional programs that members must enroll in and pay premiums.

NOTE: Claims will be paid only if member's dues are current.

Term Life Plan
See Brochure

Whole Life Plan
See Brochure

Small Employer Plan (2-50 employees)
Seabury & Smith
877-886-0110

Health Insurance Mart (Individual)
Seabury & Smith
877-886.0110

(Brochures for the following are available from Department Headquarters)

Dental Insurance Plan - 1-800-542-5547

*EyeMed Vision Care- Discount on prescription eyewear 1-800-793-8626
Check with Department Headquarters for information.*

CVS/Caremark - see brochure

Tri Care Supplement Program - 1-800-542-5547

The program is designed to meet the needs of active duty and retired military members who may be referred to civilian facilities for care.

Department of Florida Insurance Benefits Programs

Insurance programs offered by Legionnaire Insurance Trust (LIT) and subscribed to by the Department of Florida are administered by Association Group Insurance Administrator (AGIA) of Westchester, IL (708.836.0045).

LIT
P.O. Box 21908
Santa Barbara, CA 93121

LIT Payment Center
P.O. Box 60290
Los Angeles, CA 90060-0290

No-Cost Accidental Death & Dismemberment Program

The current program for all Legionnaires begins September 1, 2011. Once the acceptance form has been completed and mailed to LIT, the member is covered until August 2016. Each new member should receive a brochure and acceptance form from the post. Existing members will receive information in the mail directly from LIT or they can get the brochure from the post. Brochures with acceptance forms are available from Department Headquarters through the Spring of 2016. Also, brochures can be picked up at Department Convention and Fall Conference.

Benefits payable under this program:

- 1. Up to \$1,000.00 of accidental death & dismemberment insurance with coverage 24 hours per day, seven days a week.*
- 2. An additional \$5000.00 of accidental death & dismemberment benefits are available if the enrolled Legionnaire suffers a covered loss while on official Legion business.*

Medical Insurance (AD&D,5-Way Emergency Cash,Cancer Care,Critical Illness,Dental Help,Disability Income,Discount Card,Emergency Assistance Plus,Emergency Outpatient Plan,Excess Major Medical,Family Protector,Long Term Care,Travel Accident,Whole Life)

Contact LIT (Santa Barbara, CA) 800.235.6943 for:
Information concerning any insurance
Requests for changes in coverage
Rate Changes
Verification of benefits

Contact LIT (Phoenix, AZ) 800.882.0220 for:
Claims notification

For name/address changes: Please include Legion ID#
Francis McCutcheon, Legionnaire Insurance Trust
1155 Eugenia Place, Carpinteria, CA 93013-2062
email: fmccutcheon@agia.com

GMAC Automobile

Attn: Mike Rafert, 1 National General Plaza, Earth City, MO 63045, 800.847.2886

Signature Home Protection. When you sign up your first 30 days are free! Then only \$9.99 a month. Call 800.576.3445 for information.