

# 2021-22 Guidelines for the American Legion Square Knot Award

## The American Legion, Department of Florida

### PURPOSE

The American Legion established this award to recognize members of the Legion family (TAL, SAL & ALA), who are also registered Scouters, and who have furthered Scouting and its relationship with the Legion. It is awarded to those Legion Scouters who have demonstrated their commitment for personal improvement and performance in the Legion Scouting program.

In late 2018 the National Americanism Commission (which oversees Legion Scouting) met with BSA's National Representative to the American Legion and the Scouting Commission Chairmen of all of the Departments to review this program. The eligibilities, requirements for award and processing, as well as feedback from the field, were all considered. National particularly cautioned about those *"who want to misuse this award as a way to 'honor' their Scouting Chair as a 'retirement' award despite the individual having done little or nothing to further Scouting and its relationship with the Legion."* as an example. As a result the requirements were adjusted and the Departments were asked to publish guidance for handling the award. Accordingly, the following is provided:

### ELIGIBILITY

Any member of the TAL, SAL or ALA who completes the requirements while also registered as a Scouter in the BSA may apply for the award. Requirements that are completed while the applicant is not both a Legion family member and a registered Scouter will not be considered. Note that not all of the requirements have to be completed. Because of the different involvements of the many different Scouting positions, the applicant may select those optional requirements most suited to their involvement. Again, an application should not be made by a Post or other person for a "congratulatory", "honorary" or "retirement" presentation.

### APPLICATION

National has not provided a required format for the submission of the application, leaving it to the various Departments. The Department of Florida will accept both written and mailed applications as well as electronically copied and emailed ones. The applications and corresponding documentation should meet the following standards:

- any clear and easily readable format that displays which optional requirements are selected by the applicant and their corresponding proofs of completion.
- clear and convincing written proof of the completion by the applicant and matching the proof to the specific requirement that was completed.
- acceptable proofs include:
  - TAL records, TAL membership cards, BSA records, BSA completion cards, BSA membership cards, BSA Council/District completion records, screen captures from [my.scouting.org](https://my.scouting.org) or other official BSA websites, newspaper or periodical articles, event brochures and the like.
  - specifically, proofs must indicate **how** the applicant accomplished the completion.

- unacceptable proofs include:
  - self-certifying statements of the applicant
  - evidence that merely supports the applicant's presence and not participation in the requirement
  - simple listings of completions
  - anecdotal, vague and unclear support of completion
- including a copy of the Square Knot award brochure that was used will help
- Applications MUST contain a letter from the Legion Post Commander, SAL Squadron Commander or ALA Unit President (as appropriate) that outlines the applicant's involvement in the Legion Scouting program and that specifically recommends them for the award.

## WAIVERS

National has not provided for waivers of requirements for any reason.

## SUBMISSION

### **DO NOT SEND YOUR APPLICATION TO NATIONAL HEADQUARTERS**

If submitting by mail, send your application package to:

Program Director / Scouting Chair  
The American Legion  
Department of Florida  
1912A Lee Road  
Orlando, FL 32810

Mark on the outside of the envelope - Square Knot Award

If submitting by email, submit your application to BOTH

[programs@floridalegion.org](mailto:programs@floridalegion.org)

and

[scouting@legionmail.org](mailto:scouting@legionmail.org)

Subject Line – Square Knot Award

Your application will be processed for the required reviews and endorsements within the Department and then forwarded to National for final review.

## CAUTIONS

If you “jump the chain of command” and submit your application directly to the Department Commander, your application will be delayed.

If you “dual channel” and submit to various officers in the Department, your application will be delayed.

If you submit directly to National, your application will be significantly frustrated.

## PRESENTATION OF AWARD

Applicants have options for the presentation of their award. Provided that the application is submitted far enough in advance, it is complete and all of the completions of requirements are sufficiently proved, the applicant may request the award:

- be presented at the next Department Convention
- be presented at a Post or District meeting
- be presented at a Scout meeting or event

Note - If not for award at the convention, then information must be given for the individual and address to whom to forward the award package and the date the award will be made.

If you have any questions, forward them to [scouting@legionmail.org](mailto:scouting@legionmail.org)



THE AMERICAN LEGION & 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. This award is not meant to be a selective or limited award, but one that is available to any American Legion, American Legion Auxiliary or Sons of The American Legion member who completes the requirements for the award. The award is meant to recognize dedication and work required by an American Legion, American Legion Auxiliary or Sons of The American Legion member to assist in furthering the Scouting program in The American Legion.*



*The award includes a gold and purple square knot, which may be worn on the Scout uniform. A certificate and congratulatory letter from the national commander of The American Legion are also included as recognition for the award.*



To be considered for The American Legion Square Knot, it is expected that American Legion, American Legion Auxiliary or Sons of The American Legion members will work to provide the maximum impact of The American Legion's support of the Scouting program and to achieve maximum visibility.

## A. Service

1. Be a current member of The American Legion, American Legion Auxiliary or Sons of The American Legion.
2. Be a current registered Scouter in a leadership position at the unit, district or council level; or as a Chartered Organizational Representative (COR); or as a district, council, area or regional member-at-large; or as a commissioner at any level.

## B. Training

If serving as a unit leader complete five of the following:

1. Complete your unit leader Position-Specific (Role-Based) Course (Scoutmaster Position-Specific, Venturing Advisor Position-Specific, Cubmaster and Assistant Cubmaster Position-Specific, or Sea Scout Leader Position-Specific).
2. Complete "Youth Protection" training within the past 24 months.
3. Complete a certified "First Aid and CPR" certification within the past 24 months through either the American Red Cross or Emergency Care & Safety Institute.
4. Earn the Scouter's "Training Award" for your position.
5. Complete a Woodbadge, Powderhorn or Seabadge training program.
6. Attend a national training conference at either Bechtel Summit's John D. Tickle Training Center, Florida Sea Base or Philmont Training Center.

If serving as a Chartered Organizational Representative (COR), or as a district, council, area or regional member-at-large, or as a Commissioner at any level, complete three of the following:

1. Complete the Position-Specific (Role-Based) Course for your position (Commissioner Position Specific Basic Training or Chartered Organization Representative Position Specific Training).
2. Complete a Woodbadge training program.
3. Complete a council or area specific degree program through the College of Commissioner Science or University of Scouting.
4. Attend a regional or area training conference such as the OA National Leadership Seminar or Regional/Area Commissioner Conference.
5. Attend a national training conference at either Bechtel Summit's John D. Tickle Training Center, Florida Sea Base or Philmont Training Center.

## C. Tenure

1. Serve a total of three consecutive years in a Scouting leadership position at the unit, district or council level; or as a Chartered Organizational Representative (COR); or as a district, council, area or regional member-at-large; or as a commissioner at any level.

## D. Performance

While serving in a Scouting leadership position at the unit, district or council level; or as a Chartered Organizational Representative (COR); or as a district, council, area or regional member-at-large; or as a commissioner at any level, complete a minimum of five of the following:

1. Serve a minimum of two years as a Post Chartered Organizational Representative for Scouting or Scouting





unit leader and demonstrate success with your unit(s) in terms of growth in membership.

2. Assist your post, district or department to raise funds to support Scouting. Participate with a local BSA district or council friends of scouting fundraising effort.
3. Participate as member of a BSA District or council membership/relationships committee and represent The American Legion.
4. Assist in organizing or reorganizing a cub pack, Scout troop, sea scout ship or venturing crew chartered by an American Legion post.
5. Participate in the Eagle Scout of the Year program at the post, district or department level.
6. Make contact with Scout troops and venturing crews in your area through visits, roundtables or other means and solicit their participation in the National High School Oratorical Contest, Junior Shooting Sports Program, Boys State, American Legion Baseball and other Americanism programs and document the results of your efforts.
7. Recruit manpower from your post or district to support a Scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further American Legion recognition in support of the Scouting program.
8. Develop and carry out or participate in an American Legion program to recognize the leaders of Scouting programs in your post, district or department.
9. Promote and coordinate the development of a network of department American Legion Scouting Team members to assist in the development of Scouting within The American Legion.
10. Earn the Den Leader Training Award or Scouters Training Award.

11. Earn the Unit Leader Award of Merit or District Award of Merit.
12. Earn any Scouter's Key Award.
13. Earn the Distinguished Commissioner Service Award or Commissioner Award of Excellence in Unit Service.

## E. Approval

1. Submit appropriate documentation (photocopies of membership card, course completion certificates, memorandum/letters signed by Scouting leadership highlighting accomplishments, etc.) in order to fully document the attainment of the requirements as outlined in sections A, B, C and D.
2. Obtain the written endorsements of your American Legion post commander, American Legion Auxiliary unit president or Sons of The American Legion squadron commander and the department Scouting chairman, department adjutant and department commander that you have satisfactorily completed the requirements for this award. (A website link to department headquarters addresses can be found on the back of the brochure to assist in obtaining the written endorsements of the department Scouting chairman, department adjutant and department commander.)
3. Submit the appropriate documentation and written endorsements to the Americanism Commission online at [www.legion.org/scouting](http://www.legion.org/scouting).
4. Note: Application packets that lack the appropriate documentation or written endorsements will be returned.

## F. Awarding Process

The department would arrange for presentation of The American Legion Square Knot, certificate and congratulatory letter at an appropriate place and time.





American Legion department (state) contact information is online:  
** [www.legion.org/departments](http://www.legion.org/departments)**



## THE AMERICAN LEGION

P.O. Box 1055  
Indianapolis, IN 46206  
(317) 630-1204  
scouting@legion.org  
** [www.legion.org](http://www.legion.org)**

Follow The American Legion online:

** [www.legion.org/facebook](http://www.legion.org/facebook)**  
** [twitter.com/AmericanLegion](https://twitter.com/AmericanLegion)**