



Post
Administrative
Manual

2026-2027

UTILIZE THE CHAIN OF COMMAND

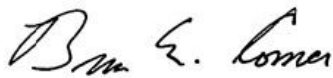
The Department Headquarters Staff is always ready to assist Posts, Districts, and Areas in every way possible to help accomplish all of your membership and program goals.

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 personal or civil matter. 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.

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 as a resource.



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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2026-2027 Event Timeline

Event/Item	Date
VA Healthcare Provider/Physician of the Year Nominations Due	7/1/2026
Baseball Divisional Tournaments	7/9/2026 – 7/12/2026
Baseball Scholarship Applications Due	7/15/2026
Baseball Junior State Tournament – Jacksonville, FL	7/17/2026 – 7/19/2026
Boys Nation – Washington D.C.	7/17/2026 – 7/25/2026
National Junior Shooting Sports Competition – Hillsdale, MI	1/21/2026 – 7/25/2026
Baseball Senior State Tournament – Madeira Beach, FL	7/22/2026 – 7/26/2026
Baseball Southwest Regional Tournament – Ashboro, NC	8/5/2026 – 8/9/2026
The American Legion World Series – Shelby, NC	8/13/2026 – 8/18/2026
Legacy Ride	8/23/2026 – 8/27/2026
107 th Annual National Convention – Louisville, KY	8/28/2026 – 9/3/2026
Post Program Chair Form Due	9/1/2026
Junior Shooting Sports Registration & Target Ordering Opens	9/1/2026
Membership Goal – 50%	9/6/2026
Florida American Legion Riders Merry Go Round	10/1/2026 – 10/31/2026
Start Sending in Boys State Registration Fee	10/1/2026
Membership Goal – 55%	10/14/2026
Halloween Coloring Books Order Forms Due	10/15/2026
American Education Week	11/16/2026 – 11/20/2026
2026 Fall Conference at Caribe Royale Orlando Reservations – 407-238-8000 You can book rooms a year in advance!	11/20/2026-11/22/2026
Membership Goal – 65%	11/12/2026
National Family Week	11/23/2026 – 11/28/2026
Membership Goal – 75%	12/9/2026
Homeless Veterans Outreach Award Nominations Due	12/15/2026
Employment Award Nominations Due	12/15/2026
Junior Shooting Sports Registration Closes	12/15/2026
Baseball Team Registration Opens	1/1/2027
Boys State Online Delegate/Alternate Registration Opens	1/6/2027
Post Level Oratorical Contest Completed by	1/17/2027
Membership Goal – 80%	1/13/2027
Americanism Month	2/1/2027 – 2/28/2027
Four Chaplain Memorial Services (conduct Post memorial services on or around this date)	2/3/2027
District Level Oratorical Contest Completed by	2/7/2027
Area Level Oratorical Contest Completed by	2/21/2027
11th Annual Florida American Legion Riders Meet & Greet	2/24/2027
11th Annual Florida American Legion Riders Summit	2/25/2027 – 2/27/2027
Membership Goal – 85%	2/10/2027
JROTC Cadet of the Year Scholarship Applications Due	3/1/2027
General Scholarship Applications Due	3/1/2027
Eagle Scout of the Year Scholarship Applications Due	3/1/2027
End of Year Mailing Sent to Posts/SAL Squadrons	3/1/2027
Membership Goal 90%	3/10/2027
Baseball Rulebook Change Requests Due	3/9/2027
Department Oratorical Contest	3/13/2027
Boys State Online Delegate/Alternate Registration Closes	3/19/2027
Establishment of Baseball Player Legal Domicile Deadline	3/26/2027
Post Elections Can Begin	3/27/2027

Children & Youth Month	4/1/2027 – 4/30/2027
Florida American Legion Riders Round Robin	4/1/2027 – 4/30/2027
Medical/Nursing School Scholarship Applications Due	4/1/2027
Membership Goal – 95%	4/14/2027
Teacher of the Year Nominations Due	4/15/2027
Law Enforcement Officer/Firefighter/EMT & Paramedic of the Year Nominations Due	4/15/2027
Post Date Report/Squadron Data Report Due	4/15/2027
Florida American Legion Riders Unity Ride Meet & Greet	4/18/2027
Florida American Legion Riders Unity Ride	4/19/2027 – 4/23/2027
Florida American Legion Riders Rally - LOCATION	4/24/2027
Children & Youth Fund Grant Applications Due	5/1/2024
National Consolidated Post Reports & Department Addendums 1 st Deadline	5/3/2027
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 Humer Outstanding Post & District Sergeant-At-Arms	5/3/2027
Special Olympics Reporting Form Due	5/3/2027
Membership Goal – 100%	5/12/2027
Amendments & Resolutions Due	5/16/2027
Baseball Team Insurance Purchase & Registration Deadline	5/31/2027
National Oratorical Contest – Hillsdale, MI	
Membership Goal – 100% +1	5/31/2027
Boys State District Orientations Completed by	5/31/2027
Post Information and Officer Report & Post Certification of Officers Form Due	6/1/2027
Baseball Team Rosters Due	6/1/2027
Last Day for Post Elections	6/15/2027
Florida American Legion Boys State 83rd Session	6/20/2027 – 6/27/2027
History Books – Bring to Convention	6/24/2027
2027 Department Convention at Caribe Royale Reservations – 407-238-8000 You can book rooms a year in advance!	6/24/2027 – 6/27/2027

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 – 2026

- 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 - 2027

- 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**
- National Emergency Fund Excellence Award – 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 – 1st Deadline **03 May**
- End of Year Award Nominations – DUE **03 May**
- Instructions for Shipping Legion Membership Cards – DUE **31 May**

June

- End of Year Report Tally Sheet
- Post Officer & Information Report – DUE **01 June**
- Certification of Post Officers Form – DUE **01 June**
- History Books – DUE **24 June**

Department of Florida Post and District Membership Goal Dates

Target Dates		Required %
September 9, 2026	Early Bird/ NEF Kickoff	50%
October 14, 2026	Fall Meetings	55%
November 12, 2026	Veterans Day	65%
December 9, 2026	Pearl Harbor Day	75%
January 13, 2027	Mid-Winter	80%
February 10, 2027	Presidents' Day	85%
March 10, 2027	Legion Birthday	90%
April 14, 2027	Children & Youth	95%
May 12, 2027	Armed Forces Day	100%
May 31, 2027		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 13, 2026	July 1-8, 2026
September 9, 2026	October 3-9, 2026
October 14, 2026	November 7-13, 2026
December 9, 2026	January 2-8, 2027
February 10, 2027	March 2-9, 2027
April 14, 2027	May 1-7, 2027

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 of the Year

****Due July 01****

VA Health Care 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 September 7th 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.

Enclosure-Application Form

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 September 7th. 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

*Justification can be submitted on a separate page

August

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.

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				

September

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.

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				

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 1st 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 11th grade high school students in the nation. It is a participatory program where each young man learns about the operation of his local, county, and state governments.

American Legion Posts interview and select participants for their Boys State program after receiving recommendations from school officials. All costs are paid by the American Legion Post.

At Boys State, young men are exposed to the rights, privileges, duties, and responsibilities of a franchised citizen. The training is objective and practical with city, county, and state

governments operated by elected and appointed officials duly placed in office by citizens of their respective Boys State. Activities include legislative sessions, court proceedings, law enforcement presentations, assemblies, bands, chorus, and recreational programs. Through the Florida American Legion Boys State program each Boys Stater could earn one of several scholarships offered. Boys State has been a program of the National Americanism Commission since 1935. Forty-nine states conduct this program serving more than 20,000 young men each year. The American Legion Auxiliary sponsors a similar program for young women called Girls State.

Boys Nation

Two of the most outstanding participants in each of 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: 1st place - \$2,500, 2nd place - \$1,500, 3rd place - \$1,000, 4th place - \$500.

Junior Shooting Sports

The American Legion's Junior Shooting Sports Program is a national activity administered through Post sponsored Junior Shooting Clubs. The program exists to provide gun safety and marksmanship training for young people, ages 14 through 18, as well as offering opportunities for competitive shooting which includes an annual national tournament.

The American Legion recognizes the fact that guns are a part of society. Proper instruction in the safe handling of firearms serves as a means of protecting youth and adults alike. Shooting is an attraction for all, and target shooting is not only safe and fun, but also a legitimate athletic discipline. The national network of Legion Posts provides a vehicle to conduct club operations, while Districts and Departments are encouraged to promote and supervise the overall operation of the program.

The American Legion conducts a Junior Three Position Air Rifle Tournament, which provides the shooters with an opportunity to test their marksmanship ability in competition with other junior shooters from throughout the nation. The tournament has three phases of competition:

1. State Championships
2. 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 1st round winner who participates in the second round, but does not qualify for the Finals, will receive an additional \$2,000 scholarship. Contestants in the National Finals will be ranked according to the opinion of the judges and will receive scholarships in the following amounts: 1st place - \$25,000, 2nd place - \$22,500, 3rd 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: 1st place - \$2,500, 2nd place - \$1,500, 3rd place - \$1,000, 4th 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:

Name Member ID#

Home address

Daytime phone # Email address

POW/MIA: Name Member ID#

Home address

Daytime phone # Email address

PUBLIC RELATIONS: Name Member ID#

Home address

Daytime phone # Email address

RELIGIOUS EMPHASIS: - Name Member ID#

Home address

Daytime phone # Email address

ROTC/ SHOOTING SPORTS: Name Member ID#

Home address

Daytime phone # Email address

SCHOOL MEDALS: Name Member ID#

Home address

Daytime phone # Email address

SCOUTING: _____
Name Member ID#

Home address _____

Daytime phone # _____ Email address _____

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 _____

October

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.

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				

HALLOWEEN COLORING BOOKS

Once again, we are offering the hugely successful Halloween Coloring Book to our posts. The coloring book's new look has proven popular with the kids and we are offering it again!

The book contains Halloween Season safety tips for parent and children to consider. Also included is a message describing the many facets of The American Legion, what we stand for, and what we do. A membership application has been included on the back cover next to the space reserved for your individual Post number and address. ***BE SURE TO PUT YOUR POST INFORMATION IN THIS SPACE SO THE PARENTS KNOW WHO IS CONCERNED FOR THEIR CHILDREN.***

We strongly urge your post to contact schools and day care centers for their participation. We are asking that your **order be received at Department Headquarters by October 15.** We will ship your coloring book orders as we receive them, but payment must be included. We sincerely hope your Auxiliary will also participate in this program.

PLEASE SHIP COLORING BOOK PACKETS at **\$25.00 per 100** TO:

Post# _____ Attention: _____

Shipping Address (NO P.O. BOXES)

City State Zip Code

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

Card Holder Name

Credit Card Number Expiration Date Security Number

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	\$ _____

November

End of Year Tally Sheet

Membership Card Verification

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 2026 memberships cards must be returned between Department Convention and December 31, 2026.

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

December

End of Year Tally Sheet

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.

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				

Employment Service Awards

Information Sheet

History: In 1990, a resolution established a national awards program to recognize outstanding Employment Services (ES) offices and employees.

Both the National Veterans Employment & Education Commission and the Internal Affairs Commission's Trophies and Awards Subcommittee conducted extensive studies and 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: The purpose of the ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER) and one Disabled Veterans Outreach Program Specialist (DVOP). LVERs, DVOPs, and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Deadline: The deadline for submission of the ES office is not later than December 15th. Nominations received after that date will not be eligible for consideration at the Department or National level.

Procedure: Nominations from posts, ES employees or other sources must be sent to Department Headquarters. The Department then selects one nominee each for LVER, DVOP, and ES Office Categories, and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chair must sign those nominations. Nominations that arrive without supporting information will not be eligible for consideration.

Nomination Form: A copy of the official nomination form, which is the same for all the ES office categories, follows. Additional copies may be obtained from Department's website or by contacting Department's Programs Director.

Award: The commission provides free plaques to each Department that submits nominations. It is recommended, however, that Post and Departments recognize their other nominees with plaques or awards. 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.

Submit to: The American Legion, Department of Florida
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854
Email: programs@floridalegion.org

The National Veterans Education & Economic Commission Employment Service Award

Nomination Form

The Department: _____ Date: _____

The American Legion Post's Name and Number: _____

Award Category: Employment Service Local Office Award

Name and title of nominee:		
Street Address:		
City, State, Zip:		
Daytime telephone number:		
Office manager's name:		
Name and title of nominator:		
Street Address:		
City, State, Zip:		
Daytime telephone number:		
Nominator's signature:		
1. Total applicants available:		
2. Applicants entered employment:		
3. Percent of total applicants entered employment:		
4. Total veteran applicants available:		
5. Total veterans entered employment;		
6. Percent of total veterans entered employment:		
7. Total disabled veterans applicants available:		
8. Disabled veterans entered employment:		
9. Percent of disabled veterans entered employment:		

Please also document the following on a separate page: Management support, community relations, involvement with American Legion programs, including Employer Awards Program. You are encouraged to provide your annual office performance measures. You may add up to one page of supporting data on any of these subjects.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by Posts and individuals must be sent to Department Headquarters as soon as possible so that the Department will have time to review all nominations received and make the selection of its winners.

Approved Signature

Date

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

The National Veterans Education & Economic Commission Employment Service Award

Nomination Form

The Department: _____ Date: _____

The American Legion Post's Name and Number: _____

Award Category: ☐ LVER ☐ DVOP

Name and title of nominee:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Office manager's name:	
Name and title of nominator:	
Street Address:	
City, State, Zip:	
Daytime telephone number:	
Nominator's signature:	
Veteran Placement Activity (Annual Figures):	
1. Veterans placed in full-time employment:	
2. Veterans Placed as a result of job development:	
3. Disabled veterans entered employment:	

Please document the following: Support of American Legion programs, including Employer Awards; leadership activities; community service; special achievements; use of technological innovations (email, internet, etc.). You may add up to two pages of supporting data on any subject listed.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Service Awards. The nominator should provide a copy of the company's written policies on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by Posts and individuals must be sent to Department as soon as possible so that the Department will have time to review all nominations received and make the selection of its winners.

Approved Signature

Date

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The Employer of Veterans Awards

Information Sheet

History: The Veterans Employment and Education Commission expanded its Employer Awards program 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 a total of 3 nominations for this category for national consideration.

- One nomination for small company with 50 or fewer employees
- One nomination for a medium sized company with workforces of 51 to 200
- One nomination for a large company with 201 or more employees

National Awards: These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Awards, nominees must meet the following criteria:

1. At least 10 percent of the nominee's workforce must be veterans.
2. The nominee must have been in business for at least five 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.

A Department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee will not be eligible for a National award.

Selections of the Employer of the Veterans Awards are made by the Veterans Employment & Education Commission Award Subcommittee, which meets during the annual Washington Conference.

The purpose of the Award: To confer on one small, one medium, and one large employer of each state for outstanding records in the hiring and retention of veterans.

Deadline: The deadline for submission of nominations of Employer of Veterans is no later than December 15th. Nominations received after that date will not be eligible for consideration for the Department or National award.

Procedure: Nominations from posts or sources outside the Legion must be sent to Department Headquarters. The Department then selects one nominee each for the small, medium, and large employer categories and sends the nomination forms with their supporting information to the National Veterans Employment & Education Commission. Those nomination forms must be signed by either the Department Adjutant or Department Employment Chair. Nominations that arrive without supporting information will not be eligible for consideration.

Nomination Form: A copy of the official nomination form, which is the same for all the three employer size categories, follows. Additional copies may be obtained from Department's website or by contacting Department's Programs Director.

Award: The commission provides free plaques to each Department that submits nominations. It is recommended, however, that Post and Departments recognize their other nominees with plaques or awards. 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.

Submit to: The American Legion, Department of Florida
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854
Email: programs@floridalegion.org

The Employer of Veterans Award

Nomination Form

The Department: _____ Date: _____

The American Legion Post's Name and Number: _____

Award Category: ☐ Small (50 or fewer employees)

☐ Medium (51-200 employees)

☐ Large (201 or more employees)

Posts submit nominations to their Departments for consideration. Departments select one nomination per employer size category and submit those nominations to National Headquarters. The Veterans Employment and Education Commission will provide a plaque for each nominee. During the Washington Conference, the Employment and Education Award Subcommittee reviews all eligible nominations in the three size categories and selects a winner in each category. The three winners are then invited to send their representatives to the National Convention to receive the Employer of Veterans Awards. In order to be eligible for the National awards, the nominee must meet the following criteria:

- 1) At least 10 percent of the employer's workforce must be veterans.
- 2) The employer must have been in business for at least five years.
- 3) The employer cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employee. In other words, the nominee cannot be a city, state, or federal employer.

PLEASE PRINT OR TYPE THE INFORMATION

1. Exact name of company: _____
2. Business address: _____
3. Name and title of the company's contact person: _____
4. Contact person's phone number and email: _____
5. Is the employer a branch or subsidiary? _____ If yes, what is the name and address of the parent company? _____
6. Date the company, or branch, was established: _____
7. Average number of employees over the past five years: _____
8. Is the company's business seasonal? _____
If yes, how many employees are full time? _____
How many are part-time? _____

9. Total number of employees: _____ Number of veterans: _____
Percentage of veterans: _____

10. Total hires last year: _____ Number of veterans: _____
Percentage of veterans: _____

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Veterans Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Veterans Award winner.

Nominations by Posts and individuals must be sent to Department Headquarters as soon as possible so that Department will have time to review all nominations and make the selection of its winners.

Name, title, address, and daytime telephone number of the person making the nomination:

Approved Signature

Date

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

The Employer of Older Workers Awards

Information Sheet

History: In 1958, the National Veterans Employment & Education 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 last full week of each September.

This National Veterans Employment & Education Commission believes that this particular award category will become increasingly important over the next few years. As the American workforces ages, it is important to honor employers who have demonstrated their commitment to employing older workers.

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

Deadline: The deadline for submission of nominations of Employer of Veterans is no later than December 15th. Nominations received after that date will not be eligible for consideration for the Department or National award.

Procedure: Nominations from posts or other sources must be sent to Department Headquarters. The Department then selects one nominee and sends the nomination forms with their supporting information to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chair must sign the nomination. Nominations that arrive without supporting information will not be eligible for consideration.

Nomination Form: A copy of the official nomination form, which is the same for all the three employer size categories, follows. Additional copies may be obtained from Department’s website or by contacting Department’s Programs Director.

Award: The commission provides free plaques to each Department that submits nominations. It is recommended, however, that Post and Departments recognize their other nominees with plaques or awards. 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.

Submit to: The American Legion, Department of Florida
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854
Email: programs@floridalegion.org

The Employer of Older Workers Award

Nomination Form

The Department: _____ Date: _____

The American Legion Post's Name and Number: _____

Exact Name of Company: _____

Business Street Address: _____

City, State, Zip: _____

Name & Title of Company Contact: _____

Contact's Telephone Number & Email: _____

Type of Business: _____

Total number of employees: _____ Number employees over 55: _____

Number of hires last year over 55: _____

Name & title of person making this nomination: _____

Telephone number & email of person making nomination: _____

Attach additional pages of reasons why you feel this nominee should receive this year's Employer of Older Workers award. Include a brief summary of the company's policies and records that qualify it, such as hiring, promotion, retention, and affirmative employment policies.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Older Workers Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Older Workers Award winner.

Nominations by Posts and individuals must be sent to Department Headquarters as soon as possible so that Department will have time to review all nominations and make the selection of its winners.

Approved Signature

Date

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

Award to Enhance the Lives of Disabled Persons

Information Sheet

Purpose: The purpose of the National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that provides the quality of life for disabled persons will be considered.

History: Since 1987, American Legion posts have competed for prizes through the Awards Program. NOD will continue to award certificates to the winners, and all nominees and their departments will receive American Legion citations of appreciation.

Criteria: All entries must be accompanied by an official nomination form (see the following page) and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

Deadline: The deadline for submission of nominations of the Award to Enhance the Lives of Disabled Persons is no later than **January 15th**. Nominations received after that date **will not** be eligible for consideration for the national award.

Procedure: Nominations from posts or other sources must be sent to department headquarters. The department then selects **one** nominee and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the department adjutant or department employment chairman must sign those nominations. 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 or calling the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-8612700, or online at 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.

Submit to: The American Legion, Department of Florida
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854
Email: programs@floridalegion.org

Award to Enhance the Lives of Disabled Persons

Nomination Form

The National Organization on Disability awards certificates to organizations that significantly improve the ability of persons with disabilities to participate in the public life of the community. The purpose of that program is to confer national recognition on private sector organizations, like The American Legion, for their efforts to enhance the lives of disabled persons.

The Department: _____

Date: _____

The American Legion Post's name and number:	
Post's Street Address:	
City, State, Zip:	
Post's telephone number:	
Post's membership:	
How many members worked on this project?	
Name of Post's Commander:	
Post Commander's telephone number:	
Name & title of person making nomination:	
Daytime telephone number of nominator:	

Describe what your nominee has done that makes that American Legion post or employer worthy of one of this award. What special accommodations have you included for your workforce? What specific project has that post or employer instituted that enhances the lives of disabled persons by helping them to participate in community activities? Was this solely a post project or were other community organizations involved? What tangible assets were involved in your nominee's project (e.g. volunteer hours, funds, etc.)? What measurable impact, if any, has your nominee's project had on the community as a whole? What measurable impact on disabled veterans, if any? Please limit your written narrative to two pages.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Award to Enhance the Lives of Disabled Persons. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veteran's activities in the community, and any other reasons why the nominee should be selected to the National Award to Enhance the Lives of Disabled Persons winner.

Nominations by Posts and individuals must be sent to Department Headquarters as soon as possible so that Department will have time to review all nominations and make the selection of its winners.

Approved Signature

Date

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

Supporting Documentation – Award to Enhance the Lives of Disabled Persons

[illegible]

Award to Enhance the Lives of Disabled Persons

Nomination Form – continued

The Department: _____

Date: _____

PLEASE PRINT OR TYPE INFORMATION

1. Exact Name of company or firm: _____
2. Business address: _____

3. Name and title of company's contact person: _____
4. Telephone number: _____
5. Type of Business: _____
6. Total number of employees: _____ Disabled employees: _____

THE NOMINEE SHOULD BE A COMPANY OR FIRM, NOT AN INDIVIDUAL

7. Give reasons why you feel this nominee should receive this year's award to enhance the lives of the Disabled. Include a brief summary of the company's policies and records, which qualify it, such as hiring, promotion, retention, and affirmative employment policies. Attach additional pages if necessary.

Please print clearly the exact name and address of nominated firm.

FIRM NAME: _____

CITY & STATE: _____

Nomination submitted by: _____ Date: _____

Title: _____ Telephone Number: _____

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Information Sheet

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 **January 15th**. 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.

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.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW, WASHINGTON, DC 20006
E-MAIL A SCANNED COPY VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

Entry Check List:

1,500 Words, typed and available in MS Word format

Provide general program information: Program title, contact name and information, short program description, list of other organizations involved in this program, annual budget.

Define program objectives and how this is a Legion Family effort

Identify the number of homeless veterans in your community, list stand-down activity, community providers you work with, and fundraising efforts.

Outline program

Success & impact

Include

Articles/pictures

Completed coversheet

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Check One: ☐ Department Adjutant ☐ Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to:

The American Legion

Attn: National Veterans Employment & Education Commission

1608 K Street NW Washington, DC 20006

Email: VE&E@legion.org

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

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				

March

End of Year Tally Sheet

National CPR & Addendum Reports

End of Year Awards Information & Descriptions

JROTC Cadet of the Year

Due 01 March

Eagle Scout of the Year Scholarship

*Due 01 March *

General Scholarship

*Due 01 March *

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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				

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/.

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, 2026 – May 31, 2027
- 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:
03 MAY 2027
DEADLINE FOR HISTORY BOOKS:
24 JUNE 2027 (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 24 June 2027 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 2026-2027 year. The rules for each particular book are in the Department's Historian manual.

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 2026-2027 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/.

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.

THE AMERICAN LEGION
Department of Florida
JROTC CADET OF THE YEAR APPLICATION

ELIGIBILITY:

- Student must be a member of a Florida high school approved JROTC unit.
- The student must be in their *senior year* in an accredited Florida high school.
- **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. The record must include Ranks, Jobs, Awards, and Events.
- Submissions **must be typed**. You can download the application at floridalegion.org/programs-services/scholarships or email the Programs Director at programs@floridalegion.org to get a WORD document version of the application.

Deadline for submission: received by **March 1st** of the current school year

Submit Application to:

The American Legion Department of Florida
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854-7859
or email to: programs@floridalegion.org

If you have any questions, please contact Programs Director Bekki Boarman at 800-393-3378 ext. 235 or programs@floridalegion.org

Florida American Legion

JROTC CADET OF THE YEAR APPLICATION

DIRECTIONS FOR COMPLETING THIS APPLICATION: **All submissions must be typed.**
Do not attach any documents or additional pages to this application, except as required. All other documents or added pages will be discarded.

Name _____

Address _____

City _____ ST _____ Zip _____

Telephone _____

Email Address _____

Parent/Guardian Names _____

Name of High School you attend _____

Address of School _____

City _____ ST _____ Zip _____

Name of JROTC Commanding Officer _____

Email Address _____

School Telephone _____

Type of JROTC Unit: Army _____ Navy _____ Air Force _____ Marine _____

Number of cadets in unit _____

High School Record: This section to be completed by high school official.
(Can be handwritten)

Name of School _____

Cumulative Grade Point Average (GPA) _____ Scale A = _____

Class Rank _____ Expected Date of Graduation _____

SAT Scores Math _____ Verbal _____ Total _____ or ACT Score _____

_____ Date _____

Signature of School Official

Print/Type name and title

Indicate the number of years you have participated in a school and/or community activity during your high school years by placing a number in the blank:

# Years	Activity	# Years	Activity	# Years	Activity	# Years	Activity
	4-H Club		Civil Air Patrol		Gymnastics		Newspaper Staff
	Academic Team		Class Officer		Habitat for Humanity		Nursing Home Volunteer
	Adopt A Highway		Close Up		HOBY Leadership Conference		PEER Leader
	Agronomy-Soils Club		Color Guard		Hockey Field/Ice		PRIDE
	American Legion Auxiliary Jr.		Cross Country		Horizon Club		Prom Committee
	American Red		DARE		Hospital Volunteer		SADD
	Cross Volunteer		Debate/Forensics		Interact		Science Club
	Auxiliary Girls State		DeMolay		Jobs Daughters		Soccer
	Baseball/Softball		Drill Team		Jr. Achievement		Sons of The American Legion
	Boy Scouts or Explorer		Envirothon Team		Jr. ROTC		Spanish Club
	Basketball		Fellowship of Christian Athletes		Key Club		Special Olympics Volunteer
	BETA Club		Football		Latin Club		Student Council
	Big Brothers/Sisters		French Club		Legion Baseball		Swimming/Diving
	Boy Scouts Order of the Arrow		Future Farmers of America		Legion Boys State		TEEN Court
	Boy Scouts Eagle Award		Family, Careers, & Community Leaders of America		Leo Club		Tennis
	Boys Club		German Club		Lettermen's Club		Theater
	Business Club		Girl Scout		Magazine Staff		Track
	Campfire		Girl Scout Gold Award		Math Club		Volleyball
	Cheerleader		Girls Club		Model UN		Volunteer Coach
	Church Choir		Golf		Natl. Honor Society		Wrestling
	Church Youth Group						Yearbook Staff

List any officers held and honors and/or awards that you have received in the above activities:

What career do you plan on pursuing when you enter post secondary education?

Why:

What institution of higher learning do you want to attend?

Why:

Why are you seeking a higher education?

[illegible]

Describe any “community service” activities you have been involved in during your high school career.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

[illegible]

CERTIFICATION

If I am selected as a scholarship winner, I give The American Legion Department of Florida permission to use my name and photo in announcing and promoting this scholarship program. I understand that the Department Selection Committee is solely responsible for the selection of the scholarship winners, and its decision is final. I have completed the scholarship application and grant permission to the school of higher education I attend to release information concerning my enrolment status and academic standing to The American Legion Department of Florida for use in administering my scholarship award. In submitting this application, I certify that the information is complete and accurate to the best of my knowledge. Falsification of information will result in termination of this Scholarship.

_____ Date _____
Student Signature

_____ Date _____
Parent Signature



THE AMERICAN LEGION EAGLE SCOUT OF THE YEAR NOMINATION FORM

 AMERICAN
LEGION



Name: _____

Address: _____
(Street)

(City) (State) (Zip)

Date of birth: _____

Telephone number: () _____

Email: _____

Is your Boy Scouts of America Unit chartered to an American Legion post, American Legion Auxiliary (ALA) unit or Sons of The American Legion (SAL) squadron? _____

If yes, please complete the following:

(Post/Unit/Squadron Number)

(Street)

(City) (State) (ZIP)

For members of BSA units chartered by an American Legion post, ALA unit or SAL squadron, the affiliation of the Scout to the Legion Family must be certified.

Are you the child/grandchild of a Legionnaire, Sons of The American Legion or American Legion Auxiliary member?

If yes, please complete the following:

(Name of Member)

(Relationship) (Membership No.)

Eligibility Requirements

THE NOMINEE MUST:

- Be either a registered active member of a Boy Scouts of America unit that is chartered to an American Legion post, American Legion Auxiliary unit or Sons of The American Legion squadron.

OR

- Be a registered active member of any chartered Boy Scouts of America unit and have a parent or grandparent possessing up-to-date membership in The American Legion or 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.

AND

- Received the Eagle Scout Award.
- Received a Scouts BSA or Venturer Religious Emblem.
- Have demonstrated practical citizenship in church, school, Scouting and community.
- Have reached their 15th birthday and be enrolled in high school at the time of selection.
- Applied through the department (state) in which their Scout unit is chartered.
- Provide documentation of current BSA membership. (Membership must be valid for the year in which you are applying.)

**APPLICANTS: DO NOT SEND THIS APPLICATION
DIRECTLY TO NATIONAL HEADQUARTERS. SUBMIT
TO YOUR AMERICAN LEGION DEPARTMENT (STATE)
HEADQUARTERS.**



THE AMERICAN LEGION EAGLE SCOUT OF THE YEAR

NOMINATION INSTRUCTIONS



The Scout who best meets the qualifications outlined in the nomination application will be selected as the annual American Legion Eagle Scout of the Year by the National Americanism Commission.

Each year the American Legion Eagle Scout of the Year will travel to join the youth champion delegation of The American Legion for participation in the annual National Convention of The American Legion.

Scholarships

The American Legion provides for a national scholarship to be awarded to the Eagle Scout who is selected The American Legion Eagle Scout of the Year.

The American Legion Eagle Scout of the Year will receive a \$10,000 scholarship. Three runner-up scholarship awards will be granted in the amount of \$2,500 each.

The scholarship recipients will be eligible to receive their scholarship immediately upon graduation from high school (public, parochial, military, private, or home school) and must utilize the total award within four years of their graduation date, excluding active military duty or religious mission.

The scholarship may be used to attend a school selected by the student provided it is state accredited, above the high school level, and within the continental limits of the United States, except in the case where the student may be from a possession of the United States, in which case the student can select a school in that possession or in the continental United States.

Disbursement from the scholarship fund will be made jointly to the student and the school at the beginning of each semester or quarter. **Only one request will be honored per semester or quarter.**

DO NOT SEND THIS APPLICATION DIRECTLY TO NATIONAL HEADQUARTERS.

Applicant should type or print all information.

Section A – High School Record

Note: Please attach a copy of your official high school transcript.

Grade: _____ Name of high school: _____

Grade point average: _____ In upper _____ % of class. Number in class: _____

On **one additional page (500 words)** list activities participated in during high school and also list awards, honors and recognition received. And include a copy of school transcripts.

Note: The screening committee will only consider information provided on the first page of Attachment A if more than one page is submitted.

Section B – Scouting Record

Note: This section will be reviewed closely by the selection committee.

	Years	Unit No.	Sponsor
Cub Scout	_____	_____	_____
Scouts BSA	_____	_____	_____
Venturing Crew	_____	_____	_____
Eagle Award Received:	_____	Palms: _____	

Section B – Scouting Record (continued)

On **two additional pages (1,000 words total)** (1) List leadership positions held in your Cub Scout Pack, Scouts BSA Troop, Varsity Scout Team, and/or Venturing Crew; (2) List other Scouting activities you may have participated in (Jamborees, Order of the Arrow Conferences, etc.).

Note: The screening committee will only consider information provided on the first two pages of Attachment B if more than two pages are submitted.

Section B1 – Eagle Scout Project

On **two additional pages (1,000 words total)** succinctly describe your Eagle Scout Project.

Note: The screening committee will only consider information provided on the first two pages of Attachment B1 if more than two pages are submitted.

Section C – Community Participation Record

On **one additional page (500 words)** list community organizations in which you have held membership **excluding high school and Scouting**. Additionally list other activities that you were involved with that directly or indirectly improved life in your community.

Note: The screening committee will only consider information provided on the first page of Attachment C if more than one page is submitted.

Section D – Religious Award

Denomination: _____ Name of Religious Institution: _____

Name of BSA Religious Emblem (Award) Received: _____

Month and Year Received: _____

On **one additional page (500 words)** list religious youth organizations, clubs, groups that you have been involved in, to include honors awarded and offices held.

Note: The screening committee will only consider information provided on the first page of Attachment D if more than one page is submitted.

Section E – Career Interests

On **one additional page (500 words)** describe your career interests and/or goals. The selection committee realizes that in many cases, applicants will not have decided on career goals; however, complete this section to the best of your ability.

Note: The screening committee will only consider information provided on the first page of Attachment E if more than one page is submitted.

Section F – Letters of Recommendation and Testimony

One letter each from your **religious institution, school, your community and Scouting must be included**. Two additional letters of recommendation and testimony may also be included. Please keep in mind that the letters of recommendation are an important part of this application and will be carefully reviewed by the screening committee.

Note: The screening committee will only consider the four required letters and the two additional letters of recommendation of Attachment F if more than the six required letters of recommendation are submitted. Letters of recommendation will be limited to one page.

Authorization

CERTIFICATION BY EAGLE SCOUT

I certify to the accuracy of the foregoing facts. If selected, I will be free to travel to The American Legion National Convention and participate as a member of the youth champion delegation, representing The American Legion and the Boy Scouts of America.

SIGNATURE OF EAGLE SCOUT: _____ DATE: _____

PARENTAL CONSENT

I hereby certify that the information on this application pertaining to my Scout's age and grade in school is correct. I am willing and desirous that my Scout become The American Legion Eagle Scout of the Year. In consideration of the benefits derived from this honor, if selected, I hereby voluntarily waive any, and all, claims against The American Legion and the Boy Scouts of America totally and all representatives thereof.

SIGNATURE OF PARENT OR GUARDIAN: _____ DATE: _____

Authorization (continued)

SCOUT UNIT LEADER

The above named applicant is qualified in every respect to represent The American Legion and the Boy Scouts of America, and has our recommendation.

SIGNATURE OF SCOUT UNIT LEADER: _____ DATE: _____

AMERICAN LEGION SELECTION COMMITTEE APPROVAL

DEPARTMENT ADJUTANT/SCOUT CHAIRMAN SIGNATURE: _____ DATE: _____

NUMBER OF APPLICATIONS REVIEWED BY DEPARTMENT SELECTION COMMITTEE: _____

Selection Process

DEPARTMENT

- **Nominations must be received by department headquarters no later than March 1.**
- The application judged best in the department and a list of the members of the Department Selection Committee should be emailed to: americanism@legion.org, Subject: Eagle Scout of the Year Nomination.
- For additional information, applicants should contact their department headquarters.
- Please be sure that the application packet is complete upon receipt. Missing documentation will not be requested.

NATIONAL

- **Nominations must be received by national headquarters no later than April 1.**
- The National Americanism Commission's Youth Activities Subcommittee will review all department nominations, and, in their judgment, select The American Legion Eagle Scout of the Year.

ANNOUNCEMENT OF FINALIST

The selection will be announced in the Americanism Commission report to the National Executive Committee during The American Legion's annual Spring Meetings in Indianapolis, each May.

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



P.O. Box 1055
Indianapolis, IN 46206
(317) 630-1203
americanism@legion.org
 **legion.org**

Follow The American Legion online:

 **legion.org/facebook**
 **twitter.com/AmericanLegion**

THE AMERICAN LEGION

Department of Florida

GENERAL SCHOLARSHIP APPLICATION

Eligibility:

1. 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.
2. The student must also be in their *senior year* of a Florida high school or homeschool.
3. The scholarship may be used only for undergraduate study in an accredited U.S. college or university.
4. The 1st and 2nd Place winners will be invited to attend our Department Convention to receive their scholarship award and plaque. All other scholarships will receive scholarships via mail.
5. **Submissions must be TYPED.** You can download the application at floridalegion.org/programs-services/scholarships

Requirements:

- Attach to this application a **PHOTOCOPY** of the veteran's Certificate of Release or Discharge from Active Duty (Form DD-214) **OR** other documents showing **time served in active military duty during eligibility period(s) as indicated on page 2 of this application**
- Attach to this application a **Letter of Recommendation** from your school or community.

Deadline:

All applications must be **received by** March 1st of the current school year.

**** Any application received after March 1 will not be accepted ****

Submit Application to:
The American Legion Dept. of Florida
Programs Director
P.O. Box 547859
Orlando, FL 32854-7859
or email programs@floridalegion.org

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.

Florida American Legion

GENERAL SCHOLARSHIP APPLICATION

DIRECTIONS FOR COMPLETING THIS APPLICATION: **Must be Typed**. Do not attach any documents or additional pages to this application, except as required. **All other documents or added pages will be discarded.**

FULL NAME:

MAILING ADDRESS:

CITY:

STATE: Florida

ZIP CODE:

TELEPHONE:

DATE OF BIRTH:

EMAIL ADDRESS:

I AM THE (circle): Child

Grandchild

Great-Grandchild

Adopted Child

Adopted Grandchild

Adopted Great-Grandchild

OF (VETERAN'S NAME):

Who served on **active duty** during one or more of the following periods of war. Check the appropriate war period.

_____ World War I - April 6, 1917 - November 11, 1918

_____ December 7, 1941 – Present

Requirement: Attach to this application a **PHOTOCOPY** of the veteran's Certificate of Release or Discharge From Active Duty (Form DD-214) or other government document showing time served on active military duty during eligibility period(s) as indicated above AND your **LETTER OF RECOMMENDATION** from your school or community.

High School Record: This section to be completed by high school official.
****This section does NOT have to be Typed****

HIGH SCHOOL: _____

UNWEIGHTED GPA: _____ WEIGHTED GPA: _____

CLASS RANK: _____ EXPECTED DATE OF GRADUATION: _____

SAT SCORE: _____ ACT SCORE: _____

Signature of School Official _____ Date _____

Print clearly name and title _____

CERTIFICATION:

If I am selected as a scholarship winner, I give The American legion Department of Florida permission to use my name and photo in announcing and promoting this scholarship program. I understand that the Department Selection Committee is solely responsible for the selection of the scholarship winners and its decision is final. I have completed the scholarship application and have attached the veteran's verification document. In submitting this application, I certify that the information is complete and accurate to the best of my knowledge. Falsification of information will result in termination of this Scholarship.

Student Signature

Date

Parent/Guardian Signature

Date

CLUBS/ ACTIVITIES:

Please list all clubs and activities you have participated in at school and/ or in your community. Make sure to list the number of years you have been involved in each club/ activity (Example: Band – 4 years, Cross County – 2 years):

OFFICES/ HONORS/ AWARDS:

List any offices held and honors and/ or awards that you have received in the clubs and activities listed:

APPLICATION QUESTIONS:

1. What career do you plan on pursuing when you enter post-secondary education? Why?
2. Why are you seeking a higher education?
3. How will your area of study contribute to your immediate or long-range career plans?

4. Describe any “community service” activities you have been involved in during your high school career.
5. What do you consider to be the single most important societal problem? Why
6. Pick an experience from your own life and explain how it has influenced your development.

April

End of Year Tally Sheet

Medical School Scholarship

*Due 01 April *

Nursing School Scholarship

*Due 01 April *

National Emergency Fund Excellence Award

*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.

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				

Florida American Legion Medical School Scholarship Application

Name _____

Address _____

Phone # _____ Email _____

Medical School Attending _____

Awards

First Place – One scholarship award of \$2,750.00

Eligibility:

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

Nomination Packet must include:

1. A nomination letter from the medical school's dean or the dean's designate discussing the nominee's:
 - Leadership abilities
 - Excellent academic achievements
 - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership abilities.
2. A letter of recommendation from a faculty member
3. A personal statement by the nominee which does not exceed 250 words, discussing his/her motivation for pursuing a medical career and how he/she anticipates working to improve the health care of the community in which they live.
4. A curriculum vitae (CV) for the nominee which clearly indicates contact information.

DEADLINE: Must be postmarked April 1 of the current year

Submit applications to:

Florida American Legion
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854-7859

Florida American Legion Nursing School Scholarship Application

Name _____

Address _____

Phone # _____ Email _____

Medical School Attending _____

Awards

First Place – One scholarship award of \$2,750.00

Eligibility:

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

Nomination Packet must include:

1. A nomination letter from the nursing school's dean or the dean's designate discussing the nominee's:
 - Leadership abilities
 - Excellent academic achievement through the first year of nursing school
 - Awards and honors, special research projects, and extracurricular activities, especially those exhibiting leadership abilities.
2. A letter of recommendation from a faculty member
3. A personal statement by the nominee which does not exceed 250 words, discussing his/her motivation for pursuing a nursing career and how he/she anticipates working to improve the health care of the community in which they live.
4. A curriculum vitae (CV) for the nominee which clearly indicates contact information.

DEADLINE: Must be postmarked April 1 of the current year

Submit applications to:

Florida American Legion
ATTN: Programs Director
P.O. Box 547859
Orlando, FL 32854-7859

National Emergency Fund Excellence Award

American Legion posts throughout our country go above and beyond the call of duty every year and particularly after natural disasters such as tornados, floods, hurricanes, and snowstorms. Those posts in impacted areas typically step up and extend a helping hand to those in need, even if their post home, and personal homes, may have sustained damage. Posts do this work and put forth this effort, not for the recognition, but because it is the right thing to do.

Posts that have handled logistics, became an emergency action center, provided shelter and extended support to their communities in times of natural disasters are shining examples of The American Legion at its best, and every one of them deserve to be recognized for that.

To give these posts their proper recognition, the National Emergency Fund Post Excellence Award was established in 2009, and it is once again being offered to those posts that helped their communities impacted by a natural disaster during 2024. At the National Executive Committee meetings in the Spring of 2019, the name was changed to National Emergency Fund Excellence Award.

Posts that want to be considered for this award must submit a written narrative (no more than 500 words) along with documentation which may include newspaper clippings, photos, or links to videos and interviews.

MAIL SUBMISSION TO: Florida American Legion

P.O. BOX 547859

Orlando, FL 32854-7859

Attn: Programs Director

E-MAIL SUBMISSION TO: programs@floridalegion.org

DEADLINE TO SUBMIT: 01 April of the current year

Nomination Form

Post Phone#: _____

WRITTEN NARRATIVE (Not to exceed 500 words)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

Other Documentation Provided:

- ☐ News Clippings
- ☐ Social Media Posts
- ☐ Photos
- ☐ Links to Videos or Radio Interviews
- ☐ Other

THE AMERICAN LEGION TEACHER OF THE YEAR NOMINATION INSTRUCTIONS

The Teacher who best meets the qualifications of the Nomination Form will be selected, by a committee of the Americanism Commission, as the FLORIDA AMERICAN LEGION TEACHER OF THE YEAR.

The Florida American Legion Teacher of the Year will be invited to participate in the Annual Department Convention held 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 all educational honors, awards, and recognitions received
by the nominee.

Section C—To be completed by the nominating American Legion Post.

Section D—A list of the nominee's leadership skills and/or acts of
patriotism.

ATTACHMENTS—TWO REQUIRED LETTERS OF RECOMMENDATION:

☐ American Legion Post

☐ School Principal

NOTE: Additional letters of recommendation may be attached.

DEADLINE: April 15, 2027

MAIL TO: Florida American Legion
ATTN: Programs Director
P O Box 547859
Orlando, FL 32854-7859

EVERY POST MAY MAKE A NOMINATION OF AN EXCEPTIONAL TEACHER.

THE AMERICAN LEGION TEACHER OF THE YEAR NOMINATION FORM

Eligibility Requirements

THE NOMINEE MUST:

1. Be a TEACHER in grades K-12 in any public, private, or parochial school or academy certified in the State of Florida recognized by the Florida Department of Education. Teachers selected will have taught an academic course in the classroom.
2. Be nominated by a local American Legion Post.
3. Be endorsed by the School Board Superintendent of their county, their principal through letters of recommendation to be attached to this nomination form.

Award

The Florida American Legion Teacher of the Year award will be presented a check for \$500.00 at the Florida American Legion Department Convention.

Name _____

Address _____

City, Zip _____

Cell Phone # _____ Email _____

Name of School _____

School Phone # _____ School Email _____

Principal's Name _____

AUTHORIZATION

Certification by TEACHER

I certify the accuracy of the foregoing facts. If selected I will be free to travel to the Florida American Legion Department Convention and participate as the Teacher of the Year, representing the Florida American Legion and my school.

DATE _____

SIGNATURE OF TEACHER _____

ENDORSEMENTS

School Principal

The above-named applicant is qualified in every respect to represent the Florida American Legion and our school and has my recommendation.

DATE _____

SIGNATURE OF PRINCIPAL _____

American Legion Post

The above-named applicant is approved by Post Number _____ as qualified for nomination of the Florida American Legion Teacher of the Year.

DATE _____

SIGNATURE OF POST COMMANDER _____

Section A

EDUCATIONAL CAREER (Please give brief outline)

Section B

EDUCATIONAL HONORS, AWARDS, RECOGNITIONS

Section C

This section to be completed by the nominating American Legion Post.

WHAT MAKES THIS TEACHER AN EXCEPTIONAL INSTRUCTOR?

Section D

For American Legion Post

PLEASE LIST ANY OTHER EDUCATION ACHIEVEMENTS OF THE NOMINEE WHICH SHOULD WARRANT CONSIDERATION BY THE SELECTION COMMITTEE. (What acts of leadership and/or patriotism he/she has performed?)

REQUIRED ATTACHMENTS—TWO LETTERS OF RECOMMENDATION:

☐ American Legion Post

☐ School Principal

NOTE: Additional letters of recommendation and supporting documents may be attached.

The American Legion 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 or currently employed.
- Does not need to be a veteran or member of The American Legion.
- Reside and be assigned or attached for duty in Florida.

Judging Criteria

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.

Judging will be based on the following criteria, and maximum percentage points will be allocated as follows:

Community Service	35 points
Professional Career	40 points
Heroism.....	20 points
Letters of recognition, news clippings, and other substantiating documentation.....	5 points

Application Criteria

1. Cover Page/Application Form.
2. Official 5"x7" photograph of the nominee.
3. No more than 18 one sided 8 ½" x 11" pages of documentation.
 - a. Service Narrative – No more than 6 one sided pages which must include:
 - i. A letter of recommendation from his/her commanding officer or supervisor.
 - ii. A letter of recommendation by an American Legion Post officer.
 - iii. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service; Act(s) performed over and above the call of duty during the last few years; Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
 - b. Supporting Documentation – No more than 12 one sided pages which must include:
 - i. A copy of State or Federal certification as an EMT or Paramedic.
 - ii. 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.

Mail original of all paperwork, **NO LATER THAN April 15, 2027** to:

Programs Director Bekki Boarman
P.O. Box 547859, Orlando, FL 32854
programs@floridalegion.org

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

EMT/ PARAMEDIC OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Work Address _____

City/ST/Zip _____

Work Phone number (_____) _____ - _____ Age _____

Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chair _____

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Commander _____

Post Adjutant _____

DEADLINE: April 15, 2027

The American Legion 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 EMT's or those serving in some other capacity in the department.
- 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.

Judging Criteria

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.

Judging will be based on the following criteria, and maximum percentage points will be allocated as follows:

Community Service	35 points
Professional Career	40 points
Heroism.....	20 points
Letters of recognition, news clippings, and other substantiating documentation.....	5 points

Application Criteria

1. Cover Page/Application Form.
2. Official 5"x7" photograph of the nominee.
3. No more than 18 one sided 8 ½" x 11" pages of documentation.
 - a. Service Narrative – No more than 6 one sided pages which must include:
 - i. A letter of recommendation from his/her commanding officer or supervisor.
 - ii. A letter of recommendation by a Post officer.
 - iii. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service; Act(s) performed over and above the call of duty during the last few years; Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
 - b. Supporting Documentation – No more than 12 one sided pages which must include:
 - i. A copy of State or Federal certification as a Firefighter.
 - ii. 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.

Mail original of all paperwork, **NO LATER THAN April 15, 2027** to:

Programs Director Bekki Boarman
P.O. Box 547859, Orlando, FL 32854
programs@floridalegion.org

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

FIREFIGHTER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Work Address _____

City/ST/Zip _____

Work Phone number (_____) _____ - _____ Age _____

Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman _____

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Commander _____

Post Adjutant _____

DEADLINE: April 15, 2027

The American Legion Law Enforcement Officer of the Year Award

Eligibility Criteria

- Be a citizen of the United States.
- Be a living, active, full-time and paid, sworn law enforcement officer entrusted with full authority and the powers of arrest.
- Be assigned to, or fully recognized by, Municipal (city), County, District or State Police (ex: University Police, etc.) or Highway Patrol, Sheriff's office or as a sworn Federal Law enforcement officer (e.g., FBI or Secret Service Agent, United States Federal Marshal, National Park Police, Capital Police, etc.).
- Does not need to be a veteran or member of The American Legion.
- Reside and be assigned or attached for duty in Florida.
- Military police officers or investigators are eligible for participation in this award provided they are state law enforcement certified.

Judging Criteria

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.

Judging will be based on the following criteria, and maximum percentage points will be allocated as follows:

Community Service.....	35 points
Professional Career	40 points
Heroism.....	20 points
Letters of recognition, news clippings, and other substantiating documentation.....	5 points

Application Criteria

1. Cover Page/Application Form.
2. Official 5"x7" photograph of the nominee.
3. No more than 18 one sided 8 ½" x 11" pages of documentation.
 - a. Service Narrative – No more than 6 one sided pages which must include:
 - i. A letter of recommendation from his/her commanding officer or supervisor.
 - ii. A letter of recommendation by a Post officer.
 - iii. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service; Act(s) performed over and above the call of duty during the last few years; Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.
 - b. Supporting Documentation – No more than 12 one sided pages which must include:
 - i. A copy of State or Federal certification as a law officer.
 - ii. 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.

Mail original of all paperwork, **NO LATER THAN April 15, 2027** to:

Programs Director Bekki Boarman
P.O. Box 547859, Orlando, FL 32854
programs@floridalegion.org

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

LAW OFFICER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Work Address _____

City/ST/Zip _____

Work Phone number (_____) _____ - _____ Age _____

Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman _____

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Commander _____

Post Adjutant _____

DEADLINE: April 15, 2027

May

End of Year Tally Sheet

Instructions for Shipping Membership Cards

Due 01 May

Special Olympics Reporting Form

*Due 01 May *

National Consolidated Post Report (CPR) & Department Addendum

*1st Deadline Due 03 May *

End of Year Award Nominations

*Due 03 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.

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				
aCommunity 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				

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 2026 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 **Saturday, May 1, 2027**. **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 **Saturday, May 1, 2027******

(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.**

June

End of Year Tally Sheet

Post Officer & Information Report
Due 01 June

Certification of Post Officers Report
Due 01 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.

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				

REQUIRED	
POST#	DIST#

2027-2028 POST INFORMATION & OFFICER REPORT

MAKE SURE EACH SECTION IS COMPLETED AND CORRECT

PRINT OR TYPE CLEARLY

DEPT. USE ONLY

DUE TO DEPT. HQ NO LATER THAN JUNE 1, 2027

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												
Post Service Officer: Yes / No			Color Guard: Yes / No		Event Space for Rent: Yes / No														
Date of Last 990 Filed:			Date Annual Incorporation Filed:																
2027-2028 COMMANDER										2027-2028 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:									

I HEREBY 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.

2026-2027 Post Adjutant Signature

Date

2027-2028

POST INFORMATION & OFFICERS REPORT

- **Print Clearly.** Officer information that is incomplete or information that is unreadable cannot be processed.
- **Fill in EVERY Section, even if the information has not changed from last year.** If there is no information for a section, please put **N/A**.
- **Ensure that all information provided for the 2027-2028 Post Information & Officer Report is current and accurate.** Please note that the Commander and Adjutant information provided will appear in the Department Roster and a Post address, including zip code, that is incomplete will not receive Department mailings.
- All Post Commander and Adjutant positions **must have a valid member number included** on the form.
- **Forms that are not signed and dated cannot be processed.**
- All forms must **indicate the Post number** that the changes are to be made under.
- Complete and **return this form immediately upon completion of your 2027-2028 Post Elections** in the envelope marked "POST OFFICERS REPORT"
- **Deadline - no later than June 1, 2027.**

IMPORTANT NOTES

- **Your Post delegation to the Department Convention will not be seated unless this completed form is received by Department Headquarters.**
- **2026-2027 membership cards will not be released to the Post until all End of Year reports have been received by Department Headquarters.**
- The importance of a completed form that is signed, provides the Department with the ability to make changes to the roster and retain authorized documentation that those changes were requested. **Incomplete forms will not be entered until the information can be verified.**

**Post information not submitted by due date will be omitted
from the Department Roster. National will not be notified of changes
until July 15th, 2027.**

2027 Certification of Service Record of American Legion Post Officers to the Department Adjutant

Post #: _____ Date: _____

DEPT. USE ONLY

Pursuant to action of the 13th 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, 2027

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 1st and May 1st to avoid a \$400.00 late fee. To file, go to www.sunbiz.com.

Annual 900 Filing Requirement – filed with IRS

Forms 990, 990-EZ, and 990-N must be filed by the 15th day of the fifth month after the end of the Post’s annual accounting period. For example, if a 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. 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.

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 30th.

Post Constitution and By-Laws – Updated every three (3) years

Posts must forward an original copy of the entire Constitution and By-Laws with a cover letter signed by the Post Commander/Post Adjutant to Department Headquarters. The letter must state the changed Article(s)/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

If you have any questions or concerns, contact Rachel Castleberry at Department Headquarters, 800-393-3378 ext. 239 or 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 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.

You can email us at: 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/. 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

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.

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/.

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 2027
Thursday, June 24, 2027 – Sunday, June 27, 2027

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 June 10, 2027.

- 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 26, 2027, and June 15, 2027.

- 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 16, 2027.

- 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 16, 2027, and copies will be sent to each Post by May 26, 2027.

- 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 May 11, 2027, nor later than June 10, 2027.

- 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 27, 2027, nor later than June 15, 2027.

USE THIS FORM TO REPORT A CHANGE IN OFFICERS AFTER YOU HAVE SENT IN THE 2026-2027 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

PO Box 547859

Orlando, FL 32854-7859

Signature _____ Date _____