



POST
ADMINISTRATIVE
MANUAL
2011 – 2012 EDITION

**The American Legion
Department of Texas
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www.txlegion.org**

HOW TO USE THE POST ADMINISTRATIVE MANUAL

This is the 16th edition of the Post Administrative Manual.

**PLEASE DO NOT USE THE FORMS IN THIS MANUAL, MAKE
COPIES OF THE FORMS BEFORE USING.**

Forms can also be found on the Department Website at www.txlegion.org/forms

The use of the manual provides for two-way communication regarding administrative matters pertaining to reports and programs.

The manual is divided into sections: a monthly section for when the reports are due, a Membership Section, a General Information Section, and a Forms Section.

The table of contents can assist with quickly locating information pertaining to reports, forms and deadlines. Additional copies of this manual can be obtained on the Department Website or at cost upon request to the Department Headquarters at P. O. Box 140527, Austin, TX 78714-0527.



William West
Department Adjutant

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SECTION I

**Month
to
Month**

JULY

POST CERTIFICATION

All Posts are reminded that the deadline for submission of Post Certification is **July 31st**. Posts that certify after this deadline will not qualify for any membership award. The Post Certification Form can be found in the Forms Section of this manual or on the Department Website.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

AUGUST

RONALD P. McCLUSKEY SCHOLARSHIP

The Ronald P. McCluskey Veterans Scholarship Program award is a \$500 scholarship to a deserving American Legion member. One scholarship is awarded each year at the Fall D.E.C. This is a merit-based scholarship.

RULES FOR APPLICATION

1. In addition to this form Applicants must submit the following:
 - A. An up to date copy of his/her transcript records (if applicable)
 - B. Evidence of acceptance or enrollment in school of choice
 - C. A typed letter pertaining to why you feel you should qualify for assistance and information on your school, community, church and leadership activities.
 - D. A recent photograph (non returnable)
2. Applicants must be a member of The American Legion, Department of Texas. The applicant must be a paid up member for the year in which applying.
3. All applications are to be sent to The American Legion, Department of Texas; P.O. Box 140527, Austin, TX 78714-0257; and must be received no later than **September 1st** of the year in which application is being made.

4. A recipient of the fund must maintain a 2.5 grade average for the semester, with a minimum of nine (9) semester hours.
5. A winning applicant may not re-apply.

(Failure to meet any of the above requirements may result in disqualification of eligibility for this scholarship program)

TARGET DATE

The 50% Target Date is **August 26, 2011** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

SEPTEMBER

DISTRICT CONVENTION CERTIFICATION

All Post Adjutants should be sure to certify Post Delegates to their upcoming Fall District Convention. Delegate Certification forms will be mailed to all Post this month, and can be found on the Department Website.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

TARGET DATE

The 55% Target Date is **September 23, 2011** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

OCTOBER

ORATORICAL CONTEST REMINDER

All Posts are reminded that the Department Oratorical Contest is fast approaching. Information packets were mailed to all Posts, Certified Post Oratorical Chairman and to all Texas High Schools, in August. Local competition for the Oratorical Contest will begin after **November 1st**.

District and Division contests will be held throughout January. The Department Contest will be held in February.

All Post that have not received this information and are planning on participating in this program need to contact Department Headquarters as soon as possible to receive this information packet.

NATIONAL EMPLOYER AWARDS

The Department Deadline for this year's entry for all employer awards is **November 15th**. Entries received after this date will not be included.

The American Legion National Economic Commission Awards recognize individuals across the country who had established outstanding records in the employment and retention of workers with disabilities. There are currently nine awards.

1. EMPLOYER OF THE YEAR AWARD - (*SMALL*)
2. EMPLOYER OF THE YEAR AWARD - (*MEDIUM*)
3. EMPLOYER OF THE YEAR AWARD - (*LARGE*)
4. EMPLOYMENT SERVICE AWARD - (*DVOP*)
5. EMPLOYMENT SERVICE AWARD - (*LVER*)
6. EMPLOYMENT SERVICE AWARD - (*LOCAL OFFICE*)
7. EMPLOYER OF OLDER WORKERS AWARD
8. ENHANCE THE LIVES OF DISABLED PERSONS AWARD
9. HOMELESS VETERAN OUTREACH AWARD

To be considered for the National Award, the Departments deadline for submittals to the National Economic Commission in Washington, DC is **January 15, of the following year.**

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.

THE EMPLOYER OF VETERANS AWARD

Departments 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 51 - 200 employees

- One nomination for a large company with 201 or more employees
- These awards, one in each of the three employers of veteran's 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:
- At least 10 percent of the nominee's work force must be veterans.
 - The nominee must have been in business for at least five years.
 - The nominee cannot restrict employment to veterans only.
 - The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

EMPLOYMENT SERVICE AWARDS

The ES 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 ES provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Nominations from Posts, ES employees or other sources must be sent to Department Headquarters. The Department then selects one nominee each in the LVER, DVOP, and ES Office categories, and sends the winning nominations with their supporting information to the National Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

EMPLOYER OF OLDER WORKERS AWARD

The National Economic Commission created 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.

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 Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS

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 Department Headquarters. The Department then selects one nominee and sends the winning nominations with their supporting information to the National Economic Commission. Nominations that arrive without supporting information will not be eligible for the national awards.

The Department deadline for all Employer Awards is **November 15th**. Entries received after this date will not be included.

Copies of all the official nomination forms can be found in the forms section of this manual.

TARGET DATE

The 65% Target Date is **October 28, 2011** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

NOVEMBER

DEPARTMENT EDUCATION AWARD

The Department Education Award Program is designed to recognize those Post or District level individuals that excel in promoting the education programs of The American Legion.

The Department will present a certificate to the top entry from each District and will nominate the top two Department entries to the National Headquarters, for the National “Education Program – Certificate of Achievement.”

Forms can be found in the forms section of this manual. The deadline for submitting the forms is **February 1st**. All entries must be in the Department Headquarters or postmarked by this date.

“JIMMY D. LEMLEY MEMORIAL AWARD” (FOR THE OUTSTANDING POST ADJUTANT)

In 1996 the Department Executive Committee created an award to honor the outstanding Post Adjutant each year, to be named for the late Jimmy D. Lemley, who served as Department Adjutant from 1985-1992. The Department Executive Committee approved the recommendation that the award criteria be judged from narrative nominations submitted by Post Executive Committees.

If you wish to recommend your Post Adjutant for this award, please submit your nomination to Department Headquarters prior to **January 1st**. Since the individual posts participate in various programs in their local community, the narrative reporting system will be the most beneficial. Please consider some of the following areas for your recommendation:

1. Prompt transmittal of membership on a bi-weekly basis.
2. Concise Post meeting minutes.
3. Prompt reporting of Post activities to the membership.
4. Maintaining good communications between officers and Committee Chairmen.
5. Trains other members of the Post to fill in should he/she not be able to fulfill their responsibilities.
6. Initiating membership programs to maintain the Post membership. (Transfer forms, supply forms, records)
7. Maintains working relationship with Department Staff resolving all membership discrepancies of Department and National records.
8. Ensuring that the Post Administration is maintained properly. (i.e., taxes, insurance, incorporated, bonds on officers, current paid bills)
9. Promoting community activities with other civic groups.
10. Coordination of Legion programs during the year.

NOTE: If the post has a paid full-time or part-time Adjutant, this must be stated in your report. If only expenses are given, this does not need to be added. All Post Adjutants are eligible for this award. Please forward your recommendation to the Department Headquarters as early as possible, but not later than **January 1st**. Application form can be found in the forms section.

A Copy of your Consolidated Post Report, Post Data Form and Certification of Post Officers must be on file in order to be eligible for this award.

JUNIOR SHOOTING CONTEST REMINDER

All Posts are reminded that the Junior Shooting Contest is fast approaching. Information packets will be mailed this month to all Posts and Certified Jr. Shooting Chairman. Target sets must be ordered by **January 31st**. All preliminary round target sets must be returned to the National Headquarters by **February 28th**.

All Posts that have not received these materials and are planning on participating in this program need to contact Department Headquarters as soon as possible to receive a Jr. Shooting Brochure with ordering information.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

VA VOLUNTEER AWARD

The American Legion VA Volunteer Award program is designed to recognize those individuals providing exceptional VA Volunteer Service.

The Department will present an award to the most outstanding candidate from each Division based upon the information submitted. The entry forms can be found in the form section of this manual. The form must be postmarked by **December 31st**.

VETERANS DAY REMINDER

November 11th is Veterans Day. All Posts are encouraged to organize or take part in local Veterans Day activities. A sample speech for Veterans Day ceremonies can be obtained at the National Website at www.legion.org.

TARGET DATE

The 75% Target Date is **November 25, 2011** – review section II for the Post

Membership Awards that can be earned for achieving the Target Dates.

DECEMBER

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

MID-WINTER CONFERENCE

All Posts are reminded that the Department Mid-Winter will be held in late January or early February in Austin. Information concerning the Mid-Winter Conference can be found on the Department Website.

TARGET DATE

The 85% Target Date is **December 31, 2011** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

JANUARY

BOYS STATE REMINDER

All Posts are reminded that the Boys State Program is fast approaching. Information packets have been mailed to all Posts and all Texas High Schools. Delegate registration is open until April 15th and Alternate registration closes on April 30th.

All Post that have not received this material and are planning on participating in this program can contact the Department Headquarters to receive the information packet. All other Boys State information can be found on the Department Website.

EAGLE SCOUT AWARD

All Posts are reminded that the Eagle Scout of the Year Award deadline is fast approaching. Entry forms will be mailed this month to all Posts and certified Post Boy Scout Chairman. All entries must be returned to the

Department Headquarters by **March 1st**. All Post that have not received this material and are planning on participating in this program can contact the Department Headquarters to receive an Eagle Scout of the Year entry form or download the form directly from the National Website; www.legion.org.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

TARGET DATE

The 90% Target Date is **January 27, 2012** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

FEBRUARY

AMERICAN LEGION BASEBALL REMINDER

All Posts are reminded that The American Legion Baseball season is just a few months away.

Official Registration is online at www.legion.org/baseball

DISTRICT CONVENTION CERTIFICATION

All Post Adjutants should be sure to certify Post Delegates to their upcoming Spring District Convention. Delegate Certification forms will be mailed to all Post this month, and can be found on the Department Website.

TARGET DATE

The 95% Target Date is **February 24, 2012** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

MARCH

BOYS STATE DEADLINE

April 15th is the deadline for registration of Primary Delegates to Boys State. Slots for additional Delegates cannot be guaranteed after this time. Alternate Delegate registration is open until **April 30th**. All Delegates registered after Mid March are handled on a first come first serve basis.

Reminder: All Posts and Boys State Chairman were mailed Delegate Registration packets in January. If your Post does not currently have this information, contact the Department Headquarters immediately.

CONSOLIDATED POST REPORTS

The Consolidated Post Reports Forms are being mailed to all Posts this month. Posts are strongly encouraged to complete this form as quickly as possible and return it to the Department Headquarters by **June 1st**.

The Consolidated Post Report is one of the most essential reports that we completed. Once completed the reports are sent to National to be compiled with all Posts and is given to Congress to show what The American Legion does and to show why we need to be able to continue to operate as a non-profit organization. Posts should share this with the local community leaders to help show what you contribute to their individual community and a yearly basis.

CUT-OFF DATE FOR PRE-PRINTED CARDS

All renewal and new membership cards, member date forms for deaths, change of address, change of name or transfer must be at the Department Headquarters by **March 15th** in order to be processed and sent to National Headquarters by the April 1st deadline for getting pre-printed cards for the next membership year.

DIVISION CONVENTION CERTIFICATION

All Post Adjutants should be sure to certify Post Delegates to their upcoming Division Convention. Delegate Certification forms will be mailed to all Post this month, and can be found on the Department Website.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

POST CERTIFICATION FORM

Post Certification Form is located on the Department Website. All Post Adjutants should complete the form and return it to the Department Headquarters **within 15 days of the Post Elections**. Posts will not receive membership cards, administrative manual or other information brochures and pamphlets from National.

TARGET DATE

The 98% Target Date is **March 30, 2012** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

APRIL

BOYS STATE ALTERNATE DEADLINE

April 30th is the deadline for registration of all Delegates for Boys State. Slots for Delegates will be closed after this date. All delegate registration received after Mid March are handled on a first come first serve basis.

TARGET DATE

The 100% Target Date is **April 27, 2012** – review section II for the Post Membership Awards that can be earned for achieving the Target Dates.

MAY

BASEBALL REGISTRATION DEADLINE

The Baseball Team registration is **June 1st**.

All Teams must register online at www.legion.org/baseball all registration fees and insurance must be paid by credit card at time of registration.

Team registration will not be accepted after the deadline.

BOY SCOUT REPORT

All Posts that sponsor Scout Troops are encouraged to complete the Boys Scout End of Year report from and return it to the Department Headquarters. All reports should be returned to Department Headquarters by **June 1st**.

DEPARTMENT AWARD DEADLINE

All Posts are reminded that there are several award entries and forms due to Department Headquarters by the **June 1st** deadline. Several of the awards are judged and winners selected at the Department Convention.

These entries and reports must be in the Department Headquarters no later than **June 1st** in order to be considered. The forms and rules for all awards have either been mailed to the Posts or can be found in the Administration Manual or Department Website.

- Gusman Cup (Consolidated Post Report)
- Law & Order Awards
- Chaplain of the Year Awards
- Media Awards

DEPARTMENT COLOR GUARD CONTEST

The Department Color Guard Contest will be held on Friday afternoon at the Department Convention. Entire forms must be submitted to the Department Headquarters **30 days prior to the Department Convention.**

CHAPLAIN OF THE YEAR AWARD

Every Post Chaplain is encouraged to complete the Chaplain of the Year entry form and submit it to the Department Headquarters by the **June 1st** deadline.

Entry forms can be found in the forms section of this manual. All entries will be judged and a Post Chaplain will receive the Chaplain of the Year award at the Department Convention.

FOUR CHAPLAINS AWARD RULES

The Four Chaplains Memorial Award will be given to the Post in the Department having the most outstanding activities and record of achievement in the “Service to God and Country” program for the year beginning with the Department Convention and ending thirty (30) days prior to the opening of the succeeding Department Convention.

Evidence of these activities and achievements should be presented in the form of programs, clippings, pictures, scrapbooks, etc. Also the results of the “Service to God and Country” report must be signed by the Post Commander and Post Chaplain for consideration in determining the winner of this award. Special programs conducted in cooperation with National, Department and District activities having an impact on your local community will also be considered.

Judges for the Four Chaplains Memorial Award will be the Department Vice Commander, Chairman of the Americanism Commission, Chairman of the Public Relations/Publications Commission and the Department Chaplain.

The Department Chaplain or whomever he/she shall designate will present the award at the Department Convention. Complete activities report and return to Department Headquarters **30 days prior to the Department Convention.**

HISTORY AND YEARBOOK CONTEST

All Post and District Historians are encouraged to participate in the Department and National History and Yearbook contests. Entries are due no later than **10:00 AM on Friday, in the History room at the Department Convention.**

Review the Post Officers Guide, section 4 for the national standards by which the books will be judged. First place winners at the Department level will be submitted to National Headquarters for judging in the National Contest

LAW & ORDER AWARDS

Every year, Posts around the state select local Police, Fire and EMT Officials as award recipients. The Department also recognizes these individuals through the Department Law & Order Awards. Deadline for nomination

forms from the Districts is **June 1st**.

All entries must be submitted through the District Convention for review and action, prior to being submitted to Department Headquarters.

Entry forms can be found in the forms section of this manual. Department award recipients are selected at the Department Convention by the National Security Commission.

MEDIA AWARDS

Posts are encouraged to submit local media outlets for consideration in the Department Media Awards Program. The program is designed to recognize those local media outlets (Television, Radio and Newspaper) that support The American Legion by providing positive news coverage of the various activities of our local American Legion Posts.

The entries should cover activities and reporting for the period June 1st to May 31st. Plaques are presented in four categories: Daily Newspaper, Weekly Newspaper, Television and Radio. Entries are not restricted to a set format but must include a narrative and documentation stating why the entry should be selected as the best in the Department.

All submissions must be in by **June 1st** to be eligible for consideration. Awards will be presented to the award winners at the next Mid-Winter Conference.

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.

MEMBERSHIP DEADLINE

30 days before the Department Convention will be the final close out date for the membership year. All membership must be into the Department Headquarters by this date in order to count towards voting strength and for awards.

MEMORIAL DATE REMINDER

The last Monday in May is observed as Memorial Day, May 30th is the

traditional date for Memorial Day. All Posts are encouraged to organize or take part in local Memorial Day activities.

JUNE

CONSOLIDATED POST REPORTS

Posts are strongly encouraged to complete this form as quickly as possible and return it to the Department Headquarters by **June 1st**.

DEPARTMENT AWARD DEADLINE

All Posts are reminded that there are several award entries and forms due to Department Headquarters by the **June 1st** deadline. Several of the awards are judged and winners selected at the Department Convention.

These entries and reports must be in the Department Headquarters no later than **June 1st** in order to be considered. The forms and rules for all awards have either been mailed to the Posts or can be found in the Administration Manual or Department Website.

- Gusman Cup (Consolidated Post Report)
- Law & Order Awards
- Chaplain of the Year Awards
- Media Awards

MEMBERSHIP AWARDS

There are several National and Department Membership Awards this month, please review Section II for more information.



SECTION II

MEMBERSHIP

ELIGIBILITY DATES

WWI	APRIL 6, 1917 to NOVEMBER 11, 1918
WWII	DECEMBER 7, 1941 to DECEMBER 31, 1946
KOREA	JUNE 25, 1950 to JANUARY 31, 1955
VIETNAM	FEBRUARY 28, 1961 to MAY 7, 1975
LEBANON & GRENADA	AUGUST 24, 1982 to JULY 31, 1984
PANAMA 1990	DECEMBER 20, 1989 to JANUARY 31,
PERSIAN GULF	AUGUST 2, 1990 to CESSATION OF HOSTILITIES AS DETERMINED BY THE U.S. GOVERNMENT
MERCHANT MARINES	DECEMBER 7, 1941 to AUGUST 15, 1945

2012 MEMBERSHIP PROGRAM

POST MEMBERSHIP GOAL

The 2012 Membership Goals for each Post will be set by the number of regular and PUFL Cards issued to the Post on the 2012 Membership Roster (found on the last page of the Green Bar Printout that is issued with the membership cards). The Minimum Post Goal will be 15 members.

RENEWAL NOTICES FOR 2012

	<u>Mailing Date</u>	<u>National Cutoff</u>	<u>Dept Cutoff Date</u>
First Notice	July 1, 2011	May 2, 2011	Apr21, 2011
Second Notice	Oct 1, 2011	Sept 9, 2011	Aug 25, 2011
Third Notice	Jan 3, 2012	Dec 8, 2011	Nov 23, 2011
Fourth Notice	Mar 1, 2012	Feb 9, 2012	Jan 26, 2012
Final Notice	May 2, 2012	Apr 13, 2012	May 29, 2012

Cutoff Dates are the dates they have to be at that level for processing so the member can be removed from the next renewal notice.

TARGET DATES

The 2012 Target dates are set as the last Friday of the month and membership must be in the Department Headquarters to count, the only exception is the December 31, 2011 Target date.

50%	August 26, 2011
55%	September 23, 2011
65%	October 28, 2011
75%	November 25, 2011
85%	December 31, 2011***
90%	January 27, 2012
95%	February 24, 2012
98%	March 30, 2012
100%	April 27, 2012

*** Indicates Target Dates that postmarks will be accepted due to the Department Headquarters being closed.

Important – Post Adjutant please study the Post Adjutant’s Manual.

Preprinted Membership cards for your members are included in this box, EXCEPT for those record cards received in National after April 1st of the previous membership year (deadline for preprinted cards.) Use one of the blank cards provided to process renewals that do not have preprinted cards. Do not use previous year’s blank cards for members. Additional blank cards can be ordered from Department. You will receive a current year membership roster for all paid members received in Department Headquarters by the April 1st deadline.

Transmittal of Membership cards: Send the Department Record Cards for which dues have been received to Department Headquarters on a weekly basis, with a remittance payable to The American Legion, Department of Texas in the amount of \$26.00 per card. IMPORTANT - Make separate checks and remittance sheets for each membership year. Do not include payments for any other account in check for membership. Do not separate the two parts of the Department Record Card. On the remittance sheet include the member’s name along with the member ID number.

Remittance sheets and envelopes have been shipped to you for your convenience in mailing membership cards to Department Headquarters. The remittance form, in duplicate, should accompany Department Record Cards mailed to Department Headquarters. List each card number transmitted. The duplicate remittance sheet will be returned to you. Transfers listed on remittance sheets are processed separately.

A Post is responsible for all membership cards issued to the Post. Membership cards should be retained by the Post for a period of 3 years in case a member pays elapsed dues to Post. Never issue a membership card to an ineligible person.

Membership Eligibility: Post Adjutants are responsible for checking and verifying membership eligibility on all applications. If there is doubt about eligibility, Adjutants should ask the applicant for a copy of his/her Honorable Discharge. If still in doubt after reviewing the discharge papers, write Department for a ruling. A membership card should never be issued until eligibility is established and the member is accepted by vote of the Post.

Transfer cards are issued from the Posts supply of blank cards - A Member Data Form must be submitted with the Department Record Cards.

Posts will receive credit in Headquarters for cancellations upon notification from National. Cancellation credit may be taken on next membership transmittal by the Post after Department receives notice from National.

Name corrections: If member's name is misspelled or needs to be corrected, put an "X" with a pencil in the correction box. Put a line through the name on both parts of the Department Record Card and type or print the name below the preprinted name in both sets of boxes on the record cards also submit the change to Department on a Member Data Form.

Replacement or Duplicate Card: If the member's official card is lost issue the member a replacement card by using one of the blank cards provided to your Post.

Continuous Membership Corrections: If the number of years of continuous membership is not correct, put an "X" with a pencil in the correction box of the Department Record Card and note the correct number of continuous years of membership in the appropriate boxes on the card and correct the member's Official Membership Card. Submit a Member Data Form to correct or report previously unrecorded number of years of continuous membership ONLY if Department Record Card has already been transmitted to Department Headquarters.

Deceased Members: If you receive a card for a member, who has died, put an "X" in the box opposite the word "DECEASED." Return the entire card to Department Headquarters. You must use the Member Data Form for notification of DECEASED members.

Change of Address: The Member Data Form should be used to report change of address. Do not make the correction on the Department Record Card.

Dues Reminder Notices: Every membership year, National mails out five renewals notices to all members. National covers the cost of all five notices. It is the responsibility of the Post Adjutant to send any additional notices thereafter to unpaid members. It is extremely important that dues be processed by the Adjutant promptly and transmitted to Department as quickly as possible after receipt, so names can be removed from the National list and they should not receive further notices. If you have members whose names do not appear on the pre-printed roster then it is the responsibility of the Post

Adjutant to send a dues notice to that member. Remember to remove deceased members' names from the rolls as quickly as possible so they will not be sent reminder notices.

National Paid- Up- For- Life Membership Program: The annual card for PUFL members is mailed directly to them by National Headquarters. PUFL members can be easily identified on your membership roster by the letter "P" in the column headed by "TY." The Post's share of the annual dues for PUFL's will be credited to your Post in August. Payment for those who buy after July 1 will be made each month. Post Adjutants receive a printout and PUFL credit memo. The Posts that have PUFL's with bad addresses will not receive credit for the PUFL until a new address is submitted. When submitting PUFL payments must use a separate check made out to the National Treasurer and include the membership ID number in the check memo area.

PUFL Applications are distributed to all Posts in their boxes that contain the membership cards and publications. The PUFL Chart can be found on the back of the PUFL Application and in the Post Officers Guide.

DUES MULTIPLICATION TABLE

Each membership must be accompanied by \$26.00, Department and National dues, effective 01/10/2007.
Please use the following table.

QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	26	34	884	67	1,742.00
2	52	35	910	68	1,768.00
3	78	36	936	69	1,794.00
4	104	37	962	70	1,820.00
5	130	38	988	71	1,846.00
6	156	39	1014	72	1,872.00
7	182	40	1040	73	1,898.00
8	208	41	1066	74	1,924.00
9	234	42	1092	75	1,950.00
10	260	43	1118	76	1,976.00
11	286	44	1144	77	2,002.00
12	312	45	1170	78	2,028.00
13	338	46	1196	79	2,054.00
14	364	47	1222	80	2,080.00
15	390	48	1248	81	2,106.00
16	416	49	1274	82	2,132.00
17	442	50	1300	83	2,158.00
18	468	51	1326	84	2,184.00
19	494	52	1352	85	2,210.00
20	520	53	1378	86	2,236.00
21	546	54	1404	87	2,262.00
22	572	55	1430	88	2,288.00
23	598	56	1456	89	2,314.00
24	624	57	1482	90	2,340.00
25	650	58	1508	91	2,366.00
26	676	59	1534	92	2,392.00
27	702	60	1560	93	2,418.00
28	728	61	1586	94	2,444.00
29	754	62	1612	95	2,470.00
30	780	63	1638	96	2,496.00
31	806	64	1664	97	2,522.00
32	832	65	1690	98	2,548.00
33	858	66	1716	99	2,574.00
				100	2,600.00

**MAKE CHECKS PAYABLE TO THE AMERICAN LEGION,
DEPARTMENT OF TEXAS**
Do not include other payments in check for membership

2012 MEMBERSHIP AWARDS

INDIVIDUAL AWARDS

Bronze Membership Star Pin – Awarded to Legionnaires who sign up to 1 new members by March 15th of the current membership year. Certified by the Post Adjutant with attached copy of member applications.

Silver Membership Star Pin – Awarded to Legionnaires who sign up to 5 new members by March 15th of the current membership year. Certified by the Post Adjutant with attached copy of member applications.

Gold Membership Star Pin – Awarded to Legionnaires who enlist 10 new members by March 15th of the current membership year. Certified by the Post Adjutant with attached copy of member applications.

Gold Star Wreath Award - Awarded to Legionnaires who sign up to 25 new members by March 15th of the current membership year, will be presented a Gold Star Wreath Pin and Baseball Cap. Certified by the Post Commander and attested to the Post Adjutant with attached copy of member applications.

100 Member Award – Awarded to Legionnaires who enlist 100 new members by March 15th of the current membership year, will be presented with a 100 Member Pin, Baseball Cap and \$25.00 Gift Certificate. Certified by the Post Commander, and attested to by the Post Adjutant.

(Members will receive the highest membership pin award earned.)

Gold Brigade Award – A Legionnaire who recruits 50 or more NEW MEMBERS into The American Legion by May 1st of the current membership year and are certified by the Post Adjutant identifying all 50 members, will qualify for enrollment in the elite GOLD BRIGADE of The American Legion.

These very special Legionnaires will be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. The gifts awarded to a Gold Brigadier will depend on the number of times he/she has qualified for this award. The first time qualifier for the Gold Brigade will receive a choice of jacket or sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch, and 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 jacket or a sweater with the Gold Brigade logo on the left breast or a polo shirt. (National Award)

Silver Brigade Award – A Legionnaire who recruits 25 to 49 NEW MEMBERS into The American Legion by May 1st of the current membership year and are certified by the Post Adjutant identifying all 25 members, will qualify for this award. A silver pin and certificate will be awarded. (National Award)

Recruiter of the Year Award – The individual certified with the highest number of New Members recruited from all the Post with the Department will be declared the “Department Membership Recruiter of the Year”. That individual’s name will be submitted to National Headquarters as the Department Recruiter of the Year for the National Recruiter of the Year Competition.

POST AWARDS

Posts which have not submitted the Post Certification Form to the Department Headquarters by July 31st of each year, will not be eligible for any Post Awards.

100% Post Target Date Award - Posts that achieve 100% of all the Target Dates will a \$100.00 Gift Certificate from National Emblem Sales.

6 Consecutive Target Date Award - Posts that achieve six (6) consecutive target Dates will receive a \$50.00 Gift Certificate from National Emblem Sales.

(Post will receive the highest award earned.)

Hall of Fame Plaque – Each qualified Post attaining Hall of Fame will be awarded a certificate at Department Convention. Posts qualifying for this award will be published in the Texas Legion Times.

Qualifications: (Cut-off date: Dec 31st of the membership year) (New Post for 2010 - 2011 cannot participate in this award)

- Posts with 15 to 99 members must have an increase of 10% over GOAL.
- Posts with 100 – 399 members must have an increase of 7% over GOAL.
- Posts with 400 – 799 members must have an increase of 5% over GOAL.
- Posts with 800 and above must have an increase of 4% over GOAL.

- District – 5% over last year’s membership
- Division – 5% over last year’s membership

Post 100% Award – Posts attaining 100% of Goal by 30 days before Department Convention of the current membership year will be awarded an American Legion Post Certificate, a Post Commander and Post Adjutant 100% membership pin and one (1) White 100% Goal Post Baseball cap.

American Legion Veterans Day Award – Posts that achieves 100% of their assigned Post Goal by Veterans Day for the current membership year will receive two (2) nights hotel accommodations at the current Department Per Diem rate at any scheduled Department Regional Training Program. Membership must be postmarked by November 13th of the current membership year.

American Legion Retention Award – Posts in the following membership categories that achieve their assigned renewal percentage for retention of the previous year members by December 31st of the current membership year, deceased members will count if they are submitted by the deadline, will receive one (1) night hotel accommodations at the current Department Per Diem rate at any scheduled Department Training Program or at the Midwinter Conference. Membership must be postmarked by December 31st of the current membership year.

- 15 – 99 Members – 100% retention
- 100 – 499 Members – 95% retention
- 500 and above Members – 85% retention

Post 100% American Legion Birthday Award – Posts that achieves 100% of their assigned Post Membership Goal by The American Legion Birthday for the current membership year will receive a \$50.00 Gift Certificate from National Emblem Sales. Membership must be postmarked by March 17th of the current membership year.

First Time Member Award – Posts that recruit 10 or more New Members (First Time Members Only) between March 15th and May 31st will receive a \$100.00 gift certificate from National Emblem Sales. To qualify the New Membership Cards must be received at Department Headquarters by the 1st Friday in June of the current membership year.

Largest Post Award – A “Traveling Big Ten Post Award” will be presented to the Big Ten Post with the largest membership by 30 days before Department Convention of the current membership year.

Post Cash Award – Posts that have membership at Department Headquarters or post marked by December 31st and attain 110% of GOAL for the current membership year will receive \$1 per member rebate.

Post New Member Award – A Post in the following membership goal categories that recruits the most new members by 30 days before Department Convention of the current membership year will earn \$250.00 for their Post: (In the event of a tie a drawing will be held at the Department Convention to determine the winning Post)

- 15-25
- 26-100
- 101-300
- 300 and above

New Post Cash Award – Each new Post organized in a District during the current membership year, the New Post will receive \$10.00 per member on first year’s membership for the current membership year.

Department All-Time High Award – Posts that surpass their All-Time High membership by 30 days before Department Convention of the current membership year will be presented an All-Time High Membership Citation. (Note: All-Time High Membership for each Post will be the highest year since 1976. New Posts are not eligible.)

National Post Honor Ribbon – Post Honor Ribbons will be awarded to all Posts whose membership for the current membership year (as of December 31), achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year just ending. (National Award)

Certificate of Meritorious Service All-Time High Award – This certificate will be awarded to all Posts who have, by December 31, enrolled an advance membership for the membership year equaling or surpassing the Post’s previous All-Time High membership. (National Award)

DISTRICT AWARDS

District Post CPR and Certification Award – The District Commanders with **both** 100% Post Certification by July 31st and with 100% Consolidated Post Reports by June 1st will earn a \$150.00.

District 100% Post Award – The District Commander with the highest percentage of GOAL Posts by 30 days before Department Convention of the current membership year will receive \$100.00.

District Commanders Cap Award – All District Commander's earning 100% both years in office will qualify for a Past District Commander's Cap.

Top District Commander – The Top District Commander who has attained GOAL by 30 days before Department Convention of the current membership year, will receive paid hotel accommodations for three nights at the National Convention for the current membership year. Other District Commanders with 100% or more of their goal in Department by 30 days before Department Convention of the current membership year will have their names placed in a drawing for two night's hotel accommodations at the National Convention for the current membership year. (Note: If the District Commander cannot attend the National Convention, the award may be given to the District Vice Commander). If no District Commander achieves this award then the District Commander with the highest percentage will receive a Certificate of Meritorious Service.

The #1 Gold Pin Award – Beginning with the Fall D.E.C. a 10k gold #1 pin will be awarded to one Division and one District Commander who have the highest membership percentage on the award date. These pins will travel, with the winners, until the next award date. The final recipient will be presented the #1 Gold Pin at the Department Convention and will keep the Gold Pin. Membership must at the Department Headquarters by 3pm of the award date to count, postage marks will not be counted for any award date.

<u>Award</u>	<u>Cutoff Date</u>
1. Fall DEC	Sept 23, 2011
2. Veterans Day	Nov 14, 2011
3. Midwinter	Jan 20, 20112
4. Legion Birthday	Mar 17, 2012
5. Dept Convention	June 13, 2012

All District Commanders from the Division that earns the #1 Gold Pins will receive Miniature #1 Gold Pin to wear until the next award date. All District Commanders in the Division that is the final recipient of the #1 Gold Pin at the Department Convention will be awarded a miniature #1 Gold Pin to keep and wear on their caps.

The “Top 10” District Commanders Pins - The District Commanders of the Districts with membership placing them in the “Top 10” places at the final #1 Gold Pin target dates will be awarded a “Top 10” award pins. This Award will signify the District Commanders who put forth the additional time and effort needed in Membership to put their Districts on Top.

DIVISION AWARDS

The Harold L. Gregory Trophy – The Division Commander reporting the highest percentage of Goal in Department by January 6, 2012, will be recognized on the Harold L. Gregory Membership Trophy to be displayed in Department Headquarters. In addition, a replica will be presented to the Division Commander.

Division Wrist Watch – Division Commander with the highest Goal percentage reported to Department on March 15th of the current membership year will receive a Watch.

Top Division Commander – Top Division Commander who attains 100% of Goal by 30 days before Department Convention will receive paid hotel accommodations for three nights at the National Convention for the current membership year.

DEPARTMENT VICE COMMANDER AWARD

Goal Award – The Department Vice Commander will be awarded a Legion Blazer with a name badge at the Department Convention if Department Membership equals or exceeds 100% of the prior membership years (2011) Membership by midnight, 30 days before Department Convention of the current membership year.



SECTION III

GENERAL INFORMATION

Recommendations for Protocol for Department Commander or Other Department Officers Visits

It is recommended that:

1. The Commander should be given the privilege of selecting the time of his appearance.
2. That no other Department Officer appear 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 his/her short report before the Commander.

(Reason: The Department Commander, as titular head of the organization, outlines the program which should be followed by the Division, District, or Post and by the various commission and committee chairmen. Under such circumstances, he/she is the keynote speaker and as such, he/she sets the tone for 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. He/she should be conversant with the details of the function and not leave the Commander to shift for himself/herself.
4. Meals and hotel accommodations for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the host or at time of request notify the Department if this is not possible.
5. Those courtesies which are usually extended to a visitor in your home must be accorded the Commander, and the host organization must make every effort to see that these amenities are extended.
6. A "Request for a Visit by the Department Commander or Department Officer" form must be filled out and submitted to Department Headquarters as a proper invitation and a letter of acceptance and authorization to travel will be issued to the individual when approved. The forms can be found on the Department Website or by contacting the Department Headquarters.

WEARING OF DISTRICT CAPS

The Department Executive Committee in meeting, February 2, 1997, approved the recommendations of the M & O Commission pertaining to the wearing of District Caps.

National has defined Legion Officers as follows: That officers of the National Organization, departments, districts and counties of The American Legion be authorized to wear caps designating their office be extended to mean all constitutional officers of such organizations whether elected or appointed.

District Officers: The following District Officers, while serving in office, consisting: Shall wear a Legion Blue cap with a white center with gold lettering designating their particular office.

District Commander
District Vice-Commander
District Adjutant
District Chaplain
District Treasurer or Finance Officer
District Sergeant at Arms
District Assistant Sergeant at Arms
District Judge Advocate
District Historian
District Service Officer
District Zone Commander(s)

The above EXCLUDES Assistant and/or Second Vice Commanders, Assistant Adjutants, etc., as well all other Assistant Officers and District Committeemen.

Your DEC action instructed the Department NOT to issue approval for the purchase of District Caps for others than those specifically listed above. You can readily see the importance of having duly constituted officers within your District to conform to the above.

If you presently have Legionnaires in your District wearing District Caps who are not listed above, they should be informed of the DEC action and asked not to wear their District Caps in the future.

The DEC took action to have the LONGHORN STEER AND STAR INSIGNIA placed on all Caps, including SAL. The extra price of the insignia of \$5.00 will need to be added to your order for all Caps. Shipping and Insurance is also extra on all orders.

CAP ORDERING INSTRUCTIONS

(Stock numbers and prices are Subject to change contact Emblem Sales for latest prices)

All orders for District, Division and Department Officer Caps MUST be sent through Department Headquarters for approval or National will not honor your order.

Department will pay for the first cap for new Department officers, Division and District Commanders. Extra caps are at each officer's own expense. All other District Officer Cap Orders must be accompanied by payment for the order - or the order will be held until payment is received. You may, of course, charge your purchase against your personal credit card.

All Post Cap Orders should be placed directly with National Emblem Sales using stock numbers and prices indicated in the current National Emblem Sales Catalog.

District Caps - Blue with white crown, District in full and state name abbreviated and Post number in gold letters are included. The Star & Steer Emblem is an additional change as is additional lettering which is a per letter charge.

Division Caps - All white gabardine. Name of state and Post number in gold lettering. The Star & Steer Emblem is an additional change as is additional lettering which is a per letter charge.

Department Caps - All white gabardine. Name of state and Post number in gold lettering. The Star & Steer Emblem is an additional change as is additional lettering which is a per letter charge.

All Caps will be ordered in the Fort Know style unless otherwise requested. All orders are shipped direct to the customer and all 6 – 10 weeks for delivery.

PROPER WEARING OF THE LEGION CAP

The Legion Cap should be worn by its members, only when in attendance at official Legion meetings or ceremonies, or as official guests at patriotic or other civil functions, or by individuals when officially representing The American Legion on public occasions.

A Legionnaire is considered to be in uniform when wearing the Legion Cap. Therefore, it is not proper to wear the Legion cap when eating a meal at any function.

Legionnaires not in formation will uncover when entering a church and shall remain uncovered during the entire service, and will re-cover after leaving the church.

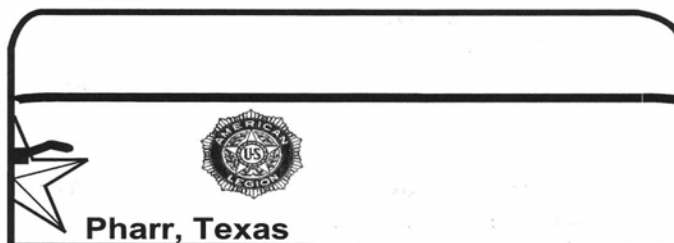
Restrictions on wearing the cap:

The left side (emblem side) of any Legion cap CANNOT contain anything other than the Official American Legion emblem, and lettering as set forth as designated by The American Legion. NO DECORATIONS.

Consecutive membership insignia, membership stars, life emblem, leadership emblems, extension course insignia and/or decorations (authorized American Legion or military service), past or present officer insignia or badges must be worn on the right side of the cap in an orderly manner. Fraternal or civic organizational insignia, names or nicknames of individuals cannot be used on the American Legion cap.



RIGHT SIDE



LEFT SIDE

REQUEST FOR USE OF AMERICAN LEGION NAME OR EMBLEM ON MERCHANDISE

The name and emblem of The American Legion are registered service marks in the U.S. Trademark Office and are protected by criminal and civil enforcement provisions of federal law (18 U.S.C.S 705 and 36 U.S.C.SS 44 and 48). By authority of May 1947 Resolution Number 71, the National Adjutant or his designated representative) Director, National Emblem Sales), may grant limited permission to use the name and emblem in accordance with Resolution Number 71, other Resolutions and U.S. Trademark Law.

In order to gain permission for limited use of the name or emblem, complete enclosed form and forward to the Department Adjutant. The Department Adjutant will forward the completed form to National Emblem Sales. Please note that permission must be requested by the member or Post purchasing the merchandise and permission is granted directly to U.S. Manufacturers only.

Any permission given will be granted on a **one-time basis** for a given quantity. Additional orders will require new authority and the manufacturer may not produce more items than had been ordered. Permission will be given with the caveat that all material used will specifically identify the Post.

If the merchandise requested is available through National Emblem Sales, you will receive a quote for the merchandise or a one-time limited permission. If the merchandise is not available through National Emblem Sales, you will receive a one-time limited permission or denial of permission.

If you are ordering an outdoor sign for your Post, the only licensed manufacturer of American Legion Post outdoor signs is the J.M. Stewart Co., 2201 Cantu Court, Suites 217-218, Sarasota, FL 34232 and they can be reached at (800) 237-392

Fill out form completely and fax or mail to Department Headquarters

GUIDELINES FOR POST JUDGE ADVOCATE

Because of his wide involvement in Post legal matters, the Post Judge Advocate should be, whenever possible, an attorney. If the Post does not have an attorney as a member, efforts should be made to recruit one or more. If an attorney is not available, then select a member with a broad Legion background and perhaps with some legal training.

Charge from Installation Ceremony, Officers Guide: Post Judge Advocate - "To you, my comrade, is assigned a most important duty for which your legal training and/or past Legion experience so aptly prepare you. You are the interpreter of the Constitution and by-laws of your Post, and may at any time be called upon by the Commander and other officers and members of the Post to rule on the legality of their actions and decisions insofar as they affect the good of The American Legion. You are also charged with protecting the integrity of our organization and keeping alight the torch of truth and fidelity that symbolizes the high ennobling ideals under which our great American Legion was founded. Protect wisely that heritage."

The primary duty of the Post Judge Advocate is to supply professional advise in the conduct of the Post business or to procure proper counsel. He is the guardian of constitutional form of Post government.

The Post Judge Advocate can supply valuable assistance to other Post Committees and officers. He should be available to the Post Service Officer for legal advice and to the Americanism Committee on matters relating to education and naturalization laws. Any Post Committee can benefit from the Post Judge Advocate's contacts with the office holders of local government.

The Prescribed Post Constitution and By-laws charge the Post Judge Advocate and his legal committee with the duty of auditing Post financial accounts. This should be done annually, usually at the end of the Post fiscal year, and just prior to the installation of new Post Officers.

The value of a Post Judge Advocate increases year by year as our country rapidly evolves into a more "Legalistic Society". Today the question of legality of Legion/Post actions comes into play far more often than fifteen or twenty years ago. Citizens are more prone to sue each other and Post Members and in the process bring our Posts, their officers as well as the Department and National Organization, plus their officers into the suit as a

part of a “broad brush swipe”. More and more, legal documents need reviewing, briefs written or forms completed and filed with proper Agencies and the Courts. Example: Post Constitution and By-laws need periodic review and updating to comply with and coincide with both Department and National Constitution and By-laws. On occasion changes need to be made based on changing circumstances at the Post level.

GUIDELINES FOR ASSISTING POSTS

1. He should offer assistance with legal documents every step of the way. Posts build homes, land must be purchased, architects and contractors must be hired and the finished structure must be accepted.
2. He should review prior to filing all applications for Bingo Permits or Liquor Permits.
3. He should be consulted by the Executive Committee and the House Committee to insure compliance with State Liquor laws and regulations as well as Bingo laws and regulations.
4. He should file necessary papers to incorporate the Post, or review the Post Corporation Charter to insure it is up to date and that all laws of the Corporation Division of the Secretary of State are being complied with.
5. At the proper time, he should file Restated Corporation Charter papers with the Secretary of State (through the Department Adjutant).
6. He should assist the Post Executive Committee with any trial Should charges be filed against a member for misconduct, and to insure that proper procedures are followed as required by the Department and National Constitution and By-laws and the Uniform Code of Procedure as well as Club Rules and Procedure for Club Rule violations.
7. Annually, he should review that the Posts insurance policy to ensure the Post has adequate coverage in all areas such as Fire and Casualty; Liability: Officers & Directors Liability; Theft or Burglary coverage.
8. Ensures that Post Officers or officials handling moneys of the Post are properly bonded. This includes cashiers at Bingo games as well as bartenders, club managers or business managers.

9. He should review tax assessments on Post properties to insure the Post is not unduly assessed and to see that all taxes are paid.
10. He is the Parliamentarian for the Post Commander and/or presiding officer and is the official interpreter of the Post Constitution and By-laws. An officer or a member of the Post, except during a Post meeting, may request an interpretation as to any actions of the Post to insure that the Constitution and By-laws are fully complied with in all actions of the Post. Such requests should be submitted to him in writing and the ruling should likewise be in writing to the person making the request with a copy to the Commander and the Adjutant. He, of course, should make rulings for the Chair, as requested, during Post meetings.

POST FINANCE OFFICERS GUIDELINES

1. Post Finance Officer:
 - A. Makes all deposits
 - B. Pays all bills - when properly authorized
 - C. Keeps the books
 - D. Makes financial reports – Monthly and Quarterly
 - E. Recommends financial policy
 - F. Usually serves as chairman of the Budget Committee

2. Membership dues:
 - A. \$12.50 Department dues plus \$13.50 for National dues for \$26 total
 - B. Forward promptly, do not spend for bills
 - C. Posts set their own dues, however \$26 must be transmitted to Department

3. Bonding:
 - A. National requirement - bond for at the amount of gross income plus expenses
 - B. Bond the positions rather than the individuals

4. Post Budget:
 - A. Reasons for budget - includes all programs and prevents emotional spending
 - B. Method of operating - any method the Post has for authorizing the payment of bills that is agreeable to the membership

5. Post Audit:
 - A. Annual requirement
 - B. Post Judge Advocate and the Post audit committee or an outside auditor.

6. Post Operations Manual:
 - A. One copy per Post www.legion.org
 - B. Good accounting procedures

7. Federal Requirements:
 - A. Employer identification number - every Post must have one to use on bank accounts and tax returns.
 - B. W-2 annually to each employee and 1099 forms to each contract laborer by January 31st.

- C. 990 tax return and 990-T return for unrelated income
- D. Group tax exemption number is 0925.

8. Tax Exemptions:

- A. Income tax on related income
- B. Sales tax (state) on all purchases made by or in behalf of the Post except alcoholic beverages.
- C. Ad Valorem tax on the Post home - request annually before May 1

9. Taxable Items - Not Exempt:

- A. Sales tax on sales made by the Post
- B. Tax on alcoholic beverage purchases
- C. Bingo gross receipts tax
- D. Cigarette tax
- E. Tax on pool tables
- F. Gambling tax
- G. Matching social security tax on employees wages
- H. Matching Medicare tax on employee wages
- I. Withholdings of income tax, social security tax and Medicare tax for employees
- J. State and Federal unemployment taxes
- K. Minimum wages for employees
- L. Excise taxes
- M. Royalty (ASCAP) tax - when the performance is open to public

10. Keep Records on all Post Financial Accounts:

- A. Lack of knowledge of the tax laws will not excuse the taxes or penalties and interest due
- B. Seek professional help if you need it

11. Recommended Charitable Donations:

- A. The Texas American Legion Development Foundation
 - a. F. C. McConnell Boys State Scholarship
 - b. Ronald McCluskey Veterans Scholarship
 - c. Department Oratorical Scholarship
 - d. Eagle Scout of the Year Scholarship
 - e. American Legion Baseball Scholarship
 - f. Junior Shooting Scholarship
- B. Children & Youth Fund
- C. National Disaster Relief Fund

INFORMATION ON UNRELATED BUSINESS INCOME

The American Legion is exempt from payment of Federal Income Tax under the provisions of Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended. Each Post must apply with the IRS for an Employer Identification Number (EIN) this number is different for every Post. The American Legion Group Exemption number (GEN) is 0925. Both the EIN and GEN numbers are used your Form 990, 990EZ, and 990-T.

However, the provisions of the 1969 Tax Reform Act have reinforced a liability for taxes to be paid on “unrelated business income” earned by the Posts of The American Legion. The effect of these provisions on the normal fund-raising activities of the Legion Posts may be summarized, generally as follows:

Unrelated business income is defined in the Code as the “gross income derived by any organization from any unrelated trade or business regularly carried on by it, less the deductions which are directly connected with the carrying on of such trade or business.” Therefore:

1. It is income from a trade or business
2. Such trade or business is regularly carried on by the Post
3. The conduct of such trade or business is not substantially related (other than through the production of funds) to the organization’s performance of its primary function to promote the purposes of The American Legion.

Unrelated Business Income Normally Does Not Include:

1. Income from dividends, interest, annuities or royalties.
2. Income from rental of real property under a lease of less than five years: e.g., land, buildings, offices, the Post Hall, etc.
3. Income from rental of personal property if incidental to the amount of the total rents under a lease.
4. Income from a trade or business in which substantially all of the work done is without pay, volunteer help.
5. Income from a trade or business, which sells merchandise, substantially all of which is donated.
6. Income from a trade or business which is not “regularly carried on.”
7. Gains or losses on sale or exchange of property.
8. Bingo income provided the games are conducted in accordance with

local law.

NOTE: If your game is not conducted in accordance with the laws, the Texas Lottery Commission will take your license then the IRS may charge you taxes on the past three years of bingo income as unrelated income.

The ordinary fund-raising activities of a Legion Post may be considered a trade or business within these provisions. The question then is whether it falls within one of the exemptions. If it is not “regularly carried on” or is run by volunteer help or consists of the sale of donated merchandise, then the income realized from there will not be subject to the “unrelated business income” tax.

Thus, the income realized in the normal fund-raising activity of a Legion Post (a Bar-B-Q, sale of candy, raffle tickets, turkey shoots, etc.) is not unrelated business income.

However, if a Post carries on an income producing activity, other than rental of real property, which operates on a regular basis through the year in a manner similar to a comparable trade or business of a commercial enterprise (such as a parking lot one day each week, monthly dances open to the public, a restaurant or bar lounge open to the public or even to members and guests on a regular basis throughout the year) then the Post will have “unrelated business income” with respect to such activity and may be liable for the tax imposed thereon.

The profits of an exempt organization from advertising and other activities carried on for the production of income through sale of goods or services, e.g., sale of advertising in a periodical, journal, magazine, newspaper or newsletter it publishes, are taxable unrelated business income. Such income is subject to special computations in the allocation of space and costs. Special consideration also is given to leasing a mortgaged building in that the income may be taxable. If income is partially taxable, a proportionate part of the deductions will be allowed as an offset against the income. Posts having unrelated business income are required to file form 990-T. Be sure to keep a copy of your returns.

In summary, IRS says that each Legion Post must continue to file Form 990 or 990T each year on or before the 15th day of the fifth month following the close of the accounting period.

Employee VS Contract Laborer

The Internal Revenue Service defines an employee as follows:

1. If you provide the material to do the job, and
2. If you tell the individual when to work, and
3. If you tell the individual how to do the work, then He/She is an employee and not a contract laborer.

If any one of the three provisions above is not true then the individual could be considered a contract laborer. It is advisable to have the individual sign a written statement that they are aware that they are working as a contract laborer and are being paid accordingly.

The above information is designed to alert you to the tax situations that may affect your Post and yourself. If any doubt exists as to your particular situation, it is in your best interest to resolve it by seeking more detailed information through the Internal Revenue Service



SECTION IV

FORMS

APPLICATION FOR DEPARTMENT COLOR GUARD CONTEST

MAIL TO: The American Legion, Department of Texas, PO Box 140527, Austin, TX. 78714

COLOR GUARD: (Check one) LEGION _____ SAL _____

The _____

Representing _____ No. _____
(Post – District – Division)

of The American Legion at _____ hereby makes application for entry in The American Legion Color Guard Contest at the Annual Department Convention. It is agreed that this Organization will comply with the rules and regulations governing this contest. The personnel of the Organization is as follows:

<u>NAME</u>	<u>ID #</u>	<u>NAME</u>	<u>ID #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Length of Flag Poles: _____

Application Form and \$25.00 Registration fee, per member, must be received at Department Headquarters 30 days prior to Department Convention.

COLOR GUARD SERGEANT (to receive correspondence) _____ (NAME) _____ (MAILING ADDRESS) _____ (CITY)	CERTIFIED BY: _____ (COMMANDER – ADJUTANT) _____ (MAILING ADDRESS) _____ (CITY)
_____ (ZIP CODE)	_____ (ZIP CODE)

APPLICATION FORM EMS/PARAMEDIC OF THE YEAR

NAME: _____

ADDRESS: _____ CITY _____ ZIP CODE _____

PHONE: (WK) _____ HOME _____

EMPLOYED BY: _____ POSITION _____

1. Submit a biographical narrative (a **maximum** of 6 pages, double-spaced, one-sided) of the candidate's service. Include specific acts of community service, outstanding performances, heroism, and any meritorious service recognized by the agency and documented. Outstanding service to the community, state and nation both on and off-duty should be explained for the past year or previous years.
2. Provide supporting documentation, copies of citations, and copies of press articles (a maximum of 6 pages, two-sided).
3. Provide a recommendation letter from the candidate's supervisor or commander.
4. Provide a copy of the candidate's EMS/Paramedic certification or license.
5. Provide a 5" x 7" photograph of the candidate.
6. In the event the candidate is selected as the recipient of this award at the Department (state) level, will he/she be available to attend an awards ceremony? Yes () No () (Mileage and hotel accommodations to the Department Mid-Winter Conference will be paid)
7. This form must be signed by the Post Commander and Post Adjutant.
8. **This form must be submitted to the District Convention for review and action by the District prior to submission to Department Headquarters. Form must be signed by the District Commander and District Adjutant.**

Post Submitting _____

District Submitting _____

Post Commander

District Commander

Post Adjutant

District Adjutant

Application Form must be received at Department Headquarters by June 1st

APPLICATION FORM FIREFIGHTER OF THE YEAR

NAME: _____

ADDRESS: _____ CITY _____ ZIP CODE _____

PHONE: (WK) _____ HOME _____

EMPLOYED BY: _____ POSITION _____

1. Submit a biographical narrative (a **maximum** of 6 pages, double-spaced, one-sided) of the candidate's service. Include specific acts of community service, outstanding performances, heroism, and any meritorious service recognized by the agency and documented. Outstanding service to the community, state and nation both on and off-duty should be explained for the past year or previous years.
2. Provide supporting documentation, copies of citations, and copies of press articles (a maximum of 6 pages, two-sided).
3. Provide a recommendation letter from the candidate's supervisor or commander.
4. Provide a copy of the candidate's firefighting certification or license.
5. Provide a 5" x 7" photograph of the candidate.
6. In the event the candidate is selected as the recipient of this award at the Department (state) level, will he/she be available to attend an awards ceremony? Yes () No () (Mileage and hotel accommodations to the Department Mid-Winter Conference will be paid)
7. This form must be signed by the Post Commander and Post Adjutant.
8. **This form must be submitted to the District Convention for review and action by the District prior to submission to Department Headquarters. Form must be signed by the District Commander and District Adjutant.**

Post Submitting _____

District Submitting _____

Post Commander

District Commander

Post Adjutant

District Adjutant

Application Form must be received at Department Headquarters by June 1st

APPLICATION FORM

LAW ENFORCEMENT OFFICER OF THE YEAR

NAME: _____

ADDRESS: _____ CITY _____ ZIP CODE _____

PHONE: (WK) _____ HOME _____

EMPLOYED BY: _____ POSITION _____

1. Submit a biographical narrative (a **maximum** of 6 pages, double-spaced, one-sided) of the candidate's service. Include specific acts of community service, outstanding performances, heroism, and any meritorious service recognized by the agency and documented. Outstanding service to the community, state and nation both on and off-duty should be explained for the past year or previous years.
2. Provide supporting documentation, copies of citations, and copies of press articles (a maximum of 6 pages, two-sided).
3. Provide a recommendation letter from the candidate's supervisor or commander.
4. Provide a copy of the candidate's law officer certification or license.
5. Provide a 5" x 7" photograph of the candidate.
6. In the event the candidate is selected as the recipient of this award at the Department (state) level, will he/she be available to attend an awards ceremony? Yes () No () (Mileage and hotel accommodations to the Department Mid-Winter Conference will be paid)
7. This form must be signed by the Post Commander and Post Adjutant.
8. **This form must be submitted to the District Convention for review and action by the District prior to submission to Department Headquarters. Form must be signed by the District Commander and District Adjutant.**

Post Submitting _____

District Submitting _____

Post Commander

District Commander

Post Adjutant

District Adjutant

Application Form must be received at Department Headquarters by June 1st

BOY SCOUT REPORT

End of the Year Report

Post Information:

Name: _____ Number: _____

Mailing Address: _____
(Street or P. O. Box Number)

(City, State & Zip)

Phone Number: (____) _____

District No. _____ Division No. _____

Scout Unit Types: Number of participants for each

Tiger Cubs _____ Cub Scouts _____ Boys Scouts _____ Webelos _____ Explorers _____

Youth involved _____ Legionnaires _____ Total Volunteers Hours _____

Number of Eagle Scout Certificates Presented _____

Number of Adult Scouting Certificates Presented _____

Square Knot Award Presented _____

A Narrative report: to include newspaper clippings when available, is helpful

Applicant's Signature: _____ Date: _____

District Chairman are not required to make reports but may if they desire.

Report due to Department Headquarters by June 1st.

CHAPLAIN OF THE YEAR AWARD

To Determine Winner of the four Chaplains Award

1. Did your Post host a District Four Chaplains Sunday Program? _____
2. Did your Post conduct a Post Four Chaplains Sunday Program? _____
3. Did your Post Chaplain visit sick or hospitalized members? _____
4. Does the Post Chaplain report on sick/hospitalized members at Post meetings? _____
5. Were get well cards/condolence cards sent to Post members and family? _____
6. Were Veterans funeral services held for ALL Deceased Post Members? _____
7. Did your Post present Memorial Bibles? _____
8. Did your Post conduct a Post Everlasting Service? _____
9. Did your Post hold special service for: (check if yes)
Lincoln's Birthday _____ Washington's Birthday _____ Memorial Day _____
Independence Day _____ Constitution Day _____ Citizenship Day _____
Veterans Day _____ Thanksgiving Day _____ American Education Week _____
10. Has your Post been active in Boys Scouts _____ Sons of The American Legion _____
11. Did your Post present U.S. Flags to any churches or synagogues? _____
12. Have local religious leaders been invited to speak at Post meetings? _____
13. Are local churches/synagogues furnished with "Service to God and Country Programs? _____
14. Is there a poster/sign on Post property encouraging church/synagogues attendance? _____
15. Have "Grace Before Meals" cards been distributed? _____
16. Are the Religious Foundations of our Country stressed in Post/Local Community? _____

Post Name _____ Post # _____ District _____

Location _____, Texas Membership ID # _____

Post Commander _____ Post Chaplain _____
(Signature) (Signature)

Use additional sheet to report further activities, supply books, clippings, etc. to validate claim to this award

Application Form must be received at Department Headquarters by June 1st

DEPARTMENT EDUCATION AWARD FORM

EDUCATION AWARD NOMINEE:

Name: _____

Address: _____

(City, State & Zip)

Brief Description of Involvement in the Education Programs

Post Name & No: _____

Date: _____

Post Address: _____
(City, ST & Zip)

Signed: _____ Title: _____

Application Form must be received at Department Headquarters by February 1st

JIMMY D. LEMLEY AWARD OUTSTANDING POST ADJUTANT AWARD

Post Adjutant: _____ **ID #:** _____
(name)

Post Location: _____ **Post #** _____

Post Officer recommending above Post Adjutant:

Name: _____ **Phone #** _____

Title: _____

Reasons for recommendations for this award (narrative):

Signature: _____ **Date:** _____

Application Form must be received at Department Headquarters by January 1st

RONALD P. MCCLUSKEY VETERANS SCHOLARSHIP APPLICATION FORM

PERSONAL INFORMATION:

Name: _____ Date of Birth: _____

Mailing Address: _____
(Street or P. O. Box Number)

(City, State & Zip)

Phone Number: Home: (____) _____ Work: (____) _____

Social Security #: _____ Gender: Male ___ Female ___

Family Data: Single ___ Married ___ Widowed ___

MEMBERSHIP INFORMATION/ELIGIBILITY:

Post No: _____ Membership ID # _____ Years of membership: _____

EDUCATION INFORMATION:

School: _____
(Name of institution)

Mailing Address: _____
(Street or P. O. Box Number)

(City, State & Zip)

Phone Number: (____) _____

MAXIMUM TUITION PER SEMESTER: \$500 (ONE TIME ONLY)

ADDITIONAL COMMENTS: _____

Applicant's Signature: _____ Date: _____

ATTACH REQUIRED INFORMATION

**NOTE: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN
DISQUALIFICATION OF ELIGIBILITY FOR THIS SCHOLARSHIP PROGRAM**

Application Form must be received at Department Headquarters by September 1st

“GOLD BRIGADE” NEW MEMBER RECRUITER AWARD CERTIFICATION FORM

POST: SEND TO DEPT HEADQUARTERS AND RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT ON OR BEFORE THE MAY TARGET DATE

The following member in the Department of **TEXAS** qualifies for the “Gold Brigade” Award for enrolling 50 or more **NEW MEMBERS** into The American Legion by the **May Target Date (2nd Wednesday of May)**.

(Please attach the list of names with each nomination form).

First time qualifiers for the “Gold Brigade” receive: “Gold Brigade” cap pin, certificate, a Gold Brigade patch, and **choice of a jacket, or sweater, or polo shirt** with the “Gold Brigade” logo.

Second time qualifiers for the award receive: “Gold Brigade” certificate, patch, a “hash mark” for the sleeve, and the **choice of either another “Gold Brigade” jacket, or sweater, or polo shirt** with the “Gold Brigade” logo.

PLEASE CHECK THE APPROPRIATE BOX(ES):

This “Gold Brigade” award will be my:

- A. First “Gold Brigade” award
- B. Other (Specify 2nd or 3rd time qualified) _____

If you checked either box “A” or “B”, circle one: **jacket** **sweater** **polo shirt**
(*Circle size*) Size: (S, M, L, XL, XXL, XXXL)

NAME _____ POST NO. _____

ADDRESS _____

	City	State	ZIP
--	------	-------	-----

PHONE: (____) _____ Number of **NEW MEMBERS** enrolled (minimum 50) _____

Department Adjutant (signature)

Post Adjutant (signature)

Date

Address

Date (Cannot be after May Target)

A “**NEW**” members is defined as ANY eligible veteran who was not a paid member, in good standings, for the previous membership year. Transfers do not count.

Application Form must be received at Department Headquarters by May 20th

GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD CERTIFICATION FORM

POST: SEND TO DEPT HEADQUARTERS AND RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT ON OR BEFORE THE MAY TARGET DATE

The following member of the Department of **TEXAS** qualifies for the prestigious fifth consecutive year "Gold Brigade" Award for enrolling fifty or more New Members into The American Legion by the **May Target Date (2nd Wednesday of May)**.

(Please attach the list of names with each nomination form).

A Legionnaire may only qualify for this award once every five years. *This Navy Blue Blazer replaces the Gold Blazer of previous years.*

(Circle One)

Man's Blazer: (Cut) Short, Regular, Portly(Stout), Long, Extra Long, Extra Extra Long
PLEASE SPECIFY EVEN SIZES 34-54 _____ Size

Ladies Blazer: (Cut) Short, Regular, Long, Extra Long, Extra Extra Long

PLEASE SPECIFY EVEN SIZES 4-20 _____ Size

(Please Type or Print)

Name _____ Post No. _____ Mem. ID _____

Phone (____) _____ Years of being a Gold Brigader 20____ - 20____

Certified:

Department Adjutant (signature)

Post Adjutant (signature)

Date

Address

Date (Cannot be after May Target)

USE ADDITIONAL SHEETS IF NECESSARY

A "NEW" members is defined as ANY eligible veteran who was not a paid member, in good standings, for the previous membership year. Transfers do not count.

Application Form must be received at Department Headquarters by May 20th

GOLD BRIGADE SIXTH CONSECUTIVE YEAR OR MORE AWARD CERTIFICATION FORM

POST: SEND TO DEPT HEADQUARTERS AND RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT ON OR BEFORE THE MAY TARGET DATE

The following member of the Department of **TEXAS** qualifies for the sixth consecutive year or more “Gold Brigade” Award for enrolling fifty or more New Members into The American Legion **by May Target Date (2nd Wednesday in May)**.

(Please attach the list of names with each nomination form).

This award is a **\$150 Visa Gift Card** issued by the First National Bank of Omaha.

(Please Type or Print)

Name _____ Post No. _____ Mem. ID# _____

Phone (____) _____ Years of being a Gold Brigader _____

Certified:

Department Adjutant (signature)

Post Adjutant (signature)

Date

Address

Date (Cannot be after May Target)

A “NEW” members is defined as ANY eligible veteran who was not a paid member, in good standings, for the previous membership year. Transfers do not count.

Application Form must be received at Department Headquarters by May 20th

“SILVER BRIGADE” NEW MEMBER RECRUITER AWARD CERTIFICATION FORM

POST: SEND TO DEPT HEADQUARTERS AND RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT HEADQUARTERS ON OR BEFORE MAY TARGET DATE

The following member in the Department of **TEXAS** qualifies for the “Silver Brigade” Award for enrolling 25 to 49 **NEW MEMBERS** into The American Legion by **May Target Date (2nd Wednesday in May)**

(Attach the list of names with each nomination form).

Silver Brigaders receive a Silver Pin and a Silver Certificate.

NAME _____ POST NO. _____

ADDRESS _____

CITY _____ State _____ ZIP _____

PHONE: (____) _____ Number of **NEW MEMBERS** enrolled (25 to 49) _____

Department Adjutant (signature)

Post Adjutant (signature)

Date

Address

Date

A “NEW” member is defined as ANY eligible veteran who was not a paid member, in good standing, for the previous membership year. Transfers do not count as new members.

Application Form must be received at Department Headquarters by May 20th

“RECRUITER OF THE YEAR” NOMINATION FORM

POST: SEND TO DEPT HEADQUARTERS AND RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT HEADQUARTERS ON OR BEFORE MAY TARGET DATE

In the Department of TEXAS, the TOP NEW MEMBER RECRUITER of membership enrolled for current membership year as of May Target Date, and transmitted to National Headquarters is: **(PLEASE PRINT OR TYPE)**

1. NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
Phone (____) _____
Number of NEW MEMBERS enrolled (minimum 10): _____

(Attach list of names and ID numbers of new members)

Next Highest New Member Recruiter (Make additional copies if needed)

2. NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
Phone (____) _____
Number of NEW MEMBERS enrolled (minimum 10): _____

(Attach list of names and ID numbers of new members)

_____ Post Adjutant	_____ Date	_____ Department Adjutant
Date		

A “NEW” member is defined as ANY eligible veteran who was not a paid member, in good standing, for the previous membership year. Transfers do not count as new members.

Application Form must be received at Department Headquarters by May 20th

“MEMBERSHIP STAR AWARD” CERTIFICATION FORM

TO: The American Legion, Dept of Texas
PO Box 140527
Austin, TX. 78714

We certify that the following Legionnaire has signed up the required number of new members for the Post by the March 15th deadline. (**PLEASE PRINT OR TYPE**)

NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE (____) _____

(Circle the Award Earned: Members will receive the highest membership pin award earned.)

Bronze – 1 Member Silver – 5 Members Gold – 10 Members Gold Star 25 Members

Name & ID Number	Name & ID Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional list of names and ID numbers of new members as needed)

Post Adjutant Date Post Commander Date.

Application Form must be received at Department Headquarters by March 31st

“100 MEMBER AWARD” CERTIFICATION FORM

TO: The American Legion, Dept of Texas
PO Box 140527
Austin, TX. 78714

We certify that the following Legionnaire has signed up 100 new members for the Post by the March 15th deadline. This award consist of a 100 Member Pin, Baseball Cap and \$25.00 Gift Certificate from National Emblem Sales.

(PLEASE PRINT OR TYPE)

NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE (____) _____

(Attach list of names and ID numbers of new and renewed members)

Post Adjutant

Date

Post Commander

Date.

Application Form must be received at Department Headquarters by March 31st

SUPPLY REQUEST FORM

SEND TO: The American Legion, Dept of Texas
PO Box 140527, Austin 78714

QUANTITY

Date: _____, 20_____

- _____ Blank Membership Cards (27 per sheet)
- _____ Membership application pad
- _____ Why You Should belong - Membership Brochure
- _____ CERTIFICATE OF INITIATION (To be given at initiation)
- _____ Remittance Sheets - 5 to a post (This form can be photo-copied)
- _____ Remittance Envelopes - 10 to a post
- _____ Member Date Form - 10 to a post (This form can be photo-copied)
- _____ Paid Up For Life Membership applications – 5 to a post (This can be copied)
- _____ Paid Up For Life Brochure - 5 to a post

OTHER SUPPLIES

(Commander) (Adjutant)

Post Location & No.

Mailing Address

City

Zip Code

Date filled

By

Request for use of American Legion Name or Emblem on Merchandise

The name and emblem of The American Legion are registered service marks in the U.S. Trademark Office and are protected by criminal and civil enforcement provisions of federal law (18 U.S.C.S 705 and 36 U.S.C.SS 44 and 48). By authority of May 1947 Resolution Number 71, the National Adjutant or his designated representative) Director, National Emblem Sales), may grant limited permission to use the name and emblem in accordance with Resolution Number 71, other Resolutions and U.S. Trademark Law. In order to gain permission for limited use of the name or emblem, complete enclosed form and forward to the Department Adjutant. The Department Adjutant will forward completed form to National Emblem Sales. Please note that permission must be requested by the member or Post purchasing the merchandise and permission is granted directly to U.S. Manufacturers only.

Any permission given will be granted on a **one-time basis** for a given quantity. Additional orders will require new authority and the manufacturer may not produce more items than had been ordered. Permission will be given with the caveat that all material used will specifically identify the Post. If the merchandise requested is available through National Emblem Sales, you will receive a quote for the merchandise or a one-time limited permission. If the merchandise is not available through National Emblem Sales, you will receive a one-time limited permission or denial of permission. If you are ordering an outdoor sign for your Post, the only licensed manufacturer of American Legion Post outdoor signs is the J.M. Stewart Co., 2201 Cantu Court, Suites 217-218, Sarasota, FL 34232 and they can be reached at (800) 237-392

Fill out form completely and fax or mail to Department Headquarters

<u>Purchaser Information</u>	<u>Manufacturer Information</u>
Post Number: _____	Name of Business: _____
Address: _____	Address: _____
_____	_____
Members ID #: _____	Contact Person: _____
Telephone # _____	Telephone #: _____
Evening _____	Product in all parts made in U.S.A? Yes ___ No ___
Product Description: _____	If No, please attach explanation.
_____	Imprint instruction. Provide rough sketch or attach artwork.

Quantity: _____	
Price: _____	
Purpose/Use of product: _____	

Signature _____	

<u>DEPARTMENT USE</u>	<u>FOR OFFICE USE ONLY</u>	<u>NATIONAL USE</u>
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	<input type="checkbox"/> Approved <input type="checkbox"/> Referred <input type="checkbox"/> Denied	
_____ Department Adjutant	_____ National Adjutant or Designated Rep. (Nat. Emblem Sales)	

VA VOLUNTEER AWARD CERTIFICATION FORM

AMERICAN LEGION VA VOLUNTEER NOMINATION FORM:

Name: _____

Address: _____

(City, State & Zip)

Phone: _____

Post Name & No: _____ District: _____ Division: _____

Post Address: _____
(City, ST & Zip)

VAMC or Outpatient Clinic: _____

Number of Years Volunteering: _____

Number of Hours Volunteering: _____

1. Submit a brief summary of qualifications for Outstanding Volunteer to include duties.
2. Must be submitted by either an American Legion Post or an American Legion VAVS Hospital representative.
3. Include a brief endorsement from Chief of Voluntary Services.
4. Deadline for nominations is December 31st, with selection to be made at the VA &R Commission meeting during the Mid-Winter Conference.
5. Presentation of Awards will be at the Department Convention.

SUBMITTED BY:

Name: _____ Title: _____

Signed: _____ Date: _____

Application Form must be received at Department Headquarters by December 31st