



AMERICAN LEGION DEPARTMENT OF FLORIDA



RELIGIOUS EMPHASIS CHAIRMAN MANUAL

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Department Awards

Best Post Chaplain Report
Best Religious Emphasis Report

Report Guidelines

The following should provide the Chaplain wishing to compete for Chaplain Awards a clear understanding of report expectations:

Included in the report:

All items which clearly reflect the activities in which the Chaplain has been involved within the year he/she is reporting. This should include activities within the American Legion and the community. The items may be written accounts, pictures, illustrations, certificates earned, anything that describes the work the Chaplain has accomplished.

Cover Page/ Binder:

Select a sturdy standard 8½ x 11" binder, no more than 3" wide. The size should be consistent with the thickness of the pages within the cover. The American Legion emblem should appear on the cover. No other ornamentation is recommended.

Paper used within the binder:

The paper should be 20lb bond or heavier. Colors should present a pleasing appearance. Vinyl sheet protectors are recommended as the report will be handled by many people. Affix all items with quality cement. Place pages back to back using adequate margins for printed or type written pages. Narratives should be double spaced. Photo identifications should be single spaced.

Photographs:

Larger pictures are always more impressive. (Don't forget you are trying to impress the judges.) A tip that you may want to consider is to take your standard 3½x5 or 4x6 pictures to an office supply store for copying as enlargements they are more economical. Identify everyone in the photograph, date the picture and identify the event. All are necessary to describe the photo. Consider using sub-mounts, these show very well.

Certificate of Authenticity:

This is simply a letter typed on your Post letterhead stating that the information, photographs and other entries are true to the best of your Commander's and Adjutant's knowledge. The Commander and Adjutant must sign. *Position this page at the beginning of your report.*

Format:

The second page of your report should be the title page. It should face the reader as the book is opened, centered and spaced attractively. A picture of your Post building will help to enhance the title page. Wording should be as follows:

Title of Report
Post and/or District
(address)
The American Legion
Department of Florida
(date)
Compiled by (your name)

You may wish to use a second page to show a picture of yourself and give a little biographical information.

Introduction:

The next page should be an Introduction or Forward. State the purpose of your report. Tell the reader what is contained within the pages of your report.

Acknowledgments:

No one can produce a project of this magnitude without the help of others. Give credit to those who helped you, e.g. your Commander, your spouse, your minister, etc.

Dedication (optional):

You may wish to dedicate your report to someone who has inspired you. This is the place to do it. Include his/her picture. It is a classy thing to do, however, it will not degrade your report to leave this out.

Heart of the report:

The pages you include in your report should reflect the work you do as a Chaplain of your Post/District. Narratives should be written in the third person. Photographs or illustrations must identify the people and the event where it took place and when. Activities you should report are: patriotic events, holiday observances, Post function, funerals, memorial services, awards you have earned, copies of printed programs with which you were involved.

Don't limit your entries to just American Legion involvement but any community activity in which you participated. This is no place to be modest. If you want people to know what contributions you have made in your work as a Chaplain, you will have to tell them. Toot your horn!

Judging Standards

OVERALL ATTRACTIVENESS:

Cover.....(5)_____

Page Appearance.....(5)_____

Photographs/Illustrations(10)_____

Quality of typewritten or printed sheets.....(10)_____

FORMAT:

American Legion Emblem.....(5)_____

Title Page(5)_____

Certificate of Authenticity(5)_____

Introduction/Forward(5)_____

Acknowledgments.....(5)_____

Organization/Arrangement(5)_____

Suitable Sequence(5)_____

Pictures/Illustrations Personal Identification(5)_____

Dated Entries.....(5)_____

NARRATIVES:

Written in third person(5)_____

Spelling/Grammar.....(5)_____

Originality(5)_____

Logical Form.....(5)_____

JUDGE'S OPINION:

Your opinion.....(5)_____

Total possible score.....(100)_____

SUGGESTED INTRODUCTORY REMARKS FOR A FOUR CHAPLAINS SERVICE

On February 3, 1943, the USAT DORCHESTER tragically sunk. Of the 902 young men on board, only 230 survived. Many of those survivors owe their lives to the courage and leadership exhibited by the heroic Four Chaplains, who, in sacrificing their lives, created a unique legacy of brotherhood.

Since 1951, the Chapel of Four Chaplains has spread the message of interfaith cooperation and selfless service, touching the lives of thousands of people across this great country.

There will be thousands of Four Chaplains Interfaith Memorial Services held across the nation on or near February 3rd. This service is a tribute to those courageous Chaplains and the 672 brave young men who lost their lives on that fateful night. Further, this service honors all those who have served, and whose courage and faith have sustained our country.

It is important that we teach our children and youth about these great events and great sacrifices, for they are our future. It is vital for them to understand what selfless service on behalf of others can accomplish.

THREE SUGGESTED FORMATS FOR FOUR CHAPLAINS SERVICES

1. With a breakfast or banquet:

- POSTING THE COLORS / PLEDGE OF ALLEGIANCE
- "AMERICA, THE BEAUTIFUL" (Assembly or Solo)
- WELCOME
- INVOCATION
- MEAL
- INTRODUCTION OF GUESTS
- HOMILY / MESSAGE (focused on the Four Chaplains and sacrificial service)
- TRIBUTES TO THE FOUR CHAPLAINS (Wreath laying or candle lighting by four clergy or other persons of each faith)
- OFFERING (for the Chapel of Four Chaplains, Valley Forge, PA)
- "LET THERE BE PEACE ON EARTH" (Assembly) (see suggested hymns in this packet) BENEDICTION RETIREMENT OF COLORS

2. Major program:

- POSTING THE COLORS / PLEDGE OF ALLEGIANCE
- NATIONAL ANTHEM
- WELCOME
- INVOCATION
- INTRODUCTION OF GUESTS
- THE COLLECT (read aloud by Assembly)
- MUSICAL SELECTION (choral or band)
- HOMILY / MESSAGE (focused on the Four Chaplains and sacrificial service)
- TRIBUTES TO THE FOUR CHAPLAINS (Wreath laying or candle lighting by four clergy or other persons of each faith)
- OFFERING (for the Chapel of Four Chaplains, Valley Forge, PA)
- "LET THERE BE PEACE ON EARTH" (Assembly) (see suggested hymns in this packet) BENEDICTION
- MOMENT OF SILENCE
- TAPS
- RETIREMENT OF COLORS

3. Short program:

- PLEDGE OF ALLEGIANCE
- "AMERICA, THE BEAUTIFUL" (Assembly or Solo)
- INVOCATION
- WELCOME
- INTRODUCTION OF GUESTS
- THE COLLECT (read aloud by Assembly)
- HOMILY / MESSAGE (focused on the Four Chaplains and sacrificial service)
- OFFERING (for the Chapel of Four Chaplains, Valley Forge, PA)
- BENEDICTION

Four Chaplains Prayer

This prayer is interfaith in nature, and may be read aloud by everyone at the appointed time in the program. This prayer is a part of each Legion of Honor Award Service sponsored by the Chapel of Four Chaplains.

THE COLLECT

God of our Fathers and our God, we thank you for the unity that the DORCHESTER Chaplains, these four men of God, demonstrated in life and in death.

Unity that is not uniformity

Unity that strengthens within each of us every worthy loyalty of faith and practice

Unity that transcends all our differences and makes us one in loyalty to our country and our fellowmen, and to you our God

Grant us now Your abiding presence and may we remain faithful to the spirit of our Four Chaplains who, having learned to live and serve together, in death were not divided.

SUGGESTIONS FOR YOUR FOUR CHAPLAINS SERVICE

BACKGROUND:

These community services began to be held in the late 1940's across the nation on or near February 3rd of each year. They are held to honor the Four Chaplains and the other 668 men who perished when the USAT DORCHESTER was torpedoed and sunk on February 3, 1943. Because of the interfaith nature of the sacrificial act of the Four Chaplains, this is an excellent way to bring together people of all races, faiths, and creeds in an observance of a common unity among Americans. We urge your organization to hold a Four Chaplains Observance with this purpose in mind. It is appropriate that this is also the time of National Brotherhood Week.

MUSIC:

The following is a suggested, but not inclusive, list of music appropriate for Four Chaplains Services.

- The National Anthem
- The Four Chaplains Anthem (used in our Chapel services)
- America, The Beautiful (used in our Chapel services)
- How Great Thou Art
- God of Our Fathers
- My Country, 'Tis of Thee
- Battle Hymn of the Republic

- Eternal Father, Strong to Save (Navy Hymn - includes stanza for each branch of military service)
- This Is My Song (tune of Finland)
- Pomp & Circumstance (processional / recessional)
- God Bless America
- Let There Be Peace On Earth
- Taps
- Auld Lang Syne

OFFERINGS:

Many organizations take an offering during the service for the work of the Chapel of Four Chaplains. These offerings enable us to continue our many worthwhile programs, and are truly appreciated.

GUESTS:

It is a special honor to recognize DORCHESTER survivors, and family members of the victims and chaplains, if any are present. If you tell us the date, time, and location of your service, we can invite these special persons on your behalf.

LOCATION:

The service can be held in veterans or fraternal halls, auditoriums, parks, churches, synagogues, and chapels. We recommend that clergy or representatives of the different faith groups be participants. Clergy to represent the Four Chaplains is always impressive.

PROGRAMS:

Printed programs add to the dignity and importance of the occasion. A copy of the program should be sent to the Chapel of Four Chaplains for the archives.

PUBLICITY:

News releases can be sent to local newspapers, television stations, and radio stations. Encourage the media to publicize the upcoming service or to do a follow-up report. A copy of any publicity items should be sent to the Chapel of Four Chaplains for the archives.

INTRODUCTIONS:

For a smooth flowing service, it is recommended that minimal introducing be done. Let each participant follow the other as listed in the program. There should be a brief introduction of the main speaker. The person presiding is responsible for keeping the service flowing smoothly.

REHEARSAL:

A rehearsal prior to the event always makes for a more effective service. COLOR GUARDS / HONOR GUARDS: Veterans, civic, and fraternal organizations wishing to participate with their color/honor guards, including organizational flags, enhance the service.

FOCAL POINTS:

To symbolize the tragic sinking of the USAT DORCHESTER, there can be any number of focal points for the service: four lit candles, four red roses, a life jacket, or four empty seats near the altar or speaker's area. (For a breakfast or banquet, this can be a completely set table for four, but with no one sitting at the Four Chaplains table.)

A FINAL WORD:

To make your Four Chaplains Service special and memorable, be sensitive, creative, and enthusiastic!

INTRODUCTION FOR CANDLE LIGHTING CEREMONY

At 12:30 A.M. on February 3, 1943, the bell on the troop ship DORCHESTER rang twice and never sounded again.

The DORCHESTER was torpedoed by an enemy submarine and 672 young men paid the supreme sacrifice. Included in the 672 were Four Men of God -- a rabbi, a Roman Catholic priest, a Methodist minister, and a Dutch Reformed minister -- all Army Chaplains.

These Four Chaplains gave their life jackets to save four soldiers and, in so doing, gave up their only means of survival. They were last seen on the deck of the ship with their arms linked together and their heads bowed in prayer as they went to their watery graves in the North Atlantic off the coast of Greenland. Each chaplain received the Purple Heart and Distinguished Service Cross posthumously.

At this time, a candle will be lit for each of the Four Chaplains, as their biographies are read...

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN GEORGE L. FOX

George L. Fox, the oldest of the four, knew all about war. Lying about his age in 1917, he enlisted in the Army as a medical corps assistant. He won a Silver Star for rescuing a wounded soldier from a battlefield filled with poison gas, the Croix de Guerre for outstanding bravery in a artillery barrage, and the Purple Heart for wounds. A resident of Vermont, he was a successful accountant and family man when he heard God's call to the ministry. Fox went back to school and later was ordained into the Methodist denomination. When war came, he once again enlisted, telling his wife, "I've got to go. I know from experience what our boys are about to face. They need me." Fox began active duty on August 8, 1942, and served until that fateful morning of February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN ALEXANDER D. GOODE

Alexander D. Goode was both an outstanding athlete and scholar. Following in his father's footsteps, this young man known for his laughter and love of life, became a rabbi. While studying for his calling, he joined the National Guard and kept up an active membership. The return of the body of the Unknown Soldier had a profound effect on Goode. He attended the ceremonies, choosing to walk the thirty miles rather than drive or take a bus, because he thought it showed more respect. Goode married his childhood sweetheart and was serving a synagogue in York, Pennsylvania, when World War II broke out. He served on active duty from August 9, 1942 until February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN CLARK V. POLING

Clark V. Poling was the youngest of the Four Chaplains and the seventh generation in his family to be ordained in the Dutch Reformed Church. When war came, he was anxious to go, but not as a chaplain. "I'm not going to hide behind the church in some safe office out of the firing line," he told his father. The elder Poling replied, "Don't you know that chaplains have the highest mortality rate of all? As a chaplain you'll have the best chance in the world to be killed. You just can't carry a gun to kill anyone yourself." So Clark Poling left his pastorate in Schenectady, New York, and enlisted as a chaplain. Just before he left for active duty, Clark asked his father to pray for him - "not for my safe return, that wouldn't be fair. Just pray that I shall do my duty...and have the strength, courage, and understanding of men. Just pray that I shall be adequate." Poling began active duty on June 10, 1942, and served until February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN JOHN P. WASHINGTON

John P. Washington grew up poor, scrappy, and determined in the toughest section of Newark, New Jersey. One of nine children born to an Irish immigrant family, he was blessed with a sunny disposition, a beautiful singing voice, and a love for music. He also loved a good fight, and was leader of the South Twelfth Street gang when he was called to the priesthood. He played ball with the boys of the parish, organized sports teams and, when war came along, went with his "boys" into the Army. He began active duty on May 9, 1942. His wonderful voice, raised in song and prayer to comfort those around him, could be heard until his final moments on February 3, 1943.

THE SAGA OF THE FOUR CHAPLAINS

It was known as Torpedo Junction, the U-Boat infested icy waters of the North Atlantic during World War II. On February 3, 1943, the USAT DORCHESTER, an old coastal steamer quickly pressed into military service, was slowly making her way through those waters bound for Greenland.

Most of the men were seasick, and green with nausea. Because they were in submarine waters, the captain directed the men to keep outer gear and life jackets on at all times. Moving among them were four Army Chaplains: George Fox (Methodist), Alexander Goode (Jewish), Clark Poling (Dutch Reformed), and John Washington (Roman Catholic). The Chaplains talked with and listened to the men -- soothing apprehensions, offering encouragement, or sharing a joke. By their concern, their comradery with the men and one another, and their very presence, they brought solace. An enemy submarine, stalking the ship undetected, fired a torpedo toward the ship's aging flank. The missile exploded in the boiler room, destroying the electric supply and releasing suffocating clouds of steam and ammonia gas. Many on board died instantly; some were trapped below deck. Others, jolted from their bunks, groped and stumbled their way to the decks of the stricken vessel. Taking on water rapidly, the ship began listing to starboard.

Because security reasons prevented the use of distress flares, escort vessels, still close enough to assist, pushed on into the darkness unaware that the DORCHESTER was sinking.

Overcrowded lifeboats capsized; rafts drifted away before anyone could reach them. Men clung to the rails, frozen with fear, unable to let go and plunge into the dark, churning water far below.

The Four Chaplains calmed frightened men, got them spare life jackets, and urged them over the side. The supply of extra jackets ran out with men still waiting. Having decided to remain with the sinking ship, the Four Chaplains either gave to or forced upon frightened servicemen their own life jackets.

Too quickly, no more lifeboats could be launched and many men were left aboard, but there was more for the Chaplains to do. When last seen, they were standing together on the deck leading the men in prayer. With arms linked in friendship and heads bowed in prayer, they sank beneath the waves. Two of those chaplains were Protestant, one was a Catholic, and one was a Jew. Monsignor John McNamara, former Chief of Chaplains of the U.S. Navy, said at a Four Chaplains Award Service, "No casting director in Hollywood could have selected a better cast of characters than these four to portray the basic unity of the American people."

The self sacrifice of the Four Chaplains was a heroic act. It was not the only heroic act aboard the DORCHESTER. But it was the identity of these four young men, representing three great faiths of the American people that adds symbolism to their sacrifice.

It is our charge to see that this brief, but significant, portion of American history is not lost, and that the lessons of cooperation and selfless service are proclaimed.

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains

Chaplain George L. Fox was one of the four Army Chaplains who gave away their life jackets and perished when the troop ship USAT DORCHESTER was torpedoed and sunk on the morning of February 3, 1943, in the North Atlantic. This biographical data sheet has been prepared in response to continued requests from the press and public for information concerning the Four Chaplains.

NAME: Fox, George L.
GRADE: 1st Lt.
ASN: 0485690
DENOMINATION: Methodist
ENTERED SERVICE FROM: Gilman, Vermont
DATE AND PLACE OF BIRTH: 15 March 1900, Altoona, Pennsylvania
WIDOW: Mrs. Isadora H. Fox (deceased)
CHILDREN: Dr. Wyatt R. Fox
Mrs. Mary Fox Murray
PARISHES SERVED: Downs, Illinois
Rye, New Hampshire
Waits River, Vermont
Union Village, Vermont
Gilman, Vermont
DATE OF APPOINTMENT: 24 July 1942
DATE OF ACTIVE DUTY: 8 August 1942
DECORATIONS: Purple Heart (Posthumous)
Distinguished Service Cross (Posthumous)
ARMY ASSIGNMENTS: 411th Coast Artillery Battalion (1942)
Casual, overseas (November 1942)
Killed in action (February 3, 1943)
EDUCATION: Illinois Wesleyan University, 1932, B.A.
HEIGHT: 5 feet, 4 ½ inches
HAIR: Brown
EYES: Brown
COMPLEXION: Fair

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains

Chaplain Alexander D. Goode was one of the four Army Chaplains who gave away their life jackets and perished when the troop ship USAT DORCHESTER was torpedoed and sunk on the morning of February 3, 1943, in the North Atlantic. This biographical data sheet has been prepared in response to continued requests from the press and public for information concerning the Four Chaplains.

NAME: Goode, Alexander D.

GRADE: 1st Lt.

ASN: 0485093

DENOMINATION: Jewish

ENTERED SERVICE FROM: York, Pennsylvania

DATE AND PLACE OF BIRTH: 10 May 1911, New York, New York

WIDOW: Mrs. Theresa Kaplan (remarried)

DAUGHTER: Mrs. Rosalie Goode Fried

PARISHES SERVED: Marion, Indiana (1936-37)
York, Pennsylvania (1937-42)

DATE OF APPOINTMENT: 21 July 1942

DATE OF ACTIVE DUTY: 9 August 1942

DECORATIONS: Purple Heart (Posthumous)
Distinguished Service Cross (Posthumous)

ARMY ASSIGNMENTS: 333rd Airbase Squadron (1942)
Casual, overseas (November 1942)
Killed in action (February 3, 1943)

EDUCATION: University of Cincinnati, 1934, A.B.
Hebrew Union College, 1937, B.H.
John Hopkins University, 1940, Ph.D.

HEIGHT: 5 feet, 8 ½ inches

HAIR: Black

EYES: Gray

COMPLEXION: Fair

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains

Chaplain Clark V. Poling was one of the four Army Chaplains who gave away their life jackets and perished when the troop ship USAT DORCHESTER was torpedoed and sunk on the morning of February 3, 1943, in the North Atlantic. This biographical data sheet has been prepared in response to continued requests from the press and public for information concerning the Four Chaplains.

NAME: Poling, Clark V.

GRADE: 1st Lt.

ASN: 0477425

DENOMINATION: Reformed Church in America

ENTERED SERVICE FROM: Schenectady, New York

DATE AND PLACE OF BIRTH: 7 August 1910, Columbus, Ohio

WIDOW: Mrs. Bruce Cunningham (remarried & deceased)

CHILDREN: Dr. Clark V. Poling
Mrs. Susan Poling Smith

PARISHES SERVED: First Church of Christ, New London, CT

DATE OF APPOINTMENT: 10 June 1942

DATE OF ACTIVE DUTY: 25 June 1942

DECORATIONS: Purple Heart (Posthumous)

ARMY ASSIGNMENTS: 131 QM Truck Regiment (1942)
Casual, overseas (November 1942)
Killed in action (February 3, 1943)

EDUCATION: Rutgers University, 1933, A.B.
Yale University, 1936, B.D.

HEIGHT:

HAIR: Medium Brown (slight Chestnut cast)

EYES: Brown

COMPLEXION: Fair, with ruddy cheeks

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains

Chaplain John P. Washington was one of the four Army Chaplains who gave away their life jackets and perished when the troop ship USAT DORCHESTER was torpedoed and sunk on the morning of February 3, 1943, in the North Atlantic. This biographical data sheet has been prepared in response to continued requests from the press and public for information concerning the Four Chaplains.

NAME: Washington, John P.
GRADE: 1st Lt.
ASN: 0463529
DENOMINATION: Roman Catholic
ENTERED SERVICE FROM: Arlington, New Jersey
DATE AND PLACE OF BIRTH: 16 July 1908, Newark, New Jersey
SISTER: Mrs. Anna B. Schwoebel
PARISHES SERVED: Diocese of Newark
DATE OF APPOINTMENT: 24 April 1942
DATE OF ACTIVE DUTY: 9 May 1942
DECORATIONS: Purple Heart (Posthumous)
Distinguished Service Cross (Posthumous)

ARMY ASSIGNMENTS: Chief of Chaplains Reserve Pool, Fort
Benjamin Harrison, IN (May 1942)
76th Infantry Division, Fort George Meade,
MD (June – (Nov. 1942)
Boston Port of Embarkation, Camp Miles
Standish, Taunton, MA (Nov. 1942-Jan. 1943)
Casual, overseas (January 1943)
Killed in action (February 3, 1943)

EDUCATION: Seton Hall College, S. Orange, NJ, 1931, A.B.
Immaculate Conception Seminary,
Darlington, NJ, 1935

HEIGHT:
HAIR: Sandy (brownish-blonde)
EYES: Blue
COMPLEXION: Fair to Medium

The Legion of Honor

The Legion of Honor is the main award given by the Chapel of Four Chaplains. This award, as well as the others, includes membership on the Roll of the Legion of Honor. The award is signified by the bestowal of the Legion of Honor Certificate in an appropriate ceremony. It is awarded for outstanding sacrificial, volunteer service to one's community and fellow human beings regardless of faith or race in keeping with the spirit of the sacrifice of the Four Chaplains. The service performed must have been above and beyond that required by one's professional or organizational position, and must have required a notable sacrifice on the part of the individual. The award is bestowed upon persons who have been nominated by appropriate individuals and selected by the Chapel's Awards Committee. It is presented publicly at a special Legion of Honor Ceremony or as a part of another award ceremony with proper description and citation. **NOTE:** *nominations must be received 6 weeks in advance of the presentation date.*

Junior Legion of Honor

The Junior Legion of Honor is awarded to young people who have contributed to inter-ethnic and interfaith harmony in the community, and whose lives are marked by volunteer, selfless service. Examples of volunteer service include: Nursing Homes, hospitals, Special Olympics, DARE, SADD, school tutoring, Girl Scouts, Boy Scouts, ROTC, Church, Synagogue, etc.

LEGION OF HONOR NOMINATIONS

I nominate the following person being deserving of membership in the Chapel's **LEGION OF HONOR**. They have served others unselfishly. They have not previously been nominated, and I believe they would add honor to the roll of awardees.

Signature of Nominator: _____

Kindly include a nominating statement for each nominee, giving reasons why he/she should be granted the Legion of Honor Award.

Nominees Name _____

Address _____

Phone _____ E-mail _____

Specifically describe the nominee's selfless service to the community -

State reasons why she/he should be granted the Legion of Honor Award -

Name of Nominator _____

Address _____

Phone _____ E-mail _____

Mail nominations to: The Chapel of Four Chaplains
1201 Constitution Avenue
The Navy Yard, Bldg 649
Philadelphia, PA 19112-1307