



DEPARTMENT
OF FLORIDA

**POST
ADMINISTRATIVE
MANUAL**

2023-2024

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 Chairperson, while the original is **kept where everyone may have access** to it.

Table of Contents

2023-2024 Event Timeline.....	5-6
2023-2024 Paperwork Timeline.....	7-8
Membership Goal Dates.....	9
Membership Renewal Schedule.....	10
July Paperwork.....	11-17
Post Protection/ Security.....	13
Public Relations.....	14
Internet Access.....	15
Relationship with National Organization.....	16
Veteran Information.....	17
August Paperwork.....	18-30
Program Descriptions.....	20-26
Post Program Chair Form.....	27-30
September Paperwork.....	31-32
October Paperwork.....	33-34
Halloween Coloring Books Order Form.....	35
November Paperwork.....	36-38
Membership Card Verification.....	38
December Paperwork.....	39-42
Homeless Outreach Award.....	41
Veteran Employment Awards.....	42
January Paperwork.....	43-44
February Paperwork.....	45-46
March Paperwork.....	47-51
JROTC Cadet of the Year.....	49
General Scholarship.....	50
Eagle Scout of the Year.....	51
April Paperwork.....	52-62
Medical School Scholarship.....	54
Nursing School Scholarship.....	55
Teacher of the Year.....	56
Law Enforcement of the Year.....	57-58
Firefighter of the Year.....	59-60
EMT/ Paramedic of the Year.....	61-62
May Paperwork.....	63-68
End of Year Awards.....	65-68
June Paperwork.....	69-71
End of Year Deadlines.....	71

2023-2024 EVENT TIMELINE

ITEM/ EVENT	DATE
Youth Law Cadet Academy - 2023 Session	CANCELLED
Baseball Senior State Tournament	7/19/2023 – 7/23/2023
Baseball Junior State Tournament	7/28/2023 – 7/30/2023
Baseball Southeast Regional Tournament	8/3/2023 – 8/6/2023
The American Legion World Series	8/10/2023 – 8/15/2023
104th Annual National Convention – Charlotte, NC	8/25/2023 – 8/31/2023
Post Program Chair Form (Page 26-29) DUE	9/1/2023
Boys State & Oratorical Program Manuals mailed out to Chairs	9/6/2023
Shooting Sports Targets Ordered Online (Legion.org)	9/1/2023
Membership Goal – 50%	9/7/23
Start Sending in Boys State Registration Fee - (Deadline 1/3/2024)	10/4/2023
Membership Goal – 55%	10/12/23
Halloween Coloring Book Order Forms DUE	10/15/2023
2023 Fall Conference at Caribe Royale Orlando Reservations: 407-238-8000 You can book your room a year in advance!	11/17/2023 – 11/19/2023
Membership Goal – 65%	11/8/23
American Education Week	11/13/2023 – 11/19/2023
National Family Week	11/19/2023 – 11/25/2023
Membership Goal – 75%	12/6/23
Homeless Veterans Outreach Award Nominations DUE	12/15/2023
Employment Award Nominations DUE	12/15/2023
Baseball Team Registration Opens	1/1/2024
Boys State Registration Fee Deadline	1/3/2024
Boys State Registration Packets Mailed Out	1/5/2024
Boys State Online Delegate/ Alternate Registration Opens	1/10/2024
POST Level Oratorical Contest Completed by	1/21/2024
Membership Goal – 80%	1/10/24
Americanism Month	February
Youth Law Cadet Academy Fee - Opens	2/1/2024
9th ALR Summit	2/1/2024 – 2/3/2024
Four Chaplain Memorial Services (conduct Post memorial services on or around this date)	2/3/2024
Membership Goal – 85%	2/7/24
DISTRICT Level Oratorical Contest Completed by	2/10/2024

JROTC Cadet of the Year Scholarship Applications DUE	3/1/2024
General Scholarship Applications DUE	3/1/2024
Eagle Scout of the Year Applications DUE	3/1/2024
End of Year Mailing to Posts/ SAL Squadrons	3/1/2024
Membership Goal – 90%	3/6/24
AREA Level Oratorical Contest Completed by	3/9/2024
Baseball Rulebook Change Requests Due	3/11/2024
Boys State Online Delegate/ Alternate Registration Closes	3/20/2024
Post Elections	3/15/2024 – 6/4/2024
Baseball – Establishment of Player Legal Domicile	3/29/2024
DEPARTMENT State Oratorical Contest	3/30/2024
Children & Youth Month	April
Baseball Rulebooks Mailed out to Area Chairs to disburse to Posts	4/1/2024
Medical / Nursing School Scholarship Applications DUE	4/1/2024
Membership Goal – 95%	4/3/24
Baseball – File recruiting zone map with Department	4/9/2024
Teacher of the Year Nominations DUE	4/17/2024
Law Enforcement/ Firefighter/ EMT & Paramedic of the Year Nominations DUE	4/17/2024
Membership Goal – 100%	5/8/24
National Consolidated Post Reports & Department Addendums 1ST DEADLINE	5/8/2024
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, Margaret Skaggs Best Post Blood Donor Program, Outstanding Post Scouting Program, Best Post Public Relations Program, Best Post Children & Youth Program, Best Post Children & Youth Chairperson, Best Post Social Media Program, Best Post Religious Emphasis Program, Best Post Four Chaplain Memorial Service, Best Post ROTC Program, Best Post Shooting Sports Program, Best Post School Medals Program, Eddie Humer Outstanding Post Sergeant-At-Arms and District Sergeant-At-Arms	5/8/2024
Amendments & Resolutions DUE	5/5/2024
Baseball – Team applications, Insurance, & registration DUE	5/31/2024
NATIONAL Oratorical Contest – Indianapolis, Indiana	5/17/2024 – 5/19/2024
Membership Goal – 100% +1	5/31/2024
Post Information and Officer Report & Post Certification of Officers Report DUE	6/1/2024
Baseball – Team Rosters DUE	6/1/2024
Youth Law Cadet Academy Fee - DUE	6/1/2024
Last day for Post Elections	6/4/2024
History Books – Bring to Convention	6/13/2024
2024 Department Convention at Hilton Orlando Lake Buena Vista Reservations: 407-827-4000 You can book your room a year in advance!	6/13/2024 – 6/16/2024
Florida American Legion Boys State 80th Session	6/16/2024 – 6/22/2024
2024 Youth Law Cadet Academy Session	TBD

PAPERWORK TIMELINE

2023 - 2024

****All forms need to be submitted to Department, unless stated otherwise.
Florida American Legion: PO Box 547859 Orlando, FL 32854****

JULY – 2023

- End-of-Year Report Tally Sheet

AUGUST

- End-of-Year Report Tally Sheet

SEPTEMBER

- End-of-Year Report Tally Sheet
- Post Program Chair List – Due September 1
- **50% Membership Goal – September 7**

OCTOBER

- End-of-Year Report Tally Sheet
- **55% Membership Goal – October 12**
- Halloween Coloring Book Forms – Due October 15

NOVEMBER

- End-of-Year Report Tally Sheet
- Membership Verification Reminder
- Dept. Fall Conference – November 17-19; For more information go to:
<https://www.floridalegion.org/news-events/fall-conference/>
- **65% Membership Goal – November 8**

DECEMBER

- End-of-Year Report Tally Sheet
- **75% Membership Goal – December 6**
- Homeless Veterans Outreach Award – Due December 15
- Employment Award Nominations – Due December 15

JANUARY - 2024

- End-of-Year Report Tally Sheet
- Boys State Registration Fee – Due January 3
- **80% Membership Goal – January 10**

FEBRUARY

- End-of-Year Report Tally Sheet
- **85% Membership Goal – February 7**

MARCH

- End-of-Year Report Tally Sheet
- JROTC Cadet of the Year Scholarship – Due March 1
- General Scholarship – Due March 1
- Eagle Scout of the Year – Due March 1
- **90% Membership Goal – March 6**

APRIL

- End-of-Year Report Tally Sheet
- Medical School Scholarship – Due April 1
- Nursing School Scholarship – Due April 1
- **95% Membership Goal – April 3**
- Teacher of the Year Nominations – Due April 17
- Law Enforcement Officer of the Year Nominations – Due April 17
- Firefighter of the Year Nominations – Due April 17
- EMT/ Paramedic of the Year Nominations – Due April 17

MAY

- End-of-Year Report Tally Sheet
- National CPR & Department CPR – 1ST Deadline May 08
- End of Year Award Nominations – Due May 08
- **100% Membership Goal – May 8**
- Instructions for Shipping Legion Membership Cards – Due May 31
- **100% +1 Membership Goal – May 31**

JUNE

- Department Convention – June 13-16; For more information go to:
<https://www.floridalegion.org/news-events/department-convention/>
- Post Officer Report – Due June 01
- Certification of Service Records for Post Officers – Due June 01
- Historian Books/ Narratives – Due June 13 at Dept. Convention

MEMBERSHIP GOAL DATES

Department of Florida Post and District Membership Goal Dates 2023 – 2024

Target Date		Required %
September 7, 2023	Early Bird/ NEF Kickoff	50%
October 12, 2023	Fall Meetings	55%
November 8, 2023	Veterans Day	65%
December 6, 2023	Pearl Harbor Day	75%
January 10, 2024	Mid-Winter	80%
February 7, 2024	Presidents' Day	85%
March 6, 2024	Legion Birthday	90%
April 3, 2024	Children & Youth	95%
May 8, 2024	Armed Forces Day	100%
May 31, 2023		100% +1

Department target dates are the first Wednesday of the month unless there is a holiday falls on that day or at the beginning of that week. **Some target dates were moved to the second week to maximize end of year renewal notices.** Since Labor Day falls on a Monday, the September target date will be on a Thursday. Since Columbus Day falls on a Monday, the October target date will be on a Thursday. To maximize the December renewal notice, the January target date will be on the second Wednesday of the month.

MEMBERSHIP RENEWAL SCHEDULE

American Legion MEMBERSHIP 2024 Renewal Schedule

CUTOFF DATES	RENEWAL DATES
May 15, 2023	July 1-8, 2023
September 13, 2023	October 7-14, 2023
October 18, 2023	November 10-18, 2023
December 13, 2023	January 6-12, 2024
February 14, 2024	March 2-8, 2024
April 10, 2024	May 4-10, 2024

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

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

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Sea Cadets				
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 By-Laws - updated every three (3) years

Posts must forward an original copy of the entire Constitution and By-Laws 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 chairperson. Ask the program chair 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 talk 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 chairperson.
- 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 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

Manuals & Forms Now on the Department web site:

Post Administrative Manual
Membership Awards & Training Manual
Rules Governing Trials
Department Constitution & By Laws
All Program Chair 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 (for veteran & spouse) - 2 copies
- Spouse's Social Security number
- Veteran's 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 Benefit:

- 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 Chair List

****Due September 1****

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

THE 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 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 scouting 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 could 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. Held annually in Washington, DC, this event 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.

Cadet of the Year 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, 2nd Place - \$1,500, 3rd Place - \$1,000, 4th Place - \$500.

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, but also 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.

Department Law Enforcement Officer/ Firefighter of the Year/ EMT & Paramedic of the Year Awards:

Our goal is to select a well-rounded Law Enforcement Officer, Firefighter, and EMT/ Paramedic 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, Firefighters, and EMTs. The Department's Law Enforcement Officer and Firefighter of the Year winners are nominated for the National Law Enforcement Officer/ Firefighter of the Year Awards.

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:

- 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 presidential 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 \$2,000 scholarship. Each 1st round winner who participates in the second round, but does not qualify for the Finals, will receive an additional \$2,000 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, \$25,000; second, \$22,500; third, \$20,000. 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 handout, 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 women that come together to help each other cope 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 weeklong 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 male and female high school students, 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

Post # _____

POST PROGRAM CHAIR FORM

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

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

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

AMERICANISM: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BASEBALL: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BLOOD DONOR: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

BOYS STATE: _____
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

LAW & ORDER: _____
Name Member ID#

Home address

Daytime phone # Email address

LEGION RIDER DIRECTOR: _____
Name Member ID#

Home address

Daytime phone # Email address

NAVAL SEA CADET:

Name	Member ID#
Home address	
Daytime phone #	Email address

ORATORICAL:

Name	Member ID#
Home address	
Daytime phone #	Email address

POW/MIA:

Name	Member ID#
Home address	
Daytime phone #	Email address

PUBLIC RELATIONS:

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

SCHOOL MEDALS: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

SCOUTING: _____
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 _____

Signature _____ **Post #** _____

Post Commander

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

SEPTEMBER

Junior Shooting Sports Registration Opens – Sept. 15

POW/MIA Rememberance Day – Sept. 15

End-of-Year Report Tally Sheet

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				

OCTOBER

End-of-Year Report Tally Sheet

Halloween Coloring Books Order Form

****Due October 15****

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

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 15.** 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 \$25.00 per 100 TO:

Post# _____ Attention: _____

Shipping Address (NO P.O. BOXES) _____

City _____ State _____ Zip Code _____

Payment: Cash Check # _____
 Credit Card: Visa Mastercard
 Discover American Express

Card Holder Name _____

Credit Card Number _____

Expiration Date _____

Security Number _____

Number of Packs _____	
Subtotal	\$ _____
Taxes (6.5%)	\$ _____
Shipping	\$ _____
Total	\$ _____

Shipping Fees

(Qty: 1) - \$5.95 (Qty: 2) - \$8.95 (Qty: 3-5) - \$9.95 (Qty: 6-10) - \$15.95 (Qty: 11-15) - \$21.95 (Qty: 16-20) \$24.95
 (Qty: 21-25) - \$33.95 (Qty: 25+) - \$39.95 *If you are tax exempt, please ensure we have a tax exempt form on file at Dept.*

Printed Name & Signature _____

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

NOVEMBER

End-of-Year Report Tally Sheet

Fall Conference: November 17-19

Hotel: Caribe Royal Orlando

Reservations: 407-238-8000

****You can book your room in advance!****

For more information go to:

<http://www.floridalegion.org/news-events/fall-conference/>

American Education Week: Nov. 13-19

National Family Week: Nov. 19-25

Membership Card Verification

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				

MEMBERSHIP CARD VERIFICATION

REMINDER

All 2023 membership cards must be returned between Department Convention and December 31st, 2023.

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

DECEMBER

End-of-Year Report Tally Sheet

Homeless Outreach Award **Due Dec. 15**

Veteran Employment Awards **Due Dec. 15**

Junior Shooting Sports Registration Ends - **Dec. 15**

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

HOMELESS VETERANS OUTREACH AWARD

Information Sheet

In January of 2003, the Economic Commission requested that each Department appoint a Homeless Veterans Task Force chairperson 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 15

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 Chair?
- 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?

You can find the official nomination forms at: <https://www.floridalegion.org/programs-services/homeless-initiative/>

Deadline for award nominations: December 15

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 15

JANUARY

End-of-Year Report Tally Sheet

Baseball Registration Opens – Jan. 1

Boys State Registration Fees – Due Jan. 3

Boys State Registration Opens – Due Jan. 10

Post Oratorical Contests Ends – Due Jan. 21

~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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				

FEBRUARY

End-of-Year Report Tally Sheet

Youth Law Cadet Registration Opens – February 1

District Oratorical Contests End – February 10

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				

MARCH

End-of-Year Report Tally Sheet

End of Year Mailing sent out March 1

JROTC Cadet of the Year Scholarship, Eagle Scout of the Year Scholarship, & General Scholarship – Due Mar. 1

Area Oratorical Contests End – March 9

State Oratorical Contest – March 30

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
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

APRIL

End-of-Year Report Tally Sheet

Medical School Scholarship Application
Nursing School Scholarship Application

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

Teacher of the Year Application

****Due April 17****

Law Officer of the Year Nominations
Firefighter of the Year Nominations
EMT/ Paramedic of the Year Nominations

****Due April 17****

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				

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

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 17 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.

Application can be found on the Department website at:

<https://www.floridalegion.org/programs-services/children-youth/teacher-of-the-year/>

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 (<https://www.floridalegion.org/programs-services/law-order/law-and-enforcement-of-the-year/>).
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:

- Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
- Act(s) performed over and above the call of duty during the last few years.
- 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:

- Press articles, citations and letters that support the narrative.
- 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 TO: Florida American Legion
ATTN: Programs Director
P O Box 547859
Orlando, FL 32854-7859

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

FIREFIGHTER OF THE YEAR AWARD

Eligibility Criteria

- Be a citizen of the United States
- Be a living, certified, active, full-time and paid or volunteer firefighter.
- Be assigned to, or fully recognized by, Municipal, County, District or State Fire Department.
- 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.

Judging Criteria

Judges will be looking for a Firefighter 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 substantiating documentation.....	5 points

FIREFIGHTER OF THE YEAR AWARD

Application Criteria

1. Cover Page/Application Form (<https://www.floridalegion.org/programs-services/law-order/firefighter-of-the-year/>).
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:

- Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
- Act(s) performed over and above the call of duty during the last few years.
- 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:

- Press articles, citations and letters that support the narrative.
- 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 TO: Florida American Legion
ATTN: Programs Director
P O Box 547859
Orlando, FL 32854-7859

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

EMT/PARAMEDIC OF THE YEAR AWARD

Eligibility Criteria

- Be a citizen of the United States
- Be a living, certified, active, full-time and paid or volunteer EMT or Paramedic.
- Be assigned to, or fully recognized by, Municipal, County, District, State, Federal Fire Department or currently employed.
- 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.

Judging Criteria

Judges will be looking for a EMT or Paramedic 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 substantiating documentation.....	5 points

EMT/PARAMEDIC OF THE YEAR AWARD

Application Criteria

1. Cover Page/Application Form (<https://www.floridalegion.org/programs-services/law-order/emt-of-the-year/>).
2. Official 5"x7" photograph of the nominee.
3. Copy of State or Federal certification as a EMT or Paramedic.
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 EMT/ Paramedic, 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:

- Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
- Act(s) performed over and above the call of duty during the last few years.
- 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:

- Press articles, citations and letters that support the narrative.
- 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 TO: Florida American Legion
ATTN: Programs Director
P O Box 547859
Orlando, FL 32854-7859

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

MAY

End-of-Year Report Tally Sheet

**National Consolidated Post Report (CPR)
Department Addendum CPR**

****1st Deadline May 8****

End of Year Award Nominations

****Due May 8****

Amendments & Resolutions

****Due May 5****

Instructions for Shipping Membership Cards

****Due May 31****

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				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Legion Riders				
Oratorical				
ROTC				
School Medal				
Scouting				
Shooting Sports				
Sea Cadets				
Special Olympics				
Youth Law Cadet				



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. These forms are sent out in the End of Year mailing in March
 - Suggestions that can be included in or attached to the 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 June 1, 2023 – May 31, 2024
- 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 8, 2024
DEADLINE FOR HISTORY BOOKS:
JUNE 13, 2024**



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.

Children & Youth Awards –

Department Awards:

- Best Post Children & Youth Program & Runner-up
- Best Post Children & Youth Chairperson & 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 chairs, 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 at Dept. Convention June 13

- Winner History Yearbook Contest
- Winner History Narrative 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 2023-2024 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 at programs@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* 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

Public Relations Awards –

- **Best Post Public Relations Program & Runner-up**

Narrative must include information or comments summarizing how public relations has been affected, and where possible, include copies of print articles or links to television and radio reports.

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 & Junior Shooting Sports Awards –

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

- **Best Post Shooting Sports 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.

Scouting Awards –

- **Outstanding Post Scouting Program (up to three winners)**

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

Sergeant-At-Arms “Eddie Humer” Award –

- **Most outstanding Post Sergeant-At-Arms & Runner-up**
- **Most outstanding District Sergeant-At-Arms**

The “Eddie Humer Award” is for the most outstanding Post and District 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.

Social Media Awards –

- **Best Post Social Media Program & Runner-up**

Narrative must include information or comments summarizing how public relations has been affected, and where possible, include copies of print articles or links to television and radio reports.

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.

End of Year Award applications can be found at <https://www.floridalegion.org/resources/legion-post-documents/award-applications/>

JUNE

End-of-Year Report Tally Sheet

**Post Information and Officer Report
Certification of Service Records**

****Due June 1****

Last Day for Post Elections

****June 4****

Dept. Convention: June 13-16

Hotel: Hilton Orlando Lake Buena Vista

Reservations: 407-827-4000

****You can book your room a year in advance!****

For more information go to:

<https://www.floridalegion.org/news-events/departments-convention/>

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

End OF YEAR DEADLINE DATES

Department Convention June 13-16

In order to avoid the confusion that surrounds dates and deadlines at this time of year we are providing you with the correct information 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, the delegate cut-off date for Department Convention is **May 30, 2024.**

- DISTRICT CONSTITUTIONAL CONFERENCES – 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 15, 2024 and June 4, 2024.**

- RESOLUTIONS – By-Laws Article I, Section 4 (c)
“***All resolutions shall be presented to the Department Adjutant at least (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 5, 2024.**

- CONSTITUTIONAL AMENDMENTS – Article XVI, Section 1
“... a copy of such proposed amendments shall be typewritten, prepared in triplicate on 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 5, 2024** and copies will be sent to each post by **May 15, 2024**

- CALL TO CONVENTION – By-Laws 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 **April 30, 2024** nor later than **May 30, 2024.**

- 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 16, 2024** nor later than **June 4, 2024.**