



Post  
Administrative  
Manual

2025-2026



## UTILIZE THE CHAIN OF COMMAND

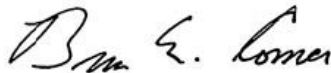
The Department Headquarters Staff is always ready to assist Posts, Districts, and Areas in every way possible to help accomplish all of your membership and program goals.

Department Headquarters receives phone calls, letters, and emails every day from Legionnaires seeking help on any number of issues. In most cases, we are able to take care of the problem or refer the questioner to the proper parties who can help. But problems can arise when questions are brought to us on matters which Headquarters has no jurisdiction. As a basic “rule of thumb,” Department can most readily help with issues related to membership, American Legion programs, Department led events, and Legion forms and documents. Headquarters cannot help with Post elections, problems with operating a Post business (bar or restaurant) or concerns of a person or civil nature. These matters can best be resolved at the Post, District, and Area levels.

The “second rule of thumb” to bear in mind is that questions can often be most easily answered by using the chain of command just like in the military. Effective use of the chain of command increases efficiency at all levels of the organization. Your Post’s first resource for answers is always your District Officers. They often have the answer readily available on issues like Post elections and conduct of meetings. The same applies for District Officers seeking guidance. Their best resource is the Area Officers. Using the chain of command allows each level of the organization to become better informed as to the activities within the Districts across the state.

All levels become better equipped to handle challenges. Your Constitution and By-Laws and manuals such as this one, are distributed at Department Convention and also hold many answers. They are available for download at [www.floridalegion.org](http://www.floridalegion.org).

The Department Headquarters Staff is always willing, ready, and able to assist in every way we can. We urge you to use [www.floridalegion.org](http://www.floridalegion.org) as a resources.



Bruce E. Comer  
Department Adjutant

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.**

This manual should be used in conjunction with the Post Adjutant's Manual, the Officers Guide and Manual of Ceremonies, and the Department Membership Manual. This manual is intended as a guide to assist you with forms and programs and is divided into monthly sections. Each month includes a Consolidated Post Report (CPR) monthly worksheet, which if used, will make it easier for you to complete the National CPR and Department Addendum by the June deadline. Post Officers should ensure that this manual is present at all monthly meetings and work together as a team to complete reports, meet deadlines, and discuss administrative duties. Working in advance allows your team to anticipate needs and gather volunteers to accomplish the mission. More experienced Post Officers may find this tedious but remember that what was done yesterday isn't always done the same way tomorrow.

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## 2025-2026 Event Timeline

Event/Item	Date
Youth Law Cadet – 2025 Session	CANCELLED
VA Healthcare Provider/Physician of the Year Nominations Due	7/1/2025
Baseball Divisional Tournaments	7/13/2025 – 7/15/2025
Baseball Scholarship Applications Due	07/15/2025
Baseball Junior State Tournament – Jacksonville, FL	7/17/2025 - 7/19/2025
Boys Nation – Washington D.C.	7/18/2025 – 7/26/2025
National Junior Shooting Sports Competition – Hillsdale, MI	7/17/2025 – 7/19/2025
Baseball Senior State Tournament – Madeira Beach, FL	7/23/2025 – 7/27/2025
Baseball Southwest Regional Tournament – Ashboro, NC	8/6/2025 – 8/10/2025
The American Legion World Series – Shelby, NC	8/14/2025 – 8/19/2025
106 <sup>th</sup> Annual National Convention – Tampa, FL	8/22/2025 – 8/28/2025
Post Program Chair Form Due	9/1/2025
Junior Shooting Sports Registration & Target Ordering Opens	9/1/2025
Membership Goal – 50%	9/4/2025
Florida American Legion Riders Merry Go Round	10/1/2025 – 10/31/2025
Start Sending in Boys State Registration Fee	10/1/2025
Membership Goal – 55%	10/1/2025
Halloween Coloring Books Order Forms Due	10/15/2025
2025 Fall Conference at Caribe Royale Orlando Reservations – 407-238-8000 <b>You can book rooms a year in advance!</b>	11/21/2025 – 11/23/2025
Membership Goal – 65%	11/5/2025
American Education Week	11/17/2025 – 11/21/2025
National Family Week	11/24/2025 – 11/28/2025
Membership Goal – 75%	12/3/2025
Homeless Veterans Outreach Award Nominations Due	12/15/2025
Employment Award Nominations Due	12/15/2025
Junior Shooting Sports Registration Closes	12/15/2025
Baseball Team Registration Opens	1/1/2026
Boys State Online Delegate/Alternate Registration Opens	1/2/2026
Post Level Oratorical Contest Completed by	1/18/2026
Membership Goal – 80%	1/7/2026
Americanism Month	2/1/2026 – 2/28/2026
Youth Law Cadet Academy Fee & Registration Opens	2/1/2026
Four Chaplain Memorial Services (conduct Post memorial services on or around this date)	2/3/2026
District Level Oratorical Contest Completed by	2/8/2026
10th Annual Florida American Legion Riders Meet & Greet	2/11/2026
10th Annual Florida American Legion Riders Summit	2/12/2026 – 2/14/2026
Area Level Oratorical Contest Completed by	2/22/2026
Membership Goal – 85%	2/4/2026
JROTC Cadet of the Year Scholarship Applications Due	3/1/2026
General Scholarship Applications Due	3/1/2026
Eagle Scout of the Year Scholarship Applications Due	3/1/2026
End of Year Mailing Sent to Posts/SAL Squadrons	3/1/2026
Membership Goal 90%	3/4/2026
Baseball Rulebook Change Requests Due	3/9/2026
Department Oratorical Contest	3/14/2026

Post Elections Can Begin	3/14/2026
Boys State Online Delegate/Alternate Registration Closes	3/18/2026
Establishment of Baseball Player Legal Domicile Deadline	3/27/2026
Children & Youth Month	4/1/2026 – 4/30/2026
Florida American Legion Riders Round Robin	4/1/2026 - 4/30/2026
Medical/Nursing School Scholarship Applications Due	4/1/2026
Membership Goal – 95%	4/1/2026
Teacher of the Year Nominations Due	4/15/2026
Law Enforcement Officer/Firefighter/EMT & Paramedic of the Year Nominations Due	4/15/2026
Post Date Report/Squadron Data Report Due	4/15/2026
Florida American Legion Riders Unity Ride Meet & Greet	4/19/2026
Florida American Legion Riders Unity Ride	4/20/2026 – 4/24/2026
Florida American Legion Riders Rally - LOCATION	4/25/2026
Children & Youth Fund Grant Applications Due	5/1/2026
Membership Goal – 100%	5/6/2026
Amendments & Resolutions Due	5/3/2026
National Consolidated Post Reports & Department Addendums 1 <sup>st</sup> Deadline	5/4/2026
End of Year 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 JROTC Program, Best Post Junior Shooting Sports Program, Best Post School Medals Program, Eddie Hummer Outstanding Post & District Sergeant-At-Arms	5/4/2026
Special Olympics Reporting Form Due	5/4/2026
Baseball Team Insurance Purchase & Registration Deadline	5/31/2026
National Oratorical Contest – Hillsdale, MI	TBD
Membership Goal – 100% +1	5/31/2026
Boys State District Orientations Completed by	5/31/2026
Post Information and Officer Report & Post Certification of Officers Form Due	6/2/2026
Baseball Team Rosters Due	6/1/2026
Youth Law Cadet Registration Fee & Applications Due	6/1/2026
Last Day for Post Elections	
History Books – Bring to Convention	6/11/2026
2026 Department Convention at Hilton Orlando Lake Buena Vista Reservations: 407-827-4000 <b>You can book rooms a year in advance!</b>	6/11/2026 – 6/14/2026
Florida American Legion Boys State 82nd Session	6/14/2026 – 6/20/2026
2026 Youth Law Academy Session	TBD July 2026



## Paperwork Deadline

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

### July – 2025

- End of Year Report Tally Sheet
- VA Physician/Provider of the Year Nominations - DUE **01 July**

### August

- End of Year Report Tally Sheet

### September

- End of Year Report Tally Sheet
- Post Program Chair List - DUE **01 September**

### October

- End of Year Report Tally Sheet
- Halloween Coloring Book Forms - DUE **15 October**

### November

- End of Year Report Tally Sheet
- Membership Verification Reminder

### December

- End of Year Report Tally Sheet
- Homeless Veterans Outreach Award – DUE **15 December**
- Employment Award Nominations – DUE **15 December**

### January - 2026

- End of Year Report Tally Sheet

### February

- End of Year Report Tally Sheet

### March

- End of Year Report Tally Sheet
- JROTC Cadet of the Year Scholarship Applications – DUE **01 March**
- General Scholarship Applications – DUE **01 March**
- Eagle Scout of the Year Scholarship Applications – DUE **01 March**

### April

- End of Year Report Tally Sheet
- Medical School Scholarship Applications – DUE **01 April**
- Nursing School Scholarship Applications – DUE **01 April**
- Teacher of the Year Nominations – DUE **15 April**
- EMT/Paramedic of the Year Nominations – DUE **15 April**

- Firefighter of the Year Nominations – DUE **15 April**
- Law Enforcement Officer of the Year Nominations – DUE **15 April**
- Post Data Report/Squadron Data Report – DUE **15 April**

#### May

- End of Year Report Tally Sheet
- National CPR & Department Addendum – 1<sup>st</sup> Deadline **04 May**
- End of Year Award Nominations – DUE **04 May**
- Instructions for Shipping Legion Membership Cards – DUE **31 May**

#### June

- End of Year Report Tally Sheet
- Post Officer & Information Report – DUE **02 June**
- Certification of Post Officers Form – DUE **02 June**
- History Books – DUE **11 June**

Department of Florida  
Post and District  
Membership Goal Dates

Target Dates		Required %
September 4, 2025	Early Bird/ NEF Kickoff	50%
October 1, 2025	Fall Meetings	55%
November 5, 2025	Veterans Day	65%
December 3, 2025	Pearl Harbor Day	75%
January 7, 2026	Mid-Winter	80%
February 4, 2026	Presidents' Day	85%
March 4, 2026	Legion Birthday	90%
April 1, 2026	Children & Youth	95%
May 6, 2026	Armed Forces Day	100%
May 31, 2026		100% + 1

Department target dates are the first Wednesday of the month unless a holiday falls on that day or at the beginning of that week. Since Labor Day falls on a Monday, the September target date will be on a Thursday.

## American Legion

### Membership Renewal Schedule

Cutoff Dates	Renewal Dates
May 14, 2025	July 1-8, 2026
September 10, 2025	October 4-10, 2025
October 15, 2025	November 8-14, 2025
December 10, 2025	January 3-9, 2026
February 11, 2026	March 1-8, 2026
April 8, 2026	May 2-8, 2026

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 date (which is also a National Target date) will be updated prior to the 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

VA Health Care Physician/Provider of the Year

**\*\*Due July 01\*\***

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

July				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

July (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

## Department of Veterans Affairs Physician of the Year Award

This Award program permits The American Legion to honor a VA physician who has provided extraordinary service to our Nation's Veterans.

The Internal Affairs Commission coordinates this program. The Internal Affairs Commission works closely with the Veterans Affairs and Rehabilitation Commission requesting and reviewing nominations.

**Nominees will be accepted by any member of The American Legion in good standing filed with the Internal Affairs Commission under such procedures established by the commission as are necessary and consistent with the effective administration of such an award.**

Those eligible for the award are: Any VA physician. Nominees must be a direct patient care provider.

**Nominations must be submitted in narrative format with name of the Post and Department in the upper left hand corner.**

Letters of recommendation must be submitted in narrative format not to exceed 500 words. Legion members making recommendations for this award must send the nomination through their Post Adjutant who will submit the nominations to their Department Adjutant. If a Department receives more than one nomination, the Department must screen each nomination and select one nominee for submission to the National office.

Departments must submit their recommendation for the award to the Director, Veterans Affairs and Rehabilitation Division by July 30th of each year. Failure to submit in the proper format and/or by the cut-off date will invalidate the nomination.

Nominations will be submitted to the VA&R Commission for consideration during the National Convention Sunday Veterans Affairs & Rehabilitation Convention Committee Joint Meeting at which time the Commission will select one nominee for presentation. The nominee's name will be submitted to the National Adjutant for consideration and final approval at the Fall National Executive Committee meeting.

The award shall be awarded by the National Commander annually at the Commander's Call during Washington Conference.



The American Legion Physician of the Year Application Form

Date \_\_\_\_\_  
Name \_\_\_\_\_ Sex \_\_\_\_\_  
Home Address \_\_\_\_\_  
City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Age \_\_\_\_\_ Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_  
Number of years working as a VA Physician \_\_\_\_\_  
\*Justification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Name \_\_\_\_\_  
Agency Director \_\_\_\_\_ Title \_\_\_\_\_  
Nominee's Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Agency Address \_\_\_\_\_  
City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Department Submitting Nomination \_\_\_\_\_  
Address \_\_\_\_\_  
City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Department Commander \_\_\_\_\_  
(Signature)

Department Adjutant \_\_\_\_\_  
(Signature)

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your packet of materials supporting your candidate. Include an official photograph of the nominee. Mail completed application to the Veterans Affairs and Rehabilitation Division, 1608 K Street, N.W., Washington, DC 20006 to arrive by July 30th. Submit one copy of your application packet and it should conform to the instructions contained in this Veterans Affairs and Rehabilitation Memorandum.

\*Justification can be submitted on a separate page

## Department of Veterans Affairs Health-Care

### Provider of the Year

This Award Program permits The American Legion to honor a VA health-care provider who has provided extraordinary service to our Nation's Veterans.

The Internal Affairs Commission coordinates this program. The Internal Affairs Commission works closely with the Veterans Affairs and Rehabilitation Commission requesting and reviewing nominations.

**Nominees will be accepted by any member of The American Legion in good standing filed with the Internal Affairs Commission under such procedures established by the commission as are necessary and consistent with the effective administration of such an award.**

Those eligible for the award are: Any health-care provider excluding physicians. Nominees must be a direct patient care provider.

**Nominations must be submitted in narrative format with name of the Post and Department in the upper left hand corner.**

Letters of recommendation must be submitted in narrative format not to exceed 500 words. Legion members making recommendations for this award must send the nomination through their Post Adjutant who will submit the nominations to their Department Adjutant. If a Department receives more than one nomination, the Department must screen each nomination and select one nominee for submission to the National office.

Departments must submit their recommendation for the award to the Director, Veterans Affairs and Rehabilitation Division by July 30th of each year. Failure to submit in the proper format and/or by the cut-off date will invalidate the nomination.

Nominations will be submitted to the VA&R Commission for consideration during the National Convention Sunday Veterans Affairs & Rehabilitation Convention Committee Joint Meeting at which time the Commission will select one nominee for presentation. The nominee's name will be submitted to the National Adjutant for consideration and final approval at the Fall National Executive Committee meeting.

The award shall be awarded by the National Commander annually at the Commander's Call during Washington Conference.

The American Legion Provider of the Year Application Form

Date \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Age \_\_\_\_\_ Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Number of years working as a VA Physician \_\_\_\_\_

Justification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Director \_\_\_\_\_ Title \_\_\_\_\_

Nominee's Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Agency Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Department Submitting Nomination \_\_\_\_\_

Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Department Commander \_\_\_\_\_

(Signature)

Department Adjutant \_\_\_\_\_

(Signature)

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your packet of materials supporting your candidate. Include an official photograph of the nominee. Mail completed application to the Veterans Affairs and Rehabilitation Division, 1608 K Street, N.W., Washington, DC 20006 to arrive by July 30th. Submit one copy of your application packet and it should conform to the instructions contained in this Veterans Affairs and Rehabilitation Memorandum.

\*Justification can be submitted on a separate page

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## **August**

End of Year Tally Sheet

Program Descriptions

Post Program Chair List

**\*\*Due 01 September\*\***

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

August				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

August (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# The American Legion

## Department of Florida Programs

### **Americanism**

Americanism is an unfailing love of country, loyalty of 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 majority 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 1<sup>st</sup> of each year, The American Legion hosts a state-wide blood drive.

### **Boys State**

American Legion Boys State is one of the most respected and selective educational programs of government instruction for 11<sup>th</sup> 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 American Legion Boys State program each Boys State 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 the 49 Boys State programs are invited to participate in American Legion Boys Nation. Held annually in Washington D.C., this event also emphasizes citizenship education but is centered on the study of the federal government and its sponsoring 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 in 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 provide 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 commitment to all children. While these principles are the heart of the Whole Children Plan, the muscle depends on the 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 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.

Awards: Outstanding Local Veterans Employment Representative (LVER), Disabled Veterans Outreach Program specialist (DVOP), Local Employment Services (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 Medals 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: 1<sup>st</sup> place - \$2,500, 2<sup>nd</sup> place - \$1,500, 3<sup>rd</sup> place - \$1,000, 4<sup>th</sup> 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. Qualifications 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/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 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 are 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, various Children & 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 1<sup>st</sup> 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: 1<sup>st</sup> place - \$25,000, 2<sup>nd</sup> place - \$22,500, 3<sup>rd</sup> place - \$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 October 1, 2003. In June 2013, JPAC opened a satellite laboratory at Offutt AFB, Nebraska. 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 and 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.

### **Sea Cadets**

Created in 1958 by the Navy League to create a favorable image of the U.S. Navy to America's youth, Legion members voted in 2022 to adopt it as a program of the Department of Florida. The program stresses self-discipline, service to others, accountability, and patriotism. Sea Cadets gain unique and valuable experiences as Sailors and Marines that incorporate hands on learning and teamwork, including seamanship, aviation, security, medical and special forces training.

### **School Medals**

The American Legion School Medals 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.

### **Scouting**

Support for the Boy Scout movement came at The American Legion's first National Convention in 1919. Today, there are more than 2,500 Scouting 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 a \$10,000 scholarship and the three runners up are each awarded \$2,500 scholarships. The top four winners of the Department of Florida contest win: 1<sup>st</sup> place - \$2,500, 2<sup>nd</sup> place - \$1,500, 3<sup>rd</sup> place - \$1,000, 4<sup>th</sup> place - \$500.

### **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 issues.

We provide:

- A point of contact for complain 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 Florida 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, i.e., job fairs, female combat PTSD programs, Women in Crisis relief fund and hotline, newsletters, gender bias education, as needed. Group-women therapies and counselling that does not presently exist in the 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: Exercise, 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 Chairs will **not** receive the necessary information for their program until this form is received.

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

**\*\*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 # \_\_\_\_\_

**DISASTER PREPAREDNESS:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**CIVAL AIR PATROL:** \_\_\_\_\_  
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:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_



**ORATORICAL:**

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Name Member ID#

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Home address

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Daytime phone # Email address

**POW/MIA:**

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Name Member ID#

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Home address

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Daytime phone # Email address

**PUBLIC RELATIONS:**

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Name Member ID#

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Home address

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Daytime phone # Email address

**RELIGIOUS EMPHASIS: -**

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Name Member ID#

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Home address

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Daytime phone # Email address

**ROTC/ SHOOTING SPORTS:**

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Name Member ID#

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Home address

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Daytime phone # Email address

**SCHOOL MEDALS:**

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Name Member ID#

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Home address

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Daytime phone # Email address

**SCOUTING:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**SEA CADETS:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_

**SOCIAL MEDIA:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**SPECIAL OLYMPICS:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**WOMEN VETERANS ADVOCACY:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**YOUTH LAW CADET:** \_\_\_\_\_  
Name Member ID#

Home address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Email address \_\_\_\_\_

**Post Commander/Adjutant Signature** \_\_\_\_\_

## **September**

End of Year Tally Sheet

Halloween Coloring Book Order Form

\*Due 15 October\*

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

September				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

September (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# **HALLOWEEN COLORING BOOKS**

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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.

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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 \_\_\_\_\_

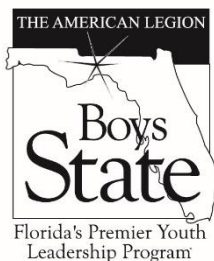
## **Shipping Fees**

(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**

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



# Boys State Post Registration

The Post Registration Form and registration fees for the 2026 session of Florida American Legion Boys State are due to The American Legion, Department of Florida **no later than January 2, 2026**. The non-refundable registration fee is **\$495.00 per Delegate**. If a Delegate is no longer able to attend, an Alternate will be sent in their place. It is the Post Boys State Chair's responsibility to inform Department of this change.

**DO NOT SELECT A DELEGATE UNTIL YOU HAVE RECEIVED YOUR REGISTRATION MATERIALS FROM DEPARTMENT HEADQUARTERS**

Post Number: \_\_\_\_\_ District Number: \_\_\_\_\_

Post Boys State Chair: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Florida Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Number of Delegates your Post is Sponsoring: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Please make Post check payable to: Florida American Legion Boys State, Inc.**

P.O. Box 547859  
Orlando, FL 32854

High Schools you reach out to:

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# **October**

End of Year Tally Sheet



## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

October				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

October (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

## **November**

End of Year Tally Sheet

Membership Card Verification

Employment Service Awards

\*Due 15 December\*

Employer of Veterans Award

\*Due 15 December \*

Employer of Older Workers Award

\*Due 15 December \*

Employer of the Disabled Award

\*Due 15 December \*

Homeless Veterans Outreach Award

\*Due 15 December \*

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

November				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

November (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# Membership Card Verification

## REMINDER

All 2025 memberships cards must be returned between Department Convention and December 31, 2025.

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

# EMPLOYMENT SERVICE AWARDS

## HISTORY

In 1990 a resolution was introduced that called for the establishment of a national awards program to recognize outstanding Employment Service (ES) offices and employees. Since such a program would require funding, the delegates to The American Legion's 72nd National Convention voted to hold the resolution for further study.

Both the National Economic Commission and the Internal Affairs Commission's Trophies and Awards Subcommittees conducted extensive studies to determine the feasibility of establishing such an awards program. At the conclusion of those studies, both recommended approval and referred the resolution to the National Executive Committee for final approval. The NEC unanimously approved the resolution at its spring 1992 meeting.

## PURPOSE

These awards are meant to recognize and honor outstanding Local Veterans Employment Representatives (LVER), Disabled Veteran Outreach Program (DVOP) specialists, and local Employment Service (ES) offices. LVER and DVOP Specialists work for the ES offices and provide job counseling, testing and placement assistance to unemployed and underemployed veterans. The national winners of these awards receive their plaques at our annual national convention each year. Each of the three national winners receive a stipend of \$1,200.00 to help defray the cost of their representative's travel to the conference city to accept the award. Department winners are invited to receive their plaques at the annual state convention.

## PROCEDURE

Nominations from posts, ES employees or other sources must be sent to Department Headquarters. A winner from each category will be selected and forwarded to The National Economic Commission. A copy of the nomination form and a written narrative must be provided by the nominator.

## WHAT IS NEEDED

Facts, figures, and an interesting narrative that tells what makes this nominee special is needed. What activities does this candidate do to develop employment opportunities for veterans? In what ways is this candidate involved with the local veterans' service organization? Include the veterans performance standards put out by the Department of Labor. Detail the nominee's record in placing disabled and special disabled veterans. Please keep the whole packet to ten (10) or fewer pages. These pages will be photocopied and distributed to the selection subcommittee members.

## WHAT IS NOT NEEDED

Binders, report covers, page protectors, photographs, logs of how many people the nominee saw each day, inch-thick sheaves of anything. Photos do not photocopy well, and so much information simply overwhelms the subcommittee.

Award application can be found on Department's website: [www.floridalegion.org/programs-services/employer-awards/awards/](http://www.floridalegion.org/programs-services/employer-awards/awards/)

# THE EMPLOYER OF VETERANS AWARD

## HISTORY

The National Economic Commission expanded its Employer Awards Program again in 1969 when it created an award category for employers of veterans. Originally, Departments were permitted to submit one nomination each for a large and small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, Departments may submit one nomination each for small companies with 50 or fewer employees, medium sized companies with work forces of 51-200 and large companies with 201 or more employees.

## AWARDS

These awards are meant to recognize and honor companies that do a particularly good job of hiring veterans. In addition to the Department awards for employers of veterans, there are also three national awards for the “Employers of the Year.” These awards, one in each category, are presented at the National Convention. In order to be eligible for the Employer of the Year Awards, nominees must meet the following criteria:

- 1) At least 10% of the nominees’ work force must be veterans
- 2) The nominee must have been in business for at least 5 years.
- 3) The nominee cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

Selection of the Employer of the Year Awards is made by the Economic Commission’s Awards Subcommittee, which meets during the Annual Washington Conference. Each of the three national winners receive a stipend of \$1,200.00 to help defray the cost of their representative’s travel to the conference city to accept the award.

## WHAT IS NEEDED

Facts, Figures, and an interesting narrative that tells what makes this company special is needed. How many veterans are on staff, how many disabled or special disabled veterans? Include its hiring policy in regard to veterans, if it has one. Tell about the company’s and the employees’ involvement in local veterans’ service organizations and other civic organizations. Please keep the whole packet to ten (10) or fewer pages. These pages will be photocopied and distributed to the selection subcommittee members.

## WHAT IS NOT NEEDED

Binders, report covers, page protectors, photographs, brochures about the products the company produces, inch-thick sheaves of anything. Photos and brochures do not photocopy well, and so much information simply overwhelms the subcommittee.

## PROCEDURE

Nominations from Posts, or sources outside the Legion, must be sent to Department Headquarters. The Department then selects one nominee each in the small, medium and large employer categories.

Award application can be found on Department’s website: [www.floridalegion.org/programs-services/employer-awards/awards/](http://www.floridalegion.org/programs-services/employer-awards/awards/)



# EMPLOYER OF OLDER WORKERS AWARD

## HISTORY

In 1958, the National Economic Commission expanded its Employer Awards Program by creating an award for employers of older workers. Because the commission saw older workers as a valuable economic resource of proven skills, stability and experience, it wanted to encourage employers to hire and retain older workers in the work force.

National “Employ the Older Worker Week,” was established by The American Legion and is observed during the second full week of each September. The National Economic Commission believes that this particular award category will become increasingly important over the next few years. Several major studies have concluded that there will be fewer young people entering the labor market. As a result, it will be necessary for employers to encourage older workers to stay in the labor force.

## PURPOSE

To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers

## PROCEDURE

Nominations from Posts, or sources outside the Legion, must be sent to Department Headquarters. The Department then selects one nominee as its winner. It then forwards the nomination form for the winning employer to the National Economic Commission.

## FORM

A copy of the official nomination form follows. Posts may reproduce this form for wider distribution.

## AWARD

The commission provides a free plaque to each Department that submits a nomination.

Award application can be found on Department’s website: [www.floridalegion.org/programs-services/employer-awards/awards/](http://www.floridalegion.org/programs-services/employer-awards/awards/)

# EMPLOYER OF THE DISABLED AWARD

## HISTORY

When the Employer Awards Program was established in 1947, its purpose was to recognize employers across the country who had established outstanding records in the employment and retention of the disabled. The National Economic Commission wanted to use its new awards program to educate employers and the general public about the many positive aspects of hiring disabled persons and increase their employment opportunities.

In conjunction with its awards program, the commission also established “Employ the Handicapped Week” which was observed each October. This later became a national observance when succeeding presidents signed proclamations declaring the first full week of each October to be “National Employ the Handicapped Week.” Today, like the federal government, The American Legion observes “National Disability/Employment Awareness Month,” which is observed throughout October.

## PURPOSE

To confer recognition on one employer in each state for an outstanding record in the hiring and retention of the disabled

## PROCEDURE

Nominations from Post, or sources outside the Legion, must be sent to Department Headquarters. The Department then selects one nominee as its winner. It then forwards the nomination form for the winning employer to the National Economic Commission.

## FORM

A copy of the official nomination form follows. Additional copies may be duplicated as necessary.

## AWARD

A plaque from the National Economic Commission is given to the winner of each Department.

Award application can be found on Department’s website: [www.floridalegion.org/programs-services/employer-awards/awards/](http://www.floridalegion.org/programs-services/employer-awards/awards/)

## MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

In January of 2003, the Veterans Employment & Education Commission requested that each department appoint a Homeless Veterans Task Force chairman, who should coordinate the department's activities and report on them to the department adjutant and to the Veterans Employment & Education Division at least once a year.

The Homeless Veterans Outreach Award, instituted in 2005, recognizes departments for their activities toward eliminating homelessness among veterans and prevention of future homeless veterans.

**Deadline:** The deadline for submission of nominations for this outreach award is no later than **December 15<sup>th</sup>**. Nominations received after that date will not be eligible for consideration for the national award.

**Criteria:** This award will be given to The American Legion department that 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.**

Have you appointed a Homeless Veterans Task Force chairman? Does he/she have a committee? How often do they meet? Are your members working with the Sons of The American Legion? 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 us how many of your members are involved in your programs. Do programs operate year round or once a year? How are your activities organized?

Please tell us in narrative form what you are doing toward the goal of ending homelessness among veterans.

The Homeless Veterans Task Force executive committee will review the reports during Washington Conference, and the winner chosen by the National Veterans Employment & Education Commission Awards Subcommittee.

**Procedure:** Nominations that arrive without supporting information **will not** be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form will follow. Additional copies may also be obtained by writing, calling, or emailing the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email [VE&E@legion.org](mailto:VE&E@legion.org).

**Award:** The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

Award application can be found on Department's website: [www.floridalegion.org/programs-services/employer-awards/awards/](http://www.floridalegion.org/programs-services/employer-awards/awards/)

# **December**

End of Year Tally Sheet

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

December				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

December (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# **January**

End of Year Tally Sheet

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

January				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				



January (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

## **February**

End of Year Tally Sheet

JROTC Cadet of the Year

\*Due 01 March\*

Eagle Scout of the Year Scholarship

\*Due 01 March \*

General Scholarship

\*Due 01 March \*

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

February				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

February (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# JROTC Cadet of the Year Scholarship

## Eligibility:

- Student must be a member of a Florida high school approved JROTC unit.
- The student must be in their **senior year** of an accredited Florida high school.
- **Only one student** from each high school JROTC unit will be accepted. *The Senior Military Instructor is responsible for choosing the cadet to receive the application.*

## Application Must Include:

- A letter of recommendation from the Commanding Officer of the JROTC unit telling why this cadet should be selected for scholarship over all others.
- A computer generated copy of the cadet's military record must be attached to the application. This record must include Ranks, Jobs, Awards, and Events.
- **Submissions must be typed.**

Deadline for submission: received by March 1<sup>st</sup> of the current school year.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

JROTC Cadet of the Year Scholarship application can be found on Department's website:

[www.floridalegion.org/programs-services/scholarships/](http://www.floridalegion.org/programs-services/scholarships/)

If you have questions or need a word document version of the scholarship application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# Eagle Scout of the Year Scholarship

## Eligibility:

- Must have earned the Eagle Award and Religious Emblem.
- Have demonstrated practical citizenship in church, school, Scouting and community.
- Have reached their 15<sup>th</sup> birthday and be enrolled in high school at the time of selection.
- The student must be in an accredited Florida high school.
- Provide documentation of current BSA membership (must be valid for the year in which applicant is applying).
- Must be in a troop chartered by an American Legion Post, SAL Squadron, or Auxiliary Unit, OR have a parent or grandparent possessing up-to-date membership in The American Legion, Sons of the American Legion, or American Legion Auxiliary, and in the case of a recently deceased member, their membership for the year immediately prior to the current year may be used.

This 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 1<sup>st</sup> place winner's application will be sent to National Headquarters for a chance at a larger scholarship prize.

Deadline for submission: received by March 1<sup>st</sup> of the current school year.

Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

Eagle Scout of the Year Scholarship application can be found on Department's website:  
[www.floridalegion.org/programs-services/scholarships/](http://www.floridalegion.org/programs-services/scholarships/)

If you have questions or need a word document version of the scholarship application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# General Scholarship

## Eligibility:

- Student must be a direct descendant (child, grandchild, great-grandchild, or a legally adopted child) of a **veteran who meets one of the following requirements:**
  - Is a member of good standing of The American Legion.
  - Is a U.S. veteran who is eligible to be a member of The American Legion.
  - Is a deceased U.S. veteran who would have been eligible for membership in The American Legion.
- The student must also be in their **senior year** of a Florida high school or homeschool.
- The scholarship may be used only for undergraduate study in an accredited U.S. college or university.
- **Submissions must be typed.**

## Applications Must Include:

- A photocopy of the veteran's Certificate of Release or Discharge from Active Duty (Form DD-214) OR other documents showing time served on active military duty during eligibility period(s) as indicated below:
  - World War I – April 6, 1917 – November 11, 1918
  - December 7, 1941- Present
- A **Letter of Recommendation** from the school or community.

Deadline for submission: received by March 1<sup>st</sup> of the current school year.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The General Scholarship application can be found on Department's website:

[www.floridalegion.org/programs-services/scholarships/](http://www.floridalegion.org/programs-services/scholarships/)

If you have questions or need a word document version of the scholarship application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or

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

## **March**

End of Year Tally Sheet

Medical School Scholarship

\*Due 01 April \*

Nursing School Scholarship

\*Due 01 April \*

Teacher of the Year

\*Due 15 April \*

EMT/Paramedic of the Year

\*Due 15 April \*

Firefighter of the Year

\*Due 15 April \*

Law Enforcement Officer of the Year

\*Due 15 April \*



## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

March				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

March (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# Medical School Scholarship

## Eligibility:

- A U.S. Citizen or permanent Florida resident.
- A student in an accredited Florida medical school or medical program.
- Must have completed at least one year of study.

## Applications Must Include:

- A nomination letter from the medical school's dean or the dean's designate discussing the nominee's:
  - Leadership abilities
  - Excellent academic achievements
  - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership skills.
- A letter of recommendation from a faculty member.
- 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.
- A curriculum vitae (CV) for the nominee which clearly indicates contact information.

Deadline for submission: received by April 1<sup>st</sup> of the current school year.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The Medical School Scholarship application can be found on Department's website:

[www.floridalegion.org/programs-services/scholarships/](http://www.floridalegion.org/programs-services/scholarships/)

If you have questions or need a word document version of the scholarship application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# Nursing School Scholarship

## Eligibility:

- A U.S. Citizen or permanent Florida resident.
- A student entering their second year of study in an accredited Florida nursing school.

## Applications Must Include:

- A nomination letter from the medical school's dean or the dean's designate discussing the nominee's:
  - Leadership abilities
  - Excellent academic achievements
  - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership skills.
- A letter of recommendation from a faculty member.
- 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.
- A curriculum vitae (CV) for the nominee which clearly indicates contact information.

Deadline for submission: received by April 1<sup>st</sup> of the current school year.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The Nursing School Scholarship application can be found on Department's website:

[www.floridalegion.org/programs-services/scholarships/](http://www.floridalegion.org/programs-services/scholarships/)

If you have questions or need a word document version of the scholarship application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or

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

# Teacher of the Year

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 and invited to participate in the annual Department Convention held in June/July.

## 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 of 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 from the sponsoring American Legion Post and the School Principal. Additional letters of recommendation may be attached.

Deadline for submission: received by April 15<sup>th</sup> of the current school year.

## Submit Application to:

The American Legion Dept. of Florida

Programs Director

P.O. Box 547859

Orlando, FL 32854-7859

The Teacher of the Year application can be found on Department's website:

[www.floridalegion.org/programs-services/children-youth/teacher-of-the-year/](http://www.floridalegion.org/programs-services/children-youth/teacher-of-the-year/)

If you have questions or need a word document version of the application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# EMT/Paramedic of the Year Award

## Eligibility Criteria:

- Be a citizen of the United States.
- Be a living, certified, active, full-time, paid or volunteer EMT or Paramedic. This includes those serving in some other capacities in the department/company.
- Be assigned to, or fully recognized by, Municipal, County, District, State, or Federal Fire Department.
- Does not need to be a veteran or member of The American Legion.
- Reside and be assigned or attached for duty in Florida.

## Judges will be looking for an EMT or Paramedic who:

- Is well-rounded.
- Has exceeded, above and beyond, the duty requirements of his/her position.
- Exemplifies the virtues of professionalism and dedication.
- Demonstrated a distinct pattern of community service in both on-duty and off-duty activities.
- Proven his/her personal dedication to societal security and protection.

## Application Criteria:

- Cover page/application form.
- Official 5"x7" photograph of the nominee.
- Service Narrative – no more than 6 one sided pages that must include:
  - A letter of recommendation from his/her commanding officer or supervisor.
  - A letter of recommendation from an American Legion Post officer.
  - 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; Acts(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
- Supporting Documentation – no more than 12 on sided pages which must include:
  - A copy of State or Federal certification as an EMT or Paramedic.
  - Copies of pertinent training and education certificates, press articles, citations and letters that support the narrative, 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.

Deadline for submission: received by April 15<sup>th</sup>.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The EMT/Paramedic of the Year application can be found on Department's website:

[www.floridalegion.org/programs-services/law-order/emt-of-the-year/](http://www.floridalegion.org/programs-services/law-order/emt-of-the-year/)

If you have questions or need a word document version of the application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# Firefighter of the Year Award

## Eligibility Criteria:

- Be a citizen of the United States.
- Be a living, certified, active, full-time, paid or volunteer Firefighter. This includes EMTs or those servicing in some other capacities in the department/company.
- Be assigned to, or fully recognized by, Municipal, County, District, State, or Federal Fire Department.
- Does not need to be a veteran or member of The American Legion.
- Reside and be assigned or attached for duty in Florida.

## Judges will be looking for a Firefighter who:

- Is well-rounded.
- Has exceeded, above and beyond, the duty requirements of his/her position.
- Exemplifies the virtues of professionalism and dedication.
- Demonstrated a distinct pattern of community service in both on-duty and off-duty activities.
- Proven his/her personal dedication to societal security and protection.

## Application Criteria:

- Cover page/application form.
- Official 5"x7" photograph of the nominee.
- Service Narrative – no more than 6 one sided pages that must include:
  - A letter of recommendation from his/her commanding officer or supervisor.
  - A letter of recommendation from an American Legion Post officer.
  - 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; Acts(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
- Supporting Documentation – no more than 12 on sided pages which must include:
  - A copy of State or Federal certification as an EMT or Paramedic.
  - Copies of pertinent training and education certificates, press articles, citations and letters that support the narrative, 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.

Deadline for submission: received by April 15<sup>th</sup>.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The Firefighter of the Year application can be found on Department's website:

[www.floridalegion.org/programs-services/law-order/firefighter-of-the-year/](http://www.floridalegion.org/programs-services/law-order/firefighter-of-the-year/)

If you have questions or need a word document version of the application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

# 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.
- Does not need to be a veteran or member of The American Legion.
- Reside and be assigned or attached for duty in Florida. Military police officers or investigators are eligible for participation in this award provided they are state law enforcement certified.

## Judges will be looking for a Law Enforcement Officer who:

- Is well-rounded.
- Has exceeded, above and beyond, the duty requirements of his/her position.
- Exemplifies the virtues of professionalism and dedication.
- Demonstrated a distinct pattern of community service in both on-duty and off-duty activities.
- Proven his/her personal dedication to societal security and protection.

## Application Criteria:

- Cover page/application form.
- Official 5"x7" photograph of the nominee.
- Service Narrative – no more than 6 one sided pages that must include:
  - A letter of recommendation from his/her commanding officer or supervisor.
  - A letter of recommendation from an American Legion Post officer.
  - 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; Acts(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
- Supporting Documentation – no more than 12 on sided pages which must include:
  - A copy of State or Federal certification as an EMT or Paramedic.
  - Copies of pertinent training and education certificates, press articles, citations and letters that support the narrative, 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.

Deadline for submission: received by April 15<sup>th</sup>.

## Submit Application to:

The American Legion Dept. of Florida  
Programs Director  
P.O. Box 547859  
Orlando, FL 32854-7859

The Law Enforcement Officer of the Year application can be found on Department's website:

[www.floridalegion.org/programs-services/law-order/law-and-enforcement-of-the-year/](http://www.floridalegion.org/programs-services/law-order/law-and-enforcement-of-the-year/)

If you have questions or need a word document version of the application, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).



## **April**

End of Year Tally Sheet

National CPR & Addendum Reports

End of Year Awards Information & Descriptions

Instructions for Shipping Membership Cards

\*Due 01 May\*

Special Olympics Reporting Form

\*Due 04 May \*

National Consolidated Post Report (CPR) & Department Addendum

\*1<sup>st</sup> Deadline Due 04 May \*

End of Year Award Nominations

\*Due 04 May \*

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

April				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

April (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project: VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

# National Consolidated Post Report & Department Addendum

Purpose: To obtain and tabulate quantitative reports from Posts on major National and Department programs.

Deadline: Post are to fill out the complete forms, in the areas that apply to the Post. Post must return the National and Department copies to Department Headquarters no later than 01 June. Keep the Post copy for your records. These reports should cover the 12-month period of **June 1 to May 31**. The Post Commander and Adjutant should complete these reports with assistance from the Post Officers and Committee Chairs. It should be complete and accurate.

Instructions for filling in the Consolidated Post Report and Department Addendum:

The report you are filling out is perhaps the most important document your Post can submit. This information will be compiled with all other Posts that submit forms and put into a summary, which is sent to Congress. This summary is “us” when the National Commander testifies on behalf of The American Legion.

You should not feel that everything has to be filled in. If your Post only has one program, then that is all you can report. The Department has other reports to file and your completion of the Consolidated Post Report and Department Addendum will assist in this effort. This information also give the Department Committee Chairs a simplified source that helps them judge and determine winners for Department End of Year Awards.

There are three copies of the Consolidated Post Report and two copies of the Department Addendum. Some questions can be answered by putting an “X” in the box – an “X” means “Yes,” and leaving it blank means “No.” Many of the questions call for figures, such as the number of cases handled by the Post Service Officer. There is a dollar sign at the beginning of each blank space which requests an answer in dollar amounts spent. Do not report cents – round out your answer to the nearest dollar. All answers to the boxes and fill-ins should be typed or printed clearly using dark ink.

Whoever is given responsibility of completing the form may have to get some answers from other Post Officers or Committee chairs. If you cannot get an exact number, make as reasonable an estimate as you can, but don’t exaggerate. If you Post did not participate in a program listed on the reports, or you simply can’t get the information by the requested date, leave the section blank. It will be a very unusual Post that has something to report on every line.

If you have accurately tracking what the Post has done over the course of the year on the monthly End of Year Tally Sheets, the process of completing the Consolidated Post Report and Department Addendum will be swift and painless.

If your Post had projects which cannot be adequately covered on the Consolidated Post Report and Department Addendum, attach a one-to-two-page narrative report to the forms. The narrative report will be reviewed by personnel at National and Department Headquarters responsible for specific programs and may be passed onto the editor of The American Legion Magazine.

The Consolidated Post Report and Department Addendum is mailed out to each Post in March in the End of Year Packet. For ease and convenience, both forms can also be completed online. The Consolidated Post Report can be found at <https://mylegion.org/>, under the Consolidated Post Reports section, and is available only to Post Adjutants. The Department Addendum can be found at [www.floridalegion.org/resources/cpr/](http://www.floridalegion.org/resources/cpr/).

***NOTE: The Consolidated Post Report and Department Addendum are two of the four forms that must be completed and submitted to Department HQ in order for the Post to register delegates and vote at Department Convention AND to receive your new membership cards. The other two forms are the Post Officer and Information Report and the Certification of Post Officers Form.***

# The American Legion Department of Florida End of Year Awards

## Instructions:

- Each nomination must include a one-to-two-page narrative containing information or comments that explain why the person or 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 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 the 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 Department Headquarters in order for the nomination to be sent to the Committee chairs to review.
- Reporting period is from June 1, 2025 – May 31, 2026.
- Submissions must be mailed to:

The American Legion, Department of Florida  
ATTN: Programs Director  
P.O. Box 547859  
Orlando, FL 32854

**DEADLINE FOR AWARD SUBMISSIONS:  
04 MAY 2026  
DEADLINE FOR HISTORY BOOKS:  
11 JUNE 2026 (TURN IN AT CONVENTION)**

Plaques and trophies for Winners and Runner's Up will be presented at the annual Department Convention held in June.

# End of Year Award Descriptions

## Americanism Awards

- Best Post Americanism Program & Runner Up  
**Submissions must include:** The Americanism Program Award cover page and a one-to-two-page narrative. Narrative should have information on: School Medals, Baseball, Scouting, Boys State, Oratorical Contest, JROTC, Junior Shooting Sports, Patriotic Holidays, Flag Education activities, Service to God and Country, Community Service, and Get Out The Vote activities. Additional supporting documents can be added.
- Teacher of the Year  
Educator must teach an academic course in any public, private, or parochial school or academy recognized by the Florida Department of Education and certified to teach in Florida. **Submissions must include:** Letters of Recommendation from the School Principal and sponsoring American Legion Post.

## Blood Donor Awards

- Margaret Skagg's Memorial Best Post Blood Donor Program & Runner Up  
**Submissions must include:** The Margaret Skagg's Memorial cover page and a one-to-two-page narrative. 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. Additional supporting documents can be added.

## Children & Youth Awards

- Best Post Children & Youth Program & Runner Up  
**Submissions must include:** The Post Children & Youth Program Award cover page and a one-to-two-page narrative. Narrative should include the Post's involvement with the Children & Youth program. Additional supporting documents such as photos and newspaper clippings can be added.
- Best Post Children & Youth Chairperson & Runner Up  
**Submissions must include:** The Post Children & Youth Chair Award cover page, letter of recommendation, and a one-to-two-page narrative. Narrative should report the activities and events headed by the Children & Youth chair. Additional supporting documents such as photos and newspaper clippings can be added.

## Department Adjutant's Award – Most Outstanding Post Adjutant

- Nominate your Post Adjutant for this award.  
**Submissions must include:** Department Adjutant's Award cover page and a one-to-two-page narrative. 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. Additional

supporting documents can be added.

***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 Department Convention by 11 June 2026 by 3:30 PM

- Winner History Yearbook
- Winner History Narrative
- Winner ALR History Yearbook

Narratives and Yearbooks should show what events and activities the Post/Chapter has been involved in for the 2025-2026 year. The rules for each particular book are in section 4 of the Officer's Guide and Manual for Ceremonies.

#### Legionnaire of the Year

- 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:** The Legionnaire of the Year cover page and a one-to-two-page narrative. Additional supporting documents can be added. Submissions 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.  
**Submissions must include:** The Post Service Officer "Tracy Taylor" cover page and a one-to-two-page narrative. Additional supporting documents can be added.

#### Public Relations Awards

- Best Public Relations Program & Runner Up  
**Submissions must include:** The Public Relations Program Award cover page and a one-to-two-page narrative. Narrative must include information or comments summarizing what Public Relations efforts were made to inform the local community about The American Legion, maintenance of Post website, Facebook, etc., print news media press releases, radio or television appearances, and a description of how these activities has impacted the Post. Additional supporting documents can be added.



## JROTC & Junior Shooting Sports Awards

- Best Post JROTC Program & Runner Up  
**Submissions must include:** The JROTC Program Award cover page and a one-to-two-page narrative. Narrative must include information or comments summarizing what JROTC activities were conducted such as monies and time donated, activities the cadets and Post participated in, and awards provided. Additional supporting documents can be added.
- Best Post Junior Shooting Sports Program & Runner Up  
**Submissions must include:** The Junior Shooting Sports Program Award cover page and a one-to-two-page narrative. Narrative must include information or comments summarizing what JROTC activities were conducted such as monies and time donated, activities the Post participated in, and awards provided. Additional supporting documents can be added.

## School Medals Award

- Best Post School Medals Program & Runner Up  
**Submissions must include:** The School Medals Program Award cover page and a one-to-two-page narrative. Narrative should include number of members in your Post, the name of each school to which awards were presented, the number of medals given to each school, cost to the Post to run the program, and number of volunteers hours spent on the program. Additional supporting documents can be added.

## Scouting Awards

- Outstanding Post Scouting Program (up to three winners)  
**Submissions must include:** The Scouting Program Award cover page and a one-to-two-page narrative. Narrative should include the Post's involvement with the Scouting program. Additional supporting documents such as photos and newspaper clippings can be added.

## Sergeant-At-Arms "Eddie Humer" Award

- Most Outstanding Post Sergeant-At-Arms & Runner Up
- Most Outstanding District Sergeant-At-Arms & Runner Up  
**Submissions must include:** The Sergeant-At-Arms "Eddie Humer" Award cover page and a one-to-two-page narrative. Narrative should describe what your Sergeant-At-Arms has participated in and how they go above and beyond the call of duty. Additional supporting documents can be added.

## Social Media Award

- Best Post Social Media Program & Runner Up  
**Submissions must include:** The Social Media Program Award cover page and a one-to-two-page narrative. Narrative should include information or comments summarizing what Social Media efforts were made to inform the local community about The American Legion, maintenance of Post website, Facebook, etc., and a description of how these activities has impacted the Post. Additional supporting documents can be added.

### 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 nominate your Post for this award.

**Submissions must include:** The Wilson Timmons Memorial – Best All Around Post Award cover page and a one-to-two-page narrative. The narrative should be thorough, listing and describing your Post's activities for the 2024-2025 year only. Additional supporting documents can be added for reference purposes.

The End of Year Awards nominations are mailed out to each Post in March in the End of Year Packet. It can also be found on the Departments website: [www.floridalegion.org/resources/cpr/](http://www.floridalegion.org/resources/cpr/).

If you have questions or need a word document version of the applications, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or [programs@floridalegion.org](mailto:programs@floridalegion.org).

## Instructions for Shipping Legion Membership Cards

Return To: American Legion Dept. of Florida

Date\_\_\_\_\_

Attn: Membership

P.O. Box 547859

or

Fax: 407-299-0901

Orlando, FL 32854-7859

Email: jcollins@floridalegion.org

Membership Cards will be available at Department Convention. If your Post will not have a representative at the 2025 Convention and wish to have the membership cards picked up by an authorized person from your Post, or District, or if you want them shipped, please complete this form and return to Department Headquarters on or before **Wednesday, May 1, 2026**. **Membership cards will be shipped after Convention.** **No cards will be shipped if the Post owes any money, has not turned in the required paperwork (Post Officers Report, Consolidated Post Report, the Addendum)** or if their SAL Squadron owes any money.

**We will **NOT** be attending Department Convention:**

Please ship cards to: \_\_\_\_\_

Print Name

Post #: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DO NOT SHIP:** The cards for Post \_\_\_\_\_ will be picked up at Convention.

\_\_\_\_\_ is authorized to pick up the membership cards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Title

Phone # \_\_\_\_\_

**\*\*Return on or before **Wednesday, May 1, 2026**\*\***

*(Please use return envelope that says "Membership" or email jcollins@floridalegion.org)*



# Special Olympics Program Post Report & Questionnaire

Mail: American Legion, Department of Florida,  
Attn: Special Olympics, PO Box 547859 Orlando, FL 32854

**Must be received no later than May 1, of the current year  
to receive award plaque at Department Convention**

Please circle all that apply to your Post:      LEGION    Auxiliary    SAL    ALR

Post # \_\_\_\_\_ Post Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Fundraiser Chairperson \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Fundraiser \_\_\_\_\_ Event Date \_\_\_\_\_

Total Amount Donated from the: Legion Post \$ \_\_\_\_\_ ALR \$ \_\_\_\_\_

Auxiliary \$ \_\_\_\_\_ SAL \$ \_\_\_\_\_

Total Volunteer Hours: \_\_\_\_\_

Circle the donation award category that best represents your Post, SAL, ALR, or Auxiliary:

**Diamond** \$5,000.00+

**Special** \$1,000.00 - \$4,999.99

**Gold** \$700.00 - \$999.99

**Silver** \$500.00 - \$699.99

**Bronze** \$300.00 - \$499.99

**Certificate** \$100.00 - \$299.99

Post Representative receiving the award at Department Convention:

Name \_\_\_\_\_

Title \_\_\_\_\_

**RETURN THIS SURVEY ALONG WITH YOUR DONATION TODAY!  
THANK YOU FOR YOUR SUPPORT.**

# May

End of Year Tally Sheet

Post Officer & Information Report  
\*Due 02 June\*

Certification of Post Officers Report  
\*Due 02 June\*

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

May				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

May (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

REQUIRED	
POST#	DIST#

2026-2027 POST INFORMATION & OFFICER REPORT

MAKE SURE EACH SECTION IS COMPLETED AND CORRECT

PRINT OR TYPE CLEARLY

DUE TO DEPT. HQ NO LATER THAN JUNE 1, 2026

DEPT. USE ONLY
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Post Mailing Address:									
Post Physical Address:									
Is this the Post Home? Yes / No					If No, Post Meets at:				
UPS Shipping Address (if different from mailing address, No P.O. Box)									
Post Phone#:			Post Fax#:			Post Dues: \$			
Post E-mail Address:					Post Website:				
Meeting Day & Time:									
Does post have:		Auxiliary Unit? Yes / No		SAL Squadron? Yes / No		ALR Chapter? Yes / No			
Post Lounge: Yes / No		Liquor License: Yes / No		Bingo: Yes / No		Smoking: Yes / No		Food: Yes / No	
Post Service Officer: Yes / No		Color Guard: Yes / No		Event Space for Rent: Yes / No					
Date of Last 990 Filed:		Date Annual Incorporation Filed:							
2026-2027 COMMANDER					2026-2027 ADJUTANT				
Member ID#:			Member ID#:						
Name:			Name:						
Home Address:			Home Address:						
City, State, Zip:			City, State, Zip:						
Home Phone#:			Home Phone#:						
Cell Phone#:			Cell Phone#:						
Work Phone#:			Work Phone#:						
Fax#:			Fax#:						
E-mail Address:			E-mail Address:						

Current Post Adjutant Signature

Date

I HERE WITH CERTIFY the above officers, whose eligibility in The American Legion I have certified, were duly elected in accordance with the Post's Constitution and ByLaws.

ALL FIELDS REQUIRED



**2026 Certification of Service Record of  
American Legion Post Officers to the Department Adjutant**

Post #: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DEPT. USE ONLY</b>

Pursuant to action of the 13<sup>th</sup> Annual National Convention of The American Legion at Detroit, Michigan, September 24, 1931,  
I have examined the service record of each of the following officials who have been duly elected or appointed to the above named  
Post of the Department of FLORIDA for the ensuing year.

Title	Name	Member ID#	Date of Enlistment	Date of Discharge	Military Branch
Commander*					
Adjutant***					
Asst Adjutant					
1st Vice Cmdr**					
2nd Vice Cmdr**					
3rd Vice Cmdr**					
Sgt-at-Arms*					
Chaplain*					
Historian*					
Finance *					
Service Officer***					
Judge Advocate ****					
Membership					

I hereby certify each of these officials are eligible for membership in The American Legion and have the consequent right to serve in an official capacity. *\*REQUIRED \*\*AS REQUIRED BY THE POST \*\*\* APPOINTED BY COMMANDER (ELECT)*

**DEADLINE to Department: June 1, 2026**

## **June**

End of Year Tally Sheet

## End of Year Report Tally Sheet

When working the programs of The American 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) and Department Addendum at the end of the Year.

June				
Programs	Activities	Expenses	Man Hours	# of Participants
Americanism				
Baseball				
Boys State				
Children & Youth				
Disaster Preparedness				
Flag Education				
Law & Order				
American Legion Riders				
Oratorical				
JROTC				
Junior Shooting Sports				
School Medals				
Scouting				
Sea Cadets				

June (Continued)				
Programs	Activities	Expenses	Man Hours	# of Participants
Special Olympics				
Youth Law Cadet				
Project:VetRelief				
VA&R: cases handled, funds disbursed, volunteer at VA hospital				
Public Relations				
Social Media				
Scholarships				
Community Service: donated hall usage, flag presentations, etc.				
Administrative Costs: paper, equipment, postage, etc.				
Volunteer Hours & Donations not listed above				
Color/Honor Guard: funeral & other services				
Sons of the American Legion				
Other				

## Supplemental Information & Forms

Change in Post Commander or Adjutant Form – send this form in for any changes in Post Commander or Adjutant after the elections, or for any change in Post information (i.e., Post Meeting Time or email address).

Post Protection/Security

Public Relations

Department of Florida Website

Relationship with National Organization

Veteran Information

Protocol for Commander's Post Visit

Constitution & By-Laws Submission Procedures

Important Upcoming End of Year Deadlines

## 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 1<sup>st</sup> and May 1<sup>st</sup> to avoid a \$400.00 late fee. To file, go to [www.sunbiz.com](http://www.sunbiz.com).

Annual 900 Filing Requirement – filed with IRS

Forms 990, 990-EZ, and 990-N must be filed by the 15<sup>th</sup> day of the fifth month after the end of the Post’s annual accounting period. For example, if a Post’s 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 (Forms 990, 990-EZ, or 990-N) for three consecutive years results in revocation of tax-exempt status as of the filing date for the third return. To file, go to [www.irs.gov](http://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, Adjutant, Finance Officer, or whoever has level of control over the funds. After elections or a change in officers, Form 8822-B must be filed withing 60 days of the change. To file, go to [www.irs.gov](http://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 the 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 30<sup>th</sup>.

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)/Sections(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 new property.

All state forms can be found on the website [www.myflorida.com](http://www.myflorida.com)

If you have any questions or concerns, contact Rachel Castleberry at Department Headquarters, 800-393-3378 ext. 239 or [rcastleberry@floridalegion.org](mailto:rcastleberry@floridalegion.org).

# 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 a 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 Benefited 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 Enforcement/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 Another Veteran's Organization. Ask them 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.

### Public Relations Toolkit

There is a Public Relations Toolkit at [www.legion.org/publications](http://www.legion.org/publications) that is a complete kit of easy-to-use media products that can be tailored to promote your American Legion Post during the course of the year.



## Department of Florida Website

Did you know the Department of Florida has a website?

Our web address is: [www.floridalegion.org](http://www.floridalegion.org).

You can email us at: [mail@floridalegion.org](mailto:mail@floridalegion.org).

What will you find there?

- Post Home addresses, email addresses and phone numbers
- Current and archived issues of the Legion Link
- Information on ALL programs
- Scholarship information
- Department Staff email addresses
- VA&R information
- Downloadable manuals, forms, and brochures
- Links to National Headquarters, SAL Detachment of Florida, and Auxiliary Department of Florida

### Forms and Documents

Department, Membership, Post, Program, National forms, manuals, and more can be found at:

[www.floridalegion.org/resources/legion-post-documents/department/](http://www.floridalegion.org/resources/legion-post-documents/department/). Examples include:

Post Administrative Manual	Membership Awards & Training Manual
Rules Governing Trials	Department Resolution/Amendment Forms
Department Constitution & By-Laws	All Program Manuals
Post Commander/Adjutant Change Form	Membership Applications
Request Use of Legion Name/Emblem Form	Flag Code

More manuals and brochures can be found on National's website: [www.legion.org/publications](http://www.legion.org/publications)

## Relationship of the National Organization of The American Legion with Departments, Districts and Posts

Questions have come up concerning the relationship of the National Organization of The American Legion with the Department, Districts and Posts. Therefore, it 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 the 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-charted 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 subsidiary 100%. This means, at minimum, that The American Legion must name all 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. 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 the following in his/her personal files:

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 and spouse) – 2 copies  
Veteran and spouses Social Security Cards  
Veteran's discharge papers – 2 copies  
Veteran's 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 or divorce decree of all prior marriages (if applicable)

Copies of the following are needed to file a Claim of 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 Numbers 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 Veteran's Service Officer

## Protocol for Commander's Visitation

The below recommendations are for a visit to your Post by the Department Commander or any other Officer of The American Legion.

It is recommended that:

1. The Commander is given the privilege of selecting the time of his/her appearance.
2. No other Department Officer appears on the program before the Commander with the exception that, at a District Conference, the Department Adjutant and/or the Department Service Officer may give a short report before the Commander.

*Reason: The Department Commander, as titular head of the organization, outlines the program which should be followed by the District, Area, or Post and by the various committee chairs. Under such circumstances, he/she sets the tone of the program.*

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. This person should be conversant with the details of the function and not leave the Commander by his/herself.
4. Meals and hotel accommodation for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the Post.
5. Those courtesies which are usually extended to a visitor in your home, must be accorded to the Commander, and the host organization must make every effort to see that such amenities are extended.
6. A Request for Visit by Department Commander form must be submitted to Department Headquarters as a proper invitation. This form can be found on Department's website at [www.floridalegion.org/department/commanders-corner/request-a-visit/](http://www.floridalegion.org/department/commanders-corner/request-a-visit/).

## Constitution & By-Laws Submission Procedures

Pursuant to Article X, Section 10 of the Department's Constitution – *"Each Post in the Department of Florida shall have its own Constitution and By-Laws, provided that it shall not conflict with the National Constitution and By-Laws and the Constitution and By-Laws of the Department of Florida. The Post Constitution and By-Laws, together with any subsequent Amendments, shall be approved by the Department Judge Advocate or Department Assistant Judge Advocate, such approval confirmed by the Department Commander, and a copy filed with the Department Adjutant's office, with Certification of Approval issued to the Post before coming effective."*

The following is utilized to have Post Constitution and By-Laws approved at the Department level:

1. Post must forward one (1) copy of the entire Constitution and By-Laws, with incorporated amendments, to the Department Adjutant. This can be accomplished by mail or email.
2. All amendments must be annotated. Examples of annotations are as follows:
  - a. Additions to the original text are shown by **bold underline**. Deletions to the original text are shown by ~~striketrough~~.
  - b. **Highlight** the changed text. If this is the case, please also send an original copy (without changes) for comparison purposes.
  - c. List the changes by Article(s) and Section(s) with the old and new text within the cover letter.
  - d. In case of a total rewrite, please address that in your cover letter and include a copy of the original for comparison.
3. All amendments must be voted on by the membership at a meeting at which a quorum has been met. The minutes of the said meeting must either clearly state the amendments or attach a copy of the amendments read to the membership for a vote. Also, the vote of the membership must be recorded in the minutes. A copy of these minutes must be sent with the amendment.
4. The signature page of the Constitution and By-Laws must include the following:
  - a. Date of the meeting the Post membership voted on the amendments.
  - b. States that the members of the Post approved the amendments at said meeting.
  - c. Signed by two Post Officers attesting to the membership's approval.
5. Once the Constitution and By-Laws are received with all required documentation, the Department Adjutant will forward them to the Department Judge Advocate for review.
6. The Department Judge Advocate will send their written response to the Department Adjutant after their review where:
  - a. Upon receiving written approval from the Judge Advocate, the Department Adjutant will send the original Judge Advocate's approval letter and cover letter to the Post Commander.
  - b. Upon receiving written disapproval from Judge Advocate, the Department Adjutant will correspond via letter to the Post Commander. If not approved, Post may resubmit, with changes, to the Department Adjutant. The Department Adjutant will forward Constitution and By-Laws with written authorization to the Department Judge Advocate for approval. The process begins again with step 1.

# DEPARTMENT CONVENTION 2026

Thursday, June 11, 2026 – Sunday, June 14, 2026

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 American Legion, Department of Florida Constitution and By-Laws that governs the situation.

- DELEGATE CUT-OFF – Constitution Article V, Section 4  
“A Department Convention shall be comprised 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 membership fee is paid fifteen (15) days prior to a Department Convention.*”

Therefore, the delegate cut-off date for Department Convention is May 28, 2026.

- DISTRICT CONSTITUTIONAL CONFERENCES – Constitution Article IX, Sections 7 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 Annual Department Convention*, at a time and place to be designated by the District Commander.” Section 9 “... there shall be nominated one (1) delegate and one (1) alternate to the National Convention for each one thousand (1000) members or major fraction thereof in the District.”

Therefore, the District Constitutional Conferences will be held between April 13, 2026, and June 2, 2026.

- RESOLUTIONS – By-Laws Article I, Section 5 (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 3, 2026.

- CONSTITUTIONAL AMENDMENTS – Constitution Article XVII, 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 the Annual Department Convention.*”

Therefore, Constitutional Amendments are due by May 3, 2026, and copies will be sent to each Post by May 13, 2026.

- CALL TO CONVENTION – By-Laws Article I, Section 1  
“...The call shall be issued by the Department Commander by bulletin mailed by the Department Adjutant to each Post and to each member of the Department Executive

Committee, and each Past Department Commander, *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 28, 2026, nor later than May 29, 2025.**

- POST ELECTIONS – Constitution Article X, Section 12  
“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 Department Convention...*”

**Therefore, Post officers may not be elected before March 14, 2026, nor later than June 2, 2026.**

**2025-2026**

## Notification of Post Officer Change



**USE THIS FORM TO REPORT A CHANGE IN OFFICERS AFTER YOU HAVE SENT IN THE 2025-2026 POST OFFICER REPORT.**

All Department mailings are based on the information you provide to us. Mail will go to the last Officer and address on file unless this form is received.

Post Name \_\_\_\_\_ Post # \_\_\_\_\_

**Change is for:**   ☐ Commander   ☐ Adjutant   ☐ Other \_\_\_\_\_

Former Officer Name \_\_\_\_\_

Former Officer Member ID# \_\_\_\_\_

New Officer Name \_\_\_\_\_

New Officer Member ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

The American Legion, Department of Florida

or

**Fax:** (407) 299-0901

Attn: Roster

**Email:** [events@floridalegion.org](mailto:events@floridalegion.org)

PO Box 547859

Orlando, FL 32854-7859

Signature \_\_\_\_\_ Date \_\_\_\_\_