2020 MEMBERSHIP
and
AWARDS MANUAL

“LEADERSHIP – INTEGRITY - HUMILITY”

2019 – 2020

DEPARTMENT OF TENNESSEE

MEMBERSHIP INCENTIVE AND AWARDS MANUAL

LUTHER HOLSONBACK
Department Commander

MICHAEL HANNAN
Department Membership Chairman
COMMANDER’S 2019-20 VISION

“Leadership – Integrity – Humility”

This year we celebrate the 101st Anniversary of The American Legion. 101 years of service to our veterans, communities and youth. Our call to service began with our enlistment in the Armed Forces and continues today due to your incredible dedication and hard work.

Our focus this year will be centered on One Vision. We will not succeed as a Department operating as 175 Posts, 10 Districts, or 3 Divisions. We must come together, communicate, use our chain of command, and work together as One Force. This force includes the entire family of The American Legion; American Legion, Sons of the American Legion, Ladies Auxiliary, and American Legion Riders. Look to the leaders that you have elected for guidance and support. Training, training, training, should be the call from every Post. Knowledge is power and with this power, there is nothing we cannot achieve. Our vision must never stray from 40,000. This is the number we must reach to be solvent as a Department. Think of the impact 40,000 Legionnaires could have on the veterans, communities, and youth of Tennessee. 40,000 membership dues going toward the programs of The American Legion in our great State.

Learn our Four Pillars by either completing Basic Training online or our new Intro to Basic Training at your local Post.

Respectfully,

LUTHER HOLSONBACK
Department of Tennessee Commander
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Membership Renewal Dates</td>
<td>4</td>
</tr>
<tr>
<td>100% of 2020 Membership Award</td>
<td>5</td>
</tr>
<tr>
<td>Department Membership Recruiter Award</td>
<td>5</td>
</tr>
<tr>
<td>Legion Birthday Award</td>
<td>5</td>
</tr>
<tr>
<td>Department Retention Award</td>
<td>6</td>
</tr>
<tr>
<td>Sam D. Stooksbury Award</td>
<td>6</td>
</tr>
<tr>
<td>All-time High Membership Citation</td>
<td>6</td>
</tr>
<tr>
<td>Legionnaire of the Year</td>
<td>7</td>
</tr>
<tr>
<td>Department History Contests</td>
<td></td>
</tr>
<tr>
<td>One-Year Post Narrative</td>
<td>9</td>
</tr>
<tr>
<td>One-Year Post Yearbook</td>
<td>9</td>
</tr>
<tr>
<td>National Recruiter of the Year</td>
<td>10</td>
</tr>
<tr>
<td>Gold Brigade Award (National &amp; Departmental)</td>
<td>10</td>
</tr>
<tr>
<td>Silver Brigade Award (National &amp; Departmental)</td>
<td>10</td>
</tr>
<tr>
<td>Report of Life Membership Award</td>
<td>13</td>
</tr>
<tr>
<td>Post Excellence Award</td>
<td>13</td>
</tr>
<tr>
<td>New Post Development Pin</td>
<td>13</td>
</tr>
<tr>
<td>Top District Commander’s New Post Achievement Award</td>
<td>13</td>
</tr>
<tr>
<td>District Commander Achievement Award and District Honor Ribbon</td>
<td>13</td>
</tr>
<tr>
<td>100% District Commander’s Pin</td>
<td>14</td>
</tr>
<tr>
<td>Law Enforcement Officer of the Year</td>
<td>14</td>
</tr>
<tr>
<td>Firefighter of the Year</td>
<td>14</td>
</tr>
<tr>
<td>Department Emergency Medical Technician of the Year</td>
<td>14</td>
</tr>
<tr>
<td>Employment Service Award</td>
<td>14</td>
</tr>
<tr>
<td>Employer of Veterans Award</td>
<td>15</td>
</tr>
<tr>
<td>Employer of Older Workers Award</td>
<td>15</td>
</tr>
<tr>
<td>Award to Enhance the Lives of Disable Persons</td>
<td>15</td>
</tr>
<tr>
<td>Michael Guty Homeless Veterans Outreach Award</td>
<td>16</td>
</tr>
<tr>
<td>The American Legion and Scouting “Square Knot” Award</td>
<td>16</td>
</tr>
<tr>
<td>Daniel J. O’Connor Americanism Trophy</td>
<td>17</td>
</tr>
<tr>
<td>Spafford National Trophy</td>
<td>17</td>
</tr>
<tr>
<td>The American Legion National Education Award</td>
<td>17</td>
</tr>
<tr>
<td>Ralph T. O’Neil Education Trophy</td>
<td>18</td>
</tr>
</tbody>
</table>
MEMBERSHIP "RENEWAL" NOTICES ARE SENT BY NATIONAL TO LEGIONNAIRES

<table>
<thead>
<tr>
<th>Post Must Have “Dues”</th>
<th>The Next RENEWAL Notice Transmitted to “Department” OR Will Be Mailed to The No-Later-Than:</th>
<th>Legionnaire by “National” On:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First 2020 Renewal Notices will be sent to Legionnaires around July 1, 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>September 10, 2019........................................or, a second reminder............................................... October 8, 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 9, 2019...............................................or, a third reminder.............................................. November 16, 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 10, 2019........................................or, a fourth reminder............................................ January 4, 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 11, 2020........................................or, a fourth reminder............................................ February 27, 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 8, 2020...............................................or, a fifth reminder.............................................. April 26, 2020</td>
<td></td>
</tr>
</tbody>
</table>

Renewal Notices are Mailed to Members By “National” Based on the Cutoff Dates in the “left column indicated above”. Membership can be renewed online at www.legion.org/renew.

Prevent Duplicate Renewal Notices from National and reduce the cost of additional mailings.

Insure Dues are Transmitted to Department weekly.

DO NOT HOLD MEMBERSHIP DUES AT THE POST.

Membership Dues Are Payable in Advance of The Legion Year! Dues for 2020 should be paid No-Later-Than October 20, 2019

If 2020 Dues Are Not “Paid-On-Time,” Your Membership is:

DELINQUENT........................................IF NOT PAID BY...............................................JANUARY 1, 2020
SUSPENDED.........................................IF NOT PAID BY.................................................FEBRUARY 1, 2020
FORFEITED .......................................IF NOT PAID BY.................................................JUNE 30, 2020

Important Point: Dues collected by an American Legion Post are for all three levels, Post, Department and National. A member’s annual dues are not considered paid until paid at all three levels, thus the need to transmit dues weekly to Department. Collecting a member’s dues at Post level and failing to transmit Department and National Dues is “illegal.”

Membership renewals can also be done online at www.legion.org/renew. Each Post must transmit $31.00 to Department: Department Dues ($12.50) and National Membership Dues ($18.50).
DEPARTMENT OF TENNESSEE MEMBERSHIP PROGRAMS
and DEPARTMENT OF TENNESSEE AWARDS

THIS YEAR’S MEMBERSHIP THEME IS:

“LEADERSHIP – INTEGRITY – HUMILITY”

100% of 2020 Membership Goal by October 20, 2019

Deadline: November 15, 2019

In accordance with ARTICLE X, Section 3 of the Department’s Constitution, Revised June 26, 2004 and Article X, Section 4 of The American Legion National Constitution, Revised May 2003. “Annual dues shall be payable October 20th of each year, for the succeeding calendar year.” $100.00 will be awarded to each Post that has reached his/her 2020 membership goal and has transmitted the respective dues to Department no later than October 20, 2019; a check will be presented to the deserving Post at the next Department Convention. Submit your request in writing by November 15, 2019. The respective Post Commander or Post Adjutant must sign the award request. We will not honor requests after November 15, 2019. The Department will verify the membership transmittal dates.

* * * * * *

DEPARTMENT MEMBERSHIP RECRUITER AWARD:

Award Cutoff Date: 1 May 2020

The Department will award Department Membership Recruiter Award based on the following description:

The membership status must be achieved by May 1, 2020. Certified by the Post Adjutant and sent to the Department Headquarters before May 6, 2020.

$100 for recruiting 15 or more new members – awarded at the Department Convention

* * * * * *

LEGION BIRTHDAY AWARD

Award Cutoff Date: March 1, 2020

The Department will award a Post Member (as determined by the Post Commander) a Legion Cap or $50 check in the following categories for having the highest percentage of increase in membership as of March 1, 2020 compared with the post’s March 1, 2019 membership statistics. Posts are placed in Category I through V according to Membership.

<table>
<thead>
<tr>
<th>Category</th>
<th>I</th>
<th>15 - 100 members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>II</td>
<td>101 - 300 members</td>
</tr>
<tr>
<td>Category</td>
<td>III</td>
<td>301 - 500 members</td>
</tr>
<tr>
<td>Category</td>
<td>IV</td>
<td>501 - 700 members</td>
</tr>
</tbody>
</table>
Category V 701 - Plus members

Awards presented at the Annual Department Convention.

**DEPARTMENT RETENTION AWARD**

**Award Cutoff Date: May 15, 2020**

The Department will award Legion Cap to a legionario as designated by the Post Commander or $50 check in the same five categories as the Legion Birthday Award to the post having the highest membership retention percentage with a minimum of 95% as reported by National on May 15, 2020.

<table>
<thead>
<tr>
<th>Category</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>15 - 100 members</td>
</tr>
<tr>
<td>II</td>
<td>101 - 300 members</td>
</tr>
<tr>
<td>III</td>
<td>301 - 500 members</td>
</tr>
<tr>
<td>IV</td>
<td>501 - 700 members</td>
</tr>
</tbody>
</table>

**SAM D. STOOKSBERRY MEMORIAL AWARD**

**Deadline: May 15, 2020**

A beautiful plaque presented in memory of Past Department Commander and Membership Chairman Sam D. Stooksberry, goes to the Post that achieves the greatest percentage of increase in Post Membership (on May target date of each year, when compared to the previous year’s membership).

The plaque will be presented at the Department Convention.

New Posts chartered during the 2019-2020 membership year are not eligible for this award.

**ALL-TIME HIGH MEMBERSHIP SPECIAL CITATION**

**Deadline: May 15, 2020**

Each Post achieving an all-time high in Post Membership by May 6, 2020, will be awarded a special citation at the annual Department Convention. New Posts chartered during the 2019-20 are not eligible for this award.
DEADLINE MAY 6, 2020
Mail To: American Legion Department of Tennessee
318 Donelson Pike
Nashville, TN 37214

NOMINATION FORM
FOR
“LEGIONNAIRE OF THE YEAR”

PUT THE NAME AND POST NUMBER ON THE REVERSE SIDE OF THE FIRST PAGE OF THIS NOMINATION FORM. PLEASE ATTACH A BLACK AND WHITE PHOTOGRAPH OF THE CANDIDATE (Bust Shot; waist to top of head in Legion Cap, if possible). Concentration for credit will be on the CANDIDATE’s contribution to The American Legion’s “FOUR PILLARS” and MEMBERSHIP. Please enclose this application with your candidate’s supporting information promoting your candidate. Please, DO NOT include your candidate’s name in your supporting documentation, except media, plaques, and certificates. The candidate’s name and member number will only appear on the reverse side of this application along with the candidate’s B&W photo.

1. Describe how your candidate supported specific American Legion “Americanism” Programs within the last 12 months, please expound on each of the following sub-areas as to how, who, what, when, and where:
   a. American Legion Boys State
   b. American Legion Oratorical
   c. American Legion Baseball
   d. American Legion Eagle Scouts
   e. American Legion Jr. Shooting Sports
   f. Other American Legion Youth Activities

2. Describe how your candidate has contributed to “National Security and Foreign Affairs” that involved The American Legion; please expound on each of the following sub-areas as to how, who, what, when, and where:
   a. Blue Star/Gold Star Banner
   b. Memorial Day Flag Presentations
   c. Veterans Day Flag Ceremony/Parade and Presentations
   d. Armed Forces Day Ceremony/Parade
   e. Presentations to Local Civic/Educators
   f. Promoted voting
   g. Other Legion Community activities (Flag etiquette education at a school, etc.)

3. Describe how your candidate has contributed to the well-being of the local “Veteran Affairs and Rehabilitation” population; please expound on each of the following sub-areas as to how, who, what, when, and where:
   a. Transportation of veterans to Veteran Affairs Medical Facilities/Clinics:
   b. Assisting veterans to enroll in Veteran Affairs entitlements (VAMC care, education, etc.)
   c. Donations to a VAMCs or VA Clinics or Veteran Nursing Homes
   d. Volunteer Service at a VAMC, VA Clinics or Veterans Nursing Home
   e. Activities for hospitalized or disabled veterans (bingo at VAMC, games, holiday parties, etc.)
   f. American Legion Family Support and Heroes to Hometown Programs
   g. Operation Comfort Warrior
   h. Military Funeral Honors

4. Strong National “Defense” …how has the nominee contributed? Please expound on each of the following sub-areas as to how, who, what, when, and where:
   a. American Legion JROTC Cadet of the Year
b. Lobbied members of the United States Congress
c. Lobbied State Legislature
d. Lobbied local political leaders
e. Promote Legion Legislative Issues
f. Bodies, Bullets and Beans, how supported?

2. Describe what positive contributions your candidate has made toward “Legion membership” within your respective American Legion Post. Please expound on each of the following sub-areas as to how, who, what, when, and where:
   a. Recruit New Members as part of the Post Membership Team
   b. Renew Current Members Post
   c. Revitalization
   d. Reconnect through Department of Defense’s Yellow Ribbon Reintegration Program
   e. Collaborate with Student Veterans of America Programs on college campuses
   f. Foster the Veterans Administration Yellow Ribbon Education Program

3. Has your candidate completed:
   a. The American Legion Intro to Basic Training (Department of Tennessee in-residence course)?
      b. If so, when?
   c. The American Legion Basic Training Course (available on-line)
      d. If so, when?
   e. The Tennessee American Legion College?
      f. If so, when?
   g. The National American Legion College?
      h. If so, when?
   i. American Legion Leadership and Development Courses?
      j. If so, which courses and when?

7. Describe any “Community, Post, District, Division, Department or National Honors” that were bestowed on your candidate “2019-2020 membership year” that reflects an honor to his/her “Post” and “The American Legion.” Please include copies of:
   a. Letters of Commendation
   b. Recognition in Publications (in-house or public media)
   c. Certificates
   d. Plaque

“Nomination Must Be Signed by Two of the Following “Legion Post Officers”

Post Commander                  Date:

Post Adjutant                   Date:

Post First Vice Commander       Date:

(Reminder, type or print the nominee’s name and membership number on back of first page)

Enclosures:
YEARBOOK DEPARTMENT HISTORY CONTEST

It has been a well-established policy of The American Legion to encourage the preparation of post histories. Such information on the post’s activities will be of considerable value in the years to come. Your post historian should start now to make a permanent record of your organization for the year ahead, from the installation of officers, up to and including the installation of the next year's officers. To help you gather the specific details concerning your post, you may want to ask your post adjutant for a copy of the year’s past Consolidated Post Report. The statistical summary will indicate the type and amount of activity that can help you put together as complete of a picture as possible. Make plans to compile a complete history of your post since its founding, but concentrate, for the present, on a one-year history. Then go back into the files and gradually write up the back history.

The National Historian conducts an Annual One-Year Narrative History and Yearbook (pictorial) History Contest.

To be eligible for the national contests, your entry in either category must be a “first place winner” in the Department of Tennessee contest.

The work of collecting, preserving and recording the activities of The American Legion is an important endeavor and demands much detail work; hopefully you will find it inspiring and rewarding.

It has been a well-established policy of The American Legion Department of Tennessee to encourage the preparation of HISTORIES and YEARBOOKS at the Post level.

The dates are from Memorial Day, 2019 through current year of 2020. As a reminder, there are two (2) contests:

**ONE-YEAR POST NARRATIVE HISTORY BOOK**

*Due by: May 6, 2020*

The One-Year Post Narrative History Book begins on page 140-144 of the 2019 “Officer’s Guide and Manual of Ceremonies.” Judges will use the National Judging Standards found on page 144.

**ONE-YEAR POST YEARBOOK**

*Due by: May 6, 2020*

NATIONAL AWARDS

SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARDS

National Recruiter of The Year
Deadline: May 1, 2020
The individual certified with the highest number of NEW Members recruited from all the Departments will be declared “National Recruiter of the Year”. The award consists of an all- expense paid round-trip to the National Convention for the Legionnaire and guest including hotel accommodations for 6 days/5 nights and reserved seating tickets to the National Commander’s Banquet. The following awards for the National “Recruiter of the Year” will be presented to the next highest 26 individuals:
- $1,000 Award Certificate from Emblem Sales
  (10) - Third Prizes - $150.00 Award Certificate
  (15) - Fourth Prizes - $100.00 Award Certificate

“GOLD BRIGADE” AWARDS”
A Legionnaire who recruits 50 or more NEW members into The American Legion by May 6, 2020, will qualify for enrollment in the elite “Gold Brigade” of The American Legion. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special announcements in THE DISPATCH and in special articles in other publication. The National Commander will recognize members of the Gold Brigade during the National Convention. The gifts awarded to a “Gold Brigade” will depend on the number of times he/she has qualified for this award. The first time a Legionnaire qualifies for the Gold Brigade, he/she will receive a designer jacket or sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch for the blue blazer, and a Gold Brigade Certificate. A second, third, or fourth time winner will receive a Gold Brigade patch and Certificate, a “HASH MARK” for the jacket sleeve, and the choice of either another designer jacket or sweater with the Gold Brigade logo on the left breast or a polo shirt.

FIRST time Gold Brigade members receive:
1) Gold Brigade Patch
2) Special Gold Brigade Cap Pin
3) Designer Jacket or Polo Shirt or Sweater with a Gold Brigade Logo

SECOND time (or more) Gold Brigade members will receive:
1) Gold Brigade Certificate
2) “Hash Mark” for jacket
3) Designer Jacket or Polo Shirt or Sweater with a Gold Brigade Logo

“SILVER BRIGADE”
A Legionnaire who recruits 24 to 49 NEW members into The American Legion by May 6, 2020, will qualify for this award. A silver pin and certificate will be awarded.

Note: Silver Brigade and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year.
<table>
<thead>
<tr>
<th>MEMBER'S NAME</th>
<th>ID#</th>
<th>NEW</th>
<th>RENEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BY:</td>
<td>POST #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MEMBER’S NAME</td>
<td>ID#</td>
<td>NEW</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REPORT OF LIFE MEMBERSHIP AWARD
Deadline: Anytime
Purpose is to submit the names of Legionnaires who have been awarded a Life Membership by their post for the purpose of recognizing the receipt of this honor by publishing their name in The American Legion Magazine, as space is available. Report available at Department Headquarters.

POST EXCELLENCE AWARD
The standard to be achieved in each area is as follows (subject to change with each elected National Commander):

MEMBERSHIP. Post membership must be at least one member greater than the previous year. At least one post officer attends district meetings.

CONSOLIDATED POST REPORT. CPRs must be submitted by July 1. The American Legion's federal charter requires the submission of an annual report to Congress on activities for the year. MyLegion.org has made it simple for a post to submit its CPR in a timely manner.

SHARING OF POST HISTORY: The American Legion's Centennial web page (www.legion.org/centennial) allows posts to convey its legacy by sharing historical photos, videos and print material. For instructions on how to create a post profile, click here https://www.legion.org/dispatch/217282/share-your-posts-legacy.

COMMUNITY ACTIVITY. The post must conduct an event that connects the local community with The American Legion post. The objective is to open your doors, welcome the community in, and educate them on what The American Legion is all about and how the post is an asset to the community. Posts do not need to have a physical building to accomplish this. This activity can be held in a park, a community center, or anywhere the post can welcome and interact with the local community.

The district commander responsible for the post will certify a post as having achieved the four specified criteria. The district commander will submit a list of posts meeting the criteria to department headquarters. That list should include the post name, phone number, address and commander's name. If possible, accompany the last two criteria with copies of press releases submitted to the local media about the projects to show that the projects were not only accomplished but that an attempt was made to enhance the image of The American Legion through local media. The copy submitted should include a date and time stamp showing receipt by the media outlet. *A post is required to achieve excellence in four areas: Membership, Youth Activities, Community Service and Support to currently serving troops or veterans.*

NEW POST DEVELOPMENT PIN
This recognition, in the form of a specially designed cap/lapel pin, is for any individual who assists in starting a new American Legion post. Department Adjutants may nominate these individuals by name at any time once the temporary charter has been submitted.

TOP DISTRICT COMMANDER’S NEW POST ACHIEVEMENT AWARD
District commanders who create new American Legion posts in their respective districts and have the new post’s temporary charter application on file at National Headquarters by the May target date (May 6, 2020) will receive a framed certificate.

DISTRICT COMMANDER ACHIEVEMENT AWARD and DISTRICT HONOR RIBBON
All district commanders whose May target date membership exceeds the previous year’s membership by at least the number of posts in that district will be awarded the District Commander Achievement Award framed certificate. In addition, the district will receive a District Honor Ribbon for its district colors.
**100% DISTRICT COMMANDER PIN**
This recognition, in the form of a specially designed cap/lapel pin and certificate, is for any district commander who accomplishes 100 percent of his or her assigned membership goal anytime during the membership year.
Department adjutants may nominate their district commanders by name at any time during the membership year and may use this form at any time to certify one or more winners.

**LAW ENFORCEMENT OFFICER OF THE YEAR AWARD**
**Deadline to Department Headquarters: January 4, 2020**
To recognize a well-rounded Law Enforcement Officer, who has exceeded, above and beyond, the duty requirements expected of the position held and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to the community, state or Nation; and also, has proven personal dedication to societal security and protection. Plaque presented during the Commander/President’s Ball. We will forward the Department winner to National for further consideration at the National level. Contact Department Headquarters for application.

**FIREFIGHTER OF THE YEAR AWARD**
**Deadline to Department Headquarters: January 4, 2020**
To recognize a well-rounded Law Enforcement Officer, who has exceeded, above and beyond, the duty requirements expected of the position held and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to the community, state or Nation; and also, has proven personal dedication to societal security and protection. Plaque presented during the Commander/President’s Ball. We will forward the Department winner to National for further consideration at the National level. Contact Department Headquarters for application.

**DEPARTMENT EMERGENCY MEDICAL TECHNICIAN OF THE YEAR AWARD**
**Deadline to Department Headquarters: January 4, 2020**
To recognize a well-rounded Emergency Medical Technician, who has exceeded, above and beyond, the duty requirements expected of the position held and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to the community, state or Nation; and also, has proven personal dedication to societal security and protection. Plaque presented during the Commander/President’s Ball. Contact Department Headquarters for application.

**EMPLOYMENT SERVICE AWARDS**
**Deadline: January 4, 2020**
The purpose of the Employment Service awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP), and one local Employment Service (ES) office. LVERs, DVOPs, and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.
Nominations from posts, Employment Service employees or other sources must be sent to Department of Tennessee Headquarters. The Department then selects one nominee each in the LVER, DVOP, and Employment Service Office categories, and sends the winning nominations with their supporting information to the National.
The National Commission provides free plaques to each department that submits nominations. 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.
THE EMPLOYER OF VETERANS AWARD
Deadline to Department Headquarters: January 4, 2020
Department of Tennessee may submit a total of 3 nominations for this category for national consideration.
- One nomination for a small company with 50 or fewer employees
- One nomination for a medium sized company with work forces 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 work force 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.
The Department of Tennessee may submit 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 Veterans Awards are made by the National Economic Commission Award Subcommittee.
Purpose of Award: To confer recognition on one small, one medium and one large employer in each state for outstanding records in the hiring and retention of veterans.
Nominations from posts, or sources outside the Legion, must be sent to Department of Tennessee Headquarters. The Department will then select one nominee each in the small, medium and large employer categories.
The National Commission provides free plaques to each Department that submits nominations. 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.

EMPLOYER OF OLDER WORKERS AWARD
Deadline: January 4, 2020
To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers.
Nominations from posts, or other sources must be sent to the Department of Tennessee Headquarters. The department will then select one nominee and send the winning nomination along with their supporting information to the National
The commission provides free plaques to each department that submits nominations. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative’s travel to the convention city to accept the award.

AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS
Deadline: January 4, 2020
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 improves the quality of life for disabled persons will be considered. All entries must be accompanied by an official nomination form 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.

Nominations from posts or other sources must be sent to the Department of Tennessee Headquarters. The Department then will select one nominee and will send the winning nomination to National. The commission provides free plaques to each Department that submits nominations. 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.

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Deadline: January 4, 2020

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. 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 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.

THE AMERICAN LEGION AND SCOUTING “SQUARE KNOT” AWARD

Service: Be registered in a Scouting position at the District or Council level; or a Chartered Organizational Representative (COR); or a District/Council Member-at-Large; or a Unit Commissioner. (The department scouting chairman can help in obtaining this registration.)

Training: Complete at least two of the following:

1. Attend a National Community Relationships Scouting training seminar.
2. Participate in a Chartered Organizational Representative (COR) training course.
3. Complete a BSA District staff-training course.
4. Attend a Woodbadge training program.

Tenure: Serve a total of three consecutive years as a member of a post, district or department Scouting committee.

Performance:

1. While serving as a member of a post, district or department Scouting committee must complete a minimum of five of the following: 1. Service a minimum of two years as a Post Chartered Organizational
Representative for Scouting and demonstrate success with units in terms of growth in program.

2. Assist the post, district or department to raise funds to support Scouting. Participate with a local BSA District or Council Friends of Scouting fundraising effort.

3. Participate as member of a BSA District or Council Membership/Relationships committee and represent The American Legion.

4. Assist in organizing or reorganizing a Cub Pack, Scout Troop or Venture Crew chartered by an American Legion post.

5. Participate in the Eagle Scout of the Year program at the post, district or department level.

6. Make contact with Scout Troops and Venture Crews in the area through visits, roundtables or other means and solicit their participation in the National High School Oratorical Contest, Junior Shooting Sports Program, Boys State, American Legion Baseball, Youth Law Cadet and other Americanism programs and document the results of the efforts.

7. Recruit manpower from the post or district to support a Scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further American Legion recognition in support of the Scouting program.

8. Develop and carry out or participate in an American Legion program to recognize the leaders of Scouting programs in the post, district or department.

9. Promote and coordinate the development of a network of Department American Legion Scouting Team members to assist in the development of Scouting within The American Legion.

**Approval:**

1. Submit appropriate documentation in support of the requirements outlined in sections above.

2. Obtain the written endorsements of the department scouting chairman, department adjutant and department commander that the requirements for this award have been satisfactorily completed.

3. Submit the appropriate documentation and written endorsements to the National Americanism Commission, The American Legion, PO Box 1055, Indianapolis, IN 46206.

**DANIEL J. O’CONNOR AMERICANISM TROPHY**

Awarded annually to that department selected from among the top three departments attaining the greatest number of percentage points which are derived from the activities reported on the Consolidated Post Report form and which submits the best narrative statement supporting the claim of points shown.

a. The Americanism Commission shall determine the top three departments achieving the greatest number of credit points based upon a review of all Consolidated Post Reports submitted to National Headquarters.

b. A Certification by the department as to the number of active posts is required.

c. The winner shall be selected from the aforementioned three departments based on the best narrative statement supporting the claim of points determined from the Consolidated Post Report. Such narrative statement is to be no less than 200 words and not more than 500 words.

**SPAFFORD NATIONAL TROPHY**

To that department of The American Legion having within its jurisdiction the winner of the National High School Oratorical Contest.

**THE AMERICAN LEGION NATIONAL EDUCATION AWARD**

1. An individual, group or organization that has promoted the education programs of The American Legion.

2. An individual, group or organization that has promoted education programs that correspond to the goals of The American Legion

3. An individual, group or organization that has promoted or advanced education programs at the National
level.

RALPH T. O’NEIL EDUCATION TROPHY
Awarded annually to that department, in the United States, showing the greatest Americanism activity in use of The American Legion School Medal Awards.

The winner of this trophy shall be determined by:

a) the number of “American Legion School Medal Awards” recorded on the Consolidated Post Report form;

b) the number of awards per department is then divided by the number of posts in the department; and

c) the department with the highest percentage will be declared the winner of the Ralph T. O’Neil Education Trophy.

This award shall be confined to all departments within the United States.