

**SONS
OF
THE AMERICAN LEGION**



**NATIONAL
ADMINISTRATIVE
MANUAL**

2012

30th Edition



**SONS OF THE AMERICAN LEGION
ADMINISTRATIVE MANUAL 2011-2012
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SECTION I

2011 – 2012 Directory:

**National Officers
National Commission / Committee Chairmen
Past National Commanders
National Executive Committeemen
Alternate National Executive Committeemen
Detachment Commanders
Detachment Adjutants**

2011 - 2012
NATIONAL OFFICERS
SONS OF THE AMERICAN LEGION

NATIONAL COMMANDER James K. Roberts III, 356 Aylesbury Ct, Kissimmee, FL 34758-4298

NATIONAL VICE COMMANDERS
James A. Noble, 600 Ave E, Bayonne, NJ 07002-4847
Bob Fulkerson, 205 Jackie St, Elizabethtown, KY 42701-9447
John A. Sansoucie, 14028 Trails End Dr, De Soto, MO 63020-5498
Danny J. Smith, 15103 S 84th St, Papillion, NE 68046-4628
Steven A. Blank, 2344 W. Montebello Ave, Phoenix, AZ 85015-2241

NATIONAL ADJUTANT Brian J. O'Hearne, 8 Cahoon Rd, Buzzards Bay, MA 02532-4802

NATIONAL ASSISTANT ADJUTANTS
Harold E. Thompson, PO Box 22, Wayne, NE 68787-0022
Ed Sheubrooks, 800 S Brocksmitth Rd, Fort Pierce, FL 34945-4445
Robert J. Avery, 37 Foxe Commons, Rochester, NY 14624-4382
David M. Ridenour, 1222 177th Pl, Hammond, IN 46324-3206
Lyle G. Larson, PO Box 361, Inman, KS 67546-0361
Anthony W. Wright, 501 Green Hill Rd, Parkesburg, PA 19365-9192

NATIONAL CHAPLAIN William L. Towns Jr, 672 Evans Ave, Akron, OH 44310-4051

NATIONAL HISTORIAN James L. Brennan, 421 Highland Rd, Havana, FL 32333-4427

NATIONAL JUDGE ADVOCATE Joseph Paviglianti (NY), 3108 55th Ave, Greeley, CO 80634-8779

NATIONAL SERGEANT-AT-ARMS Michael W. Dooley, 2009 NE 44th Terr, Cape Coral, FL 33909-6342

NATIONAL ASSISTANT SERGEANT-AT-ARMS
Thomas L. Getz, 5912 Epernay Way, Galloway, OH 43119-8588
Robert Fifield, 133 Pond St, Sharon, MA 02067-2049
Danny J. Poole, 865A N Lapeer Rd, Lake Orion, MI 48362-1532
Jeff L. Alvis, 306 Harper Dr, Marshall, TX 75672
Brian K. Waters, 413 N. Market St, Apt 4, Duncannon, PA 17020-1508

AIDE TO THE NATIONAL COMMANDER William D. Kelly Jr, 5686 Wolf Creek Dr, Jacksonville, FL 32222-1387

2011 - 2012
NATIONAL COMMISSION/COMMITTEE CHAIRMEN
SONS OF THE AMERICAN LEGION

COMMISSION CHAIRMEN

LEGISLATIVE	David W. Lee, 3613 Lott St, Endwell, NY 13760-3628
VA & R	Bruno T. Williamson, 405 E Belle Ave, Rantoul, IL 61866-1805
FINANCE	Jerry L. Leopold, 1009 Heatherwood Pl, McPherson, KS 67460-2122
INTERNAL AFFAIRS	Mark A. Tansel, 71 Sunset Mnr, Mooresville, IN 46158-1251
AMERICANISM	Gerald Hammerschmidt, 2032 Metro Ln, Hayes, KS 67601-2115
PUBLIC RELATIONS	Damon Bradtmueller, 11 Stoneybrook Dr, Brownsburg, IN 46112-1055
CHILDREN & YOUTH	Michael W. Moss, 5842 Owens St, Arvada, CO 80004-4743

COMMITTEE CHAIRMEN

CHILD WELFARE	Peter Sierminski, 11717 Pleasant Hill, Longmont, CO 80504-6289
HOMELAND SECURITY	Harl D. "Butch" Ray, 6410 Wind Hill Dr, Springfield, IL 62711-6163
CONVENTION	Raymond P. Giehll III, 1311 Kings Cove Ct, Indianapolis, IN 46260-1671
MEMBERSHIP	Thomas Wigmore, PO Box 108, Cohasset, MA 02025-0108
MEMBER TRAINING & DEVELOPMENT	Mike Sawicki, 1527 Churchill Dr, Schereville, IN 46375-3047
RESOLUTIONS	Jeff C. Frain, 10240 E Carol Ave, Mesa, AZ 85208-7421
COMMANDERS ADVISORY	Douglas P. Bible, 5602 W Oakes Dr, St Cloud, MN 56303-0729
COMMITTEES ON COMMITTEES	Raymond P. Giehll Jr, 2612 Devon Ave, Indianapolis, IN 46219-1314

NON-COMMITTEE NATIONAL SAL OFFICERS

EDITOR, SAL NEWSLETTER	Mike Pipher, 612 S St Rd 446, Apt 35C, Bloomington, IN 47401-5567
WEB MASTER	Wesley "Wes" E. Wills, 316 E Avenue A, S. Hutchinson, KS 67505-1636
EVENT COORDINATOR	Clifford E. Hall, 15 Good Hope Hollow, Naylor, GA 31641-3700

PAST NATIONAL COMMANDERS SONS OF THE AMERICAN LEGION

1968	Michael Seaton, 737 N Lamer St, Burbank, CA 91506-1719
1969	Robert McBride, 1833 Brigadoone Ln, Florence, SC 29505-3236
1970-71	J. R. Stillwell, 1213 N Hickory St, Champaign, IL 61820-2719
1972	John Smolinsky, 26 Woodland Rd, Georgetown, MA 01833-2221
1973	Robert Faust, 742 Myrtle Ave, Glendora, CA 91741-3534
1974	James Hartman, 6476 Larry Ave, Webster, FL 33597-5609
1975	Gregory D. Reis, 113 Kenilworth Dr, Elk Grove Vlg, IL 60007-4039
1976	Grant M. Jamieson, 490 Fiske Dr, Detroit, MI 48214-2947
1977	Charles E. Gannon, 6913 Varnum St, Lanover Hills, MD 20784-2121
1978	John M. Sherrard, 16945 Loukelton St, La Puente, CA 91744-3363
1979	Richard J. Kepler (AZ) - <i>Deceased</i>
1980	Ernest Wilson, Jr. (NJ) - <i>Deceased</i>
1981	Donald L. Willson (PA) - <i>Deceased</i>
1982	David P. Stephens, 3134 Crestwell Dr, Indianapolis, IN 46268-8655
1983	Christopher R. Cerullo, PO Box 499, Shirley, NY 11967-0499
1984	Fred L. Hartline, 465 Canton Rd Lot 3A, Akron, OH 44312-1650
1985	Woodrow L. Mudge, Jr. (CO) - <i>Deceased</i>
1986	Royce Doucet (LA) - <i>Deceased</i>
1987	Douglas P. Bible, 5602 W Oakes Dr, St. Cloud, MN 56303-0729
1988	Richard L. League, 11420 Scottsbury Terr, Germantown, MD 20876-6009
1989	David R. Faust, 601 Engelhart Dr, Madison, WI 53713-4745
1990	Charles R. Belles, 18802 Kerill Rd, Triangle, VA 22172-2013
1991	Robert A. Worrel, 422 Meadow Ln, Ossian, IN 46777-9385
1992	Eugene L. Sacco, PO Box 1093, Arcadia, CA 91077-1093
1993	Charles B. Rigsby (MI) - <i>Deceased</i>
1994	Roland D. Matteson, 1520 E Sunnyslope Ln, Phoenix, AZ 85020-2729
1995	Joseph M. Mayne, 18998 Baldwin St NW, Elk River, MN 55330-2814
1996	John T. Dietz, 2508 Williams Ave, Norwood, OH 45212-4149
1997	Jack E. Jordan, 1232 Wedgewood Dr, Cheburne, TX 76033-4628
1998	William E. Matoska, 3115 Orchard Ave, Baltimore, MD 21234-4727
1999	Byron J. Robichaux, PO Box 3234, Houma, LA 70361-3234
2000	Richard L. Cook (TX), 110 W 17th St, Owasso, OK 74055-4627
2001	Kevin N. Winkelmann, 19714 Hon Ct, Katy, TX 77449-2622
2002	Clifford A. Smith, 32A Cottage St, Mansfield, MA 02048-3801
2003	Steve C. Laws, 2031 36th St NE, Hickory, NC 28601-3254
2004	Neal C. Warnken, 5019 W Illinois Ave, Hutchinson, KS 67501-8859
2005	Michael J. Deacon, 317 9th St, Ames, IA 50010-6243

**PAST NATIONAL COMMANDERS
SONS OF THE AMERICAN LEGION
(continued)**

2006	William L. Sparwasser, 419 Saint Paul St, Baltimore, MD 21202-2107
2007	Earl R. Ruttkofsky, 9771 N Wilson Rd, Lake City, MI 49651-9571
2008	Raymond Giehl, Jr., 2612 Devon Ave, Indianapolis, IN 46219-1314
2009	Thomas E. Cisna, 813 Lincoln Ave, Mattoon, IL 61938-5438
2010	Mark E. Arneson, 3073 Saint Helena Dr, Tucker, GA 30084-2228
2011	David L. Dew, PO Box 578, Wylie, TX 75098-0578

**PAST NATIONAL COMMANDERS
SONS OF THE AMERICAN LEGION
HONORARY**

2009	Patrick J. Shea (OH) - deceased
-------------	---------------------------------

2011 - 2012
NATIONAL EXECUTIVE COMMITTEEMEN
SONS OF THE AMERICAN LEGION

ALABAMA	Joe B. Miller, 825 Harrisburg Dr, Huntsville, AL 35802-3213
ALASKA	Darrel D. Williamson, 111 Charles St, Fairbanks, AK 99701-3064
ARIZONA	Jeff C. Frain, 10240 E Carol Ave, Mesa, AZ 85208-7421
ARKANSAS	Bruce G. Jameson, 617 Colonial Dr, Heber Springs, AR 72543-3425
CALIFORNIA	Mark S. Severance, 3095 Ocelot Cir, Corona, CA 92882-6893
COLORADO	James M. Gelwicks, PO Box 539, Gunnison, CO 81230-0539
CONNECTICUT	Robert L. Turner, 42 Blue Hills Rd, Monroe, CT 06468-2017
DELAWARE	William K. Lord, 25784 Blue Ridge St, Millsboro, DE 19966-6649
FLORIDA	John T. Jennings, 4813 Myrtle View Dr N, Mulberry, FL 33860-3229
FRANCE	John Odom Sr, CMR 418, Box 3111, APO AE 09058
GEORGIA	Robert S. Brown, 2705 Woodbine Hill Way, Norcross, GA 30071-2845
HAWAII	Bernard K. Y. Lee, 643-A, N. Kuakini St, Honolulu, HI 96817-2205
IDAHO	Lloyd G. Pierce, PO Box 723, Bayview, ID 83803-0723
ILLINOIS	William Geary, 25666 W. Kaleview Ave, Wauconda, IL 60084-1926
INDIANA	Harrell R. Sorrels, 206 Starlight Dr, Clarksville, IN 47129-9067
IOWA	Michael R. Blanchard, 2091 Hwy 61, Muscatine, IA 52671-9531
KANSAS	James L. Burton, 304 S Brentwood Dr, Rose Hill, KS 67133-9569
KENTUCKY	Jim Effner, 113 Washington Ave, Bellevue, KY 41073-1030
LOUISIANA	Ernest R. Hoitt Jr, PO Box 2228, Reserve, LA 70084-2228
MAINE	David D. Raymond, 976 Riverside Dr, Augusta, ME 04330-8311
MARYLAND	Bernard A. Dadds, 314 Malcolm Dr, Centerville, MD 21617-1988
MASSACHUSETTS	Carl Rossi, 32 Lake Ave, Sharon, MA 02067-2517
MICHIGAN	Ronald R. Wyatt, 2113 Charles Dr, Stevensville, MI 49727-9523
MINNESOTA	Lloyd L. Schaeffer, 1367 Crest Dr, Chaska, MN 55318-1709
MISSISSIPPI	Ronald E. Roberts, 120 Circular Dr, Mendenhall, MS 39114-4854
MISSOURI	Joe I. Monti, 7734 Fleta St, Affton, MO 63123-2805
MONTANA	John C. Pellegrini, 1114 E. Park Ave, Anaconda, MT 59711-2761
NEBRASKA	David L. Rippe, 1704 Road X, Bruning, NE 68322-3015
NEVADA	Kenneth S. Clasen, PO Box 1922, Fallon, NV 89407-1922
NEW HAMPSHIRE	Robert D. Hoitt, 22 Linden St, Rochester, NH 03867-3115
NEW JERSEY	Kent R. Hehl, 135 State St, Blackwood, NJ 08012-4517
NEW MEXICO	Joseph R. Navarrete, 2332 Kafka Pl NW, Albuquerque, NM 87120-5293
NEW YORK	Thomas E. Kurk, 145 Buffalo St, Apt 32, Canandaigua, NY 14424-1037
NORTH CAROLINA	Morris Dale, PO Box 908, Horse Shoe, NC 28742-0908
NORTH DAKOTA	Tim J. Tuma, 924 Westwood Ave, Larimore, ND 58251-5006
OHIO	Randall L. Eicher, 3798 Cheryl St, Bucyrus, OH 44820-9647

2011 - 2012
NATIONAL EXECUTIVE COMMITTEEMEN
SONS OF THE AMERICAN LEGION
(continued)

OKLAHOMA	Philip M "Mike" Deutser, 2056 E 13th St, Tulsa, OK 74104-4435
OREGON	William B. Williams, PO Box 3106 LaPine, OR 97739-3106
PENNSYLVANIA	James M. Barnes, 12461 Kerr Rd, North East, PA 16428-4215
PHILIPPINES	None
RHODE ISLAND	Melvin V. Higgins Jr, 149 Ryan Ave, Warwick, RI 02889-8941
SOUTH CAROLINA	Andrew J. Hornbuckle, 4548 Mandi Ave, Little River, SC 29566-7307
SOUTH DAKOTA	John P. Dewell, 29684 Lakeview Dr, Pierre, SD 57501-5825
TENNESSEE	Alan C. Owen, PO Box 686, Gleason, TN 38229-0686
TEXAS	Joseph P. McPeters, 573 Briggs Blvd, Point, TX 75472-7115
UTAH	Robert H. Jones, 3359 N 2550 E, Layton, UT 84040-8497
VERMONT	John P. Waite, 1034 Main St, Walpole, NH 03609-1141
VIRGINIA	Jeffrey C. Evans, 6349 Cabot Ave, Norfolk, VA 23502-2841
WASHINGTON	William J. Lloyd, 4020 269th Pl NE, Arlington, WA 98223-7344
WEST VIRGINIA	William C. Diedrich, 17 Healthy Hts, Morgantown, WV 26508-8931
WISCONSIN	Kelly R. Powers, W13177 Hestikin Rd, Whitehall, WI 54773-8903
WYOMING	Gary A. Swanlund, 5220 Danielle Ct, Cheyenne, WY 82009-5477

**2011 - 2012
ALTERNATE
NATIONAL EXECUTIVE COMMITTEEMEN
SONS OF THE AMERICAN LEGION**

ALABAMA	Thomas C. Glander, 2150 County Rd 57, Muscadine, AL 36269-3734
ALASKA	Austin R. Diaz, 1112 Walnut, Kenai, AK 99611-7507
ARIZONA	James A. Ashley, 304 S. Ironwood St, Gilbert, AZ 85296-1637
ARKANSAS	William J. Music, 100 Valley View Rd, Heber Springs, AR 72543-8158
CALIFORNIA	Paul C Rodriguez, 18800 Cachagua Rd, # 24, Carmel Valley, CA 93924
COLORADO	Peter Sierminski, 11717 Pleasant Hill, Longmont, CO 80504-6289
CONNECTICUT	Stephen P. Pintarich, 282 Loper St, Southington, CT 06489-1870
DELAWARE	Lawrence F. Cullen Jr, 24669 Banks Rd, Millsboro, DE 19966-4487
FLORIDA	Allen S. Holly, 6906 N Willow Ave, Tampa, FL 33604-4744
FRANCE	Robert Gray, PSC 3 Box 2012, APO AE 09021
GEORGIA	Ronald F. Grist, 2291 Seedling Ln, Lawrenceville, GA 30043-2444
HAWAII	LeRoy P. Pulawa, 1249 Auwai Dr, Wahiawa, HI 96876-2443
IDAHO	Rolland D. Adams Sr, 1604 Mary St, Salmon, ID 83467-4419
ILLINOIS	Denver R. Phelps, 2465 County Rd 2300 N, Ogden, IL 61859-9730
INDIANA	Richard M. Pfeiffer, 1480 S 418 W, Angola, IN 46703-7954
IOWA	Dennis L. Theobald, 409 Monroe St, Muscatine, IA 52761-5151
KANSAS	Dr. Jerry L. Leopold, 1009 Heatherwood Pl, McPherson, KS 67460-2122
KENTUCKY	Larry L. Crabtree, 807 Rhodes Dr, Elizabethtown, KY 42701-1051
LOUISIANA	Douglas M. Turner, 1505 Stevenson St, Vinton, LA 70668-4423
MAINE	Bruce M. Pierce, 36 Gammon Ave, Auburn, ME 04210-4725
MARYLAND	Larry C. Weinzirl, PO Box 578, Perryville, MD 21903-5078
MASSACHUSETTS	David L. Johnson Jr, 23 Marion Ave, Worchester, MA 01604-4407
MICHIGAN	Gregory R. Price, 17246 Hyde Park, Romulus, MI 48174-9646
MINNESOTA	William H. Peters, 3346 Minnehaha Ave, Minneapolis, MN 55406-2422
MISSISSIPPI	Michael D. Blome, 18 CR 372, Burnsville, MS 38833-9532
MISSOURI	Doyle T. Cummins, 170 Presnell St, Sikeston, MO 63801-3015
MONTANA	Vacant
NEBRASKA	Douglas L Kruger, 3101 Washington St, Tr 72, Bellevue, NE 68005-5632
NEVADA	Dale R. Salmen, PO Box 1799, Round Mountain, NV 89045-1799
NEW HAMPSHIRE	Phillip A. Cook, 591 Fitzwilliam Rd, Jaffery, NH 03452-5910
NEW JERSEY	Gary P. Nelson, PO Box 2095, Cliffside Park, NJ 07010-6095
NEW MEXICO	James A. Mariner, PO Box 1356, Los Alamos, NM 87544-1356
NEW YORK	Gerald M Ketchum, 4920 Morrow Hill Rd, Canandaigua, NY 14424-9315
NORTH CAROLINA	Richard Campbell, 114 Bayview Trail, Edenton, NC 27932-8901
NORTH DAKOTA	Chad C. Rice, 1834 5th St N, Fargo ND 58102-2314

**2011 - 2012
ALTERNATE
NATIONAL EXECUTIVE COMMITTEEMEN
SONS OF THE AMERICAN LEGION
(continued)**

OHIO	Robin W. Brewer, 185 Pinewood Dr, Elyria, OH 44035-6031
OKLAHOMA	Mark J. Paquette, 12081 Russell Dr, Claremore, OK 74017-3454
OREGON	Robert A. Barrow, 2042 Ambassador Ave, Woodland, WA 98674-8469
PENNSYLVANIA	Kenneth P. Warner, 3791 Sticks Rd, Glen Rock, PA 17327-7832
PHILIPPINES	None
RHODE ISLAND	Michael E. Hallowell, PO Box 9206, Warwick, RI 02889-0206
SOUTH CAROLINA	Ronnie O. Burris, 4143 Tobe Rd, Edgemoor, SC 29712-6785
SOUTH DAKOTA	Wade L. Peterson, 1109 3rd Ave W, Lemmon, SD 57638-2104
TENNESSEE	Gary Crockett, 208 E Fort St, Tullahoma, TN 37388-2409
TEXAS	Joseph L. Black Sr, 3922 CR 3504, Wills Point, TX 75169-6270
UTAH	Richard G. Fisher, 590 W 200 S, Clearfield, UT 84015-9212
VERMONT	Harold I. Trombley, 50 Truell Rd, White River Jct, VT 05001-9100
VIRGINIA	Steve A. Gower, 4308 Bart St, Portsmouth, VA 23707-2854
WASHINGTON	Owen D. Fullmer, 2071 Immel Rd #B, Chewelah, WA 99109-9623
WEST VIRGINIA	Jeffrey M. Ryman, 144 Grantham Farm Rd, Martinsburg, WV 25402-0810
WISCONSIN	Michael L. Lawler, 902 Handell, Rd, Mazomanie, WI 53560-9624
WYOMING	Charles R. Keith, PO Box 433, Lander, WY 82520-0433

2011 - 2012
DETACHMENT COMMANDERS
SONS OF THE AMERICAN LEGION

ALABAMA	Michael L. Quigley, 29862 Ivey Ln, Madison, AL 35756-3432
ALASKA	Kyle A. Parkerson, 111 Charles St, Fairbanks, AK 99701-3064
ARIZONA	William L. Foster, 3245 E. Sequoia Dr, Phoenix, AZ 85050-7912
ARKANSAS	Tommy L. Walker, PO Box 10155, Russellville, AR 72812-0155
CALIFORNIA	Robert O. Ortega Sr, 350 E Fulton St, Stockton, CA 95204-3214
COLORADO	J. Scott Garrett, 719 Uvalda St, Aurora, CO 80111-6659
CONNECTICUT	Alan R Kennedy, 3205 Madison Ave Apt 23, Bridgeport, CT 06606-2042
DELAWARE	Raymond W. Abbott, 3 Owensby Dr, Townsend, DE 19734-9783
FLORIDA	William D. Kelly, 5686 Wolf Creek Dr, Jacksonville, FL 32222-1387
FRANCE	Joshua J. Settle, Kraichgaustr 5, 74193 Schwaigern-Stetten, Germany
GEORGIA	Jason S. Roberts, 215 Oak Hollow Ct, White, GA 30184-3517
HAWAII	LeRoy P. Pulawa, 1249 Auwai Dr, Wahiawa, HI 96876-2443
IDAHO	Lawrence W. Powell, PO Box 759, Coeur d'Alene, ID 83816-0759
ILLINOIS	Harl D. Ray, 6410 Wind Hill Dr, Springfield, IL 62711-6163
INDIANA	David A. Hanson, 8102 N County Rd 800 W, Middletown, IN 47356-9783
IOWA	Robert W. Rosenboom, PO Box 131, Palmer, IA 50571-0131
KANSAS	Steve Ward, 1004 N Ist St E., Louisburg, KS 66053-6406
KENTUCKY	Steve R. Curry, 165 East Ky Rea Rd, Greensburg, KY 42743-9723
LOUISIANA	Camille A. LeJeune Jr, 13917 Ventress Rd, Ventress, LA 70783-4001
MAINE	Brian T. Danforth, 100 Belgrade Rd, Oakland, ME 04963-4536
MARYLAND	Edward S. Mastin Jr, 630 Evergreen Rd, Crownsville, MD 21032-1000
MASSACHUSETTS	Mark McCue, 513 Main St, Apt 1, Cherry Valley, MA 01611-3041
MICHIGAN	Dwaine R. Verville, 112 Playground Rd, Iron River, MI 49935-7847
MINNESOTA	Gary K. Semmel, 1610 10th Ave S, Anoka, MN 55303-2630
MISSISSIPPI	Emmett L. Crosby, 916 Shannon Lee Dr, Brandon, MS 39042-8937
MISSOURI	William G. Basey, 407 SW 23rd St, Blue Springs, MO 64015-3414
MONTANA	Dakota Robinson, 822 3rd Ave N, Wolf Point, MT 59201-1210
NEBRASKA	David Kamenske, PO Box 181, Bellwood, NE 68624-0181
NEVADA	Kenneth S. Clasen, PO Box 1922, Fallon, NV 89407-1922
NEW HAMPSHIRE	Richard C. Pond Jr, 17 Union St, Lyme, NH 03768-3221
NEW JERSEY	Leonard E. Free, 35 River Edge Rd, Bergenfield, NJ 07621-1117
NEW MEXICO	Casimero J. Padilla, PO Box 30042, Albuquerque, NM 87190-0042
NEW YORK	Gregory K. Gibbs, 286 Highland Ave, Hamburg, NY 14075-4445
NORTH CAROLINA	Christopher Byrd, 2219 Duck Pond Cir, Morrisville, NC 27560-8743
NORTH DAKOTA	Michael W. Daeley, PO Box 596, Kenmare, ND 58746-0596
OHIO	Steven R. Honigfort, 11534 Township Rd 205, Kenton, OH 43326-1558

2011 - 2012
DETACHMENT COMMANDERS
SONS OF THE AMERICAN LEGION
(continued)

OKLAHOMA	Scott W. Morgan, 8043 W. 81st St, Tulsa, OK 74131-3030
OREGON	Larry E. Horne, 920 S. Elm St, Canby, OR 97013-3933
PENNSYLVANIA	Raymond M. Dellecurti, 5310 Windward Dr, Erie, PA 16505-1243
PHILIPPINES	None
RHODE ISLAND	Melvin V. Higgins Jr, 149 Ryan Ave, Warwick, RI 02889-8941
SOUTH CAROLINA	James D. Moore, 1663 Langley Dr, Longs, SC 29568-5716
SOUTH DAKOTA	Greg Lemieux, PO Box 195, Pierre, SD 57501-0195
TENNESSEE	Gillis E "Ed" Wallace, 1436 Inglewood Cir, Nashville, TN 37216-3341
TEXAS	Stephen Slaughter, 9905 Edmund Dr, Benbrook, TX 76126-4103
UTAH	David L. Swafford, PO Box 275, La Sal, UT 84530-0275
VERMONT	Bruce M. Gideos, 981 Rt 9, W Chesterfield, NH 03466-3658
VIRGINIA	Leonard E. Smith, 10490 Hwy One, South Hill, VA 23970-5205
WASHINGTON	Wayne L. Elston, PO Box 572, Benton City, WA 99320-0572
WEST VIRGINIA	Wyatt G. Smith, 9687 Straight Frk, West Hamlin, WV 25571-7513
WISCONSIN	Russell B. Severson, PO Box 51, Black Earth, WI 53515-0051
WYOMING	Robert E. Pherson, 200 Hynds Ave, Cheyenne, WY 82007-1157

2011 - 2012
DETACHMENT ADJUTANTS
SONS OF THE AMERICAN LEGION

ALABAMA	Thomas C. Glander, 2150 County Rd 57, Muscadine, AL 36269-3734
ALASKA	Kevin L. Collier, 2942 Rose St, Anchorage, AK 99508-4742
ARIZONA	Jeff C. Frain, 10240 E. Carol Ave, Mesa, AZ 85208-7421
ARKANSAS	Robert V. Thien, Address Unknown
CALIFORNIA	Donald R. Bedell, 15803 Passage Ave, Apt 1, Paramount, CA 90723
COLORADO	Mark A. Kilstrom, 1870 River Dr, Fountain, CO 80817-1130
CONNECTICUT	Robert L. Turner, 42 Blue Hills Rd, Monroe, CT 06468-2017
DELAWARE	Leroy J. Duckett, 31359 Shore Ct, Millsboro, DE 19966-7229
FLORIDA	James Sheubrooks, 800 S Brocksmith Rd, Fort Pierce, FL 34945-4445
FRANCE	James Settle, Kraichgastr 5, 74193 Schwaigern-Stetten, Germany
GEORGIA	John R. Hill Jr, 2940 Stephanie Dr SW, Atlanta, GA 30331-5525
HAWAII	Bernard K. Y. Lee, 643-A N. Kuakini St, Honolulu, HI 96817-2205
IDAHO	Mark J. Cohen, 290 Quincy St, Twin Falls, ID 83301-5141
ILLINOIS	Jeffrey Van Horn, 530 W Kenilworth Ave, Palatine, IL 60067-6075
INDIANA	Damon J. Bradtmueller, 11 Stoneybrook Dr, Brownsburg, IN 46112-1055
IOWA	Brian Kessler, PO Box 624, Lake Park, IA 51347-0624
KANSAS	Wesley E. Wills, 316 East Ave A, S. Hutchinson, KS 67505-1636
KENTUCKY	Henry W. Shuffett, PO Box 313, Greensburg, KY 42743-0313
LOUISIANA	Enos N. Bellanger, PO Box 201, Gretna, LA 70054-0201
MAINE	Joseph F. Cooper, PO Box 44, Searsmont, ME 04973-0044
MARYLAND	William E. Matoska, 3115 Orchard Ave, Baltimore, MD 21734-4727
MASSACHUSETTS	Clifford A. Smith, 32A Cottage St, Mansfield, MA 02048-3801
MICHIGAN	Sandford E. Lipman, 13633 Vernon St, Oak Park, MI 48237-1317
MINNESOTA	Douglas P. Bible, 5602 West Oakes Dr, St Cloud, MN 56303-0729
MISSISSIPPI	Larry Sanders, 3847 Eddy St, Jackson, MS 39212-5010
MISSOURI	John F. Kopp, 417 Melrose Ln, Liberty, MO 64068-2831
MONTANA	Richard Ellwein, 930 Sierra Rd W, Helena, MT 59602-6539
NEBRASKA	Harold E. Thompson Jr, PO Box 22, Wayne, NE 68787-0022
NEVADA	Dale R. Salmen, PO Box 1799, Round Mountain, NV 89045-1799
NEW HAMPSHIRE	John E. Neylon Jr, 31 Sullivan Dr, Allenstown, NH 03275-2206
NEW JERSEY	Jeffrey E. Hicks, 152 Main St, Southampton, NJ 08088-8872
NEW MEXICO	Tony Navarrete, 1214 Mountain Rd NE, Albuquerque, NM 87102-2716
NEW YORK	Robert J. Avery, 37 Foxe Commons, Rochester, NY 14624-4382
NORTH CAROLINA	Terry L. Pressley, 1479 Big Cove Rd, Waynesville, NC 28786-2581
NORTH DAKOTA	Bill Peschel, 416 17th Ave N, Wahpeton, ND 58075-3314
OHIO	Scott J. Thornton, 711 Whisperwood Pkwy, Holland, OH 43528-7872

2011 - 2012
DETACHMENT ADJUTANTS
SONS OF THE AMERICAN LEGION
(continued)

OKLAHOMA	David A. Kellerman, PO Box 53037, Oklahoma City, OK 73152-3037
OREGON	Ricardo L. Dominguez, 403 Templeton St, Brownsville, OR 97327-2333
PENNSYLVANIA	Anthony W. Wright, 501 Green Hill Rd, Parkesburg, PA 19365-9192
PHILIPPINES	None
RHODE ISLAND	Bruce F. Marold Sr, 52 Blake St, Warwick, RI 02889-2814
SOUTH CAROLINA	Robert E. Thompson, 900 Leather Leaf Ln, Longs, SC 29568-7723
SOUTH DAKOTA	Colin Royal, 1250 2nd St SW, Huron, SD 57350-1757
TENNESSEE	John L. Jones, PO Box 4581, Chattanooga, TN 37405-0581
TEXAS	Kevin N. Winkelmann, 19714 Hon Ct, Katy, TX 77449-2622
UTAH	Byron M. Lewis, 640 E 1050 N, Ogden, UT 84404-6250
VERMONT	Donald T. Tetreault, 70 Southview Dr, North Bennington, VT 05257-9168
VIRGINIA	Scott A. Williams, 90 Heritage Way NE, Apt 204, Leesburg, VA 20176
WASHINGTON	Mark E. Waslohn, 9641 Flambeau Rd, Blaine, WA 98230-9259
WEST VIRGINIA	Stephen G. Wright, PO Box 63, Reader, WV 26167-0063
WISCONSIN	Michael L. Lawler, 902 Handel Rd, Mazomanie, WI 53560-9624
WYOMING	Craig R. Grenvik, 2511 Levi Rd, Cheyenne, WY 82009-4459

SECTION II

**THIS SECTION PERTAINS TO
THE DEFINITIONS AND USES
OF THE ADMINISTRATIVE FORMS
PROVIDED IN THIS MANUAL**

GENERAL

At various times throughout the year, National Headquarters requires Detachments to submit certain information. This information is outlined in this section.

A) DETACHMENT OFFICER'S REPORT (CERTIFICATION)

Submitted By: Detachment Adjutant (or other appropriate Detachment official)
Purpose: Certification of newly elected Detachment Officers
Deadline: Directly after Detachment elections and prior to National Convention
Form: SAL 1-A01, Detachment Officer's Report

DETAILS: Of all the forms requested by the National Organization, this is the most important one. With the submission of SAL 1-A01, (Detachment Officer's report), newly elected Detachment officers are placed on the National Directory. This Directory is the basis for mailings from National Headquarters. Therefore, the information is very essential.

On the reverse side of the Detachment Officer's Report is the Detachment Chairmen Report. If your Detachment has elected or appointed anyone to any of these offices, please complete this form.

The form should be completed and returned to National Headquarters directly after the election of new Detachment officers. Complete address information should be provided (i.e. full address, zip, etc.) A copy should be provided to the Department Adjutant as an information copy.

B) CERTIFICATION OF DETACHMENT CONVENTION DATES/LOCATION

Submitted By: Detachment Adjutant
Purpose: Notification of Detachment Convention date(s), location
Deadline: To be submitted as soon as information is available
Form: SAL 2-A01, Certification of Detachment Convention Dates

DETAILS: Form SAL 2 - A01 is to be submitted to National Headquarters when the requested information becomes available. This information is requested for coordination purposes, and will be published in the National Adjutant's Newsletter. If the Detachment Convention is held separately from the Convention of the corresponding American Legion Department, it is suggested that a copy be sent to the Department Adjutant.

C) NATIONAL OFFICER VISITATION REQUEST FORM

Submitted By: Detachment Adjutant through the Department Adjutant's Office
Purpose: Request for visit by a National Officer (National Commander or National Vice Commander)
Deadline: Due at National Headquarters no later than October 31st of each year prior to the scheduled visit.

DETAILS: Visitations by National Officers can only be obtained through the submission of

SAL 3-A05. The National Commander, or his representative, is allowed one official visit to each Detachment (with the expenses incurred by the National Organization), after invitation by a Department and approval of the Director, Internal Affairs Division, National Headquarters, The American Legion.

D) LARGEST SQUADRON SUBMISSION:

Submitted By: Detachment Adjutant
Purpose: Submission for Largest Squadron within the Nation
Deadline: March 31
Form: SAL 4-A01, Largest Squadron Submission

DETAILS: The first nationwide search for the largest SAL Squadron was held during 1980, for 1979 membership. The response for that first “search” was so good, that it has now become an annual event. Each Detachment is requested to submit their largest Squadron, giving their membership, using the previous year membership totals (i.e. 2012 search uses 2011 final membership totals).

The membership cut-off date should be December 31. Form SAL 4-A01 should be submitted to the National Adjutant no later than March 31. An appropriate plaque is presented to the Largest Squadron obtained through this “search”.

E) NATIONAL CONVENTION DELEGATE/ALTERNATIVE/GUEST REGISTRATION FORMS:

Submitted By: Detachment Commander and Detachment Adjutant
Purpose: Certification of National Convention Delegates/Alternates/Guests
Deadline: Deadline established in written guidelines by National Headquarters (normally 30 days prior to National Convention).
Form: SAL 5-A05, Certification of National Convention Delegates
SAL 6-A01, Certification of National Convention Alternates
SAL 7-A01, Certification of National Convention Guests

DETAILS: National Convention Delegates, Alternate Delegates and Guests Certification forms are to be submitted to the National Adjutant (through National Headquarters) no later than 30 days prior to the opening of the National Convention. In the event of Delegate and Alternate Delegate elections taking place after the prescribed deadline, their certification is to be submitted immediately following their election. The first Delegate listed should be the Delegation Chairman. The second Delegate listed should be the Delegation Secretary. Additional forms should be used if further space is needed to list Delegates. The form should be signed by the Detachment Commander and Detachment Adjutant. Special instructions concerning advance submission of delegates and fees are sent to Detachments prior to the National Convention each year. Note: All forms must be typed or printed legibly.

F) RESOLUTIONS:

All resolutions, whether they are presented to a National Convention or a meeting of the

National Executive Committee, are to be submitted in triplicate, adhering to the following procedures:

N.E.C. Resolutions: Resolutions to be presented at a meeting of the National Executive Committee are to be submitted in accordance with the provisions set forth in the Uniform Code of Procedure of the National Executive Committee. It reads in part (Rule 10, parts A-D):

- A) Resolution which shall be offered as the direct action of the National Executive Committee shall be prepared in appropriate form containing an informative preamble in the form of “WHEREAS” followed by statements of fact and shall conclude with a resolving clause or declaration that it is to receive action of the National Executive Committee. Such resolving clause or clauses shall contain the following leading language:

“RESOLVED, By the National Executive Committee of the Sons of The American Legion in regular (or special) meeting assembled in (City, State), on (date or dates) that, etc.--and, be it further

“RESOLVED, That, etc.”

- B) Resolutions of Squadrons, intermediate bodies, or other officially constituted subordinate organizations which shall have received favorable action by their respective Detachment Conventions or Executive Committee and which shall be acted upon by the National Executive Committee in the form of a final Resolving Clause shall contain the following leading language:

“And it finally Resolved, By the National Executive Committee regular (or special) meeting assembled in (City, State) on (date or dates) that, etc. ..“

- C) Resolutions of Detachment Conventions or Detachment Executive Committees shall be similarly acted upon by the National Executive Committee in the form of a final resolving clause (clauses) as contemplated in paragraph B above.
- D) All resolutions for consideration by the National Executive Committee not emanating from a Commission or Committee of the National Executive Committee *must* be forwarded to the National Adjutant at least fifteen (15) days prior to said meeting of the National Executive Committee.

National Convention Resolutions: Resolutions submitted for the consideration of a National Convention are to be submitted in accordance with the provisions set forth in the “Uniform Code of Procedure for the Organizations of the National Convention of the Sons of The American Legion”. It reads in part (National Convention resolutions section, numbers 1 - 4):

- 1) Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the National Adjutant.
- 2) Resolutions shall be approved by a Detachment, the National Executive Committee of the Sons of The American Legion, and Outlying Squadrons not affiliated with a Detachment, or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention by Detachments, Outlying Squadrons, and the NEC shall be filed with the National Adjutant.
- 3) Resolutions emanating from a Detachment Convention shall be forwarded to the National Adjutant to be in his hands thirty (30) days prior to the opening of the Convention. The only exception to this rule is the case of a Detachment Convention held on a date that renders it physically impossible to comply with the restricted time limit. In such cases, resolutions should be forwarded immediately following said Conventions, and the

National Adjutant shall be notified.

- 4) Resolutions originating with and approved by a Convention Committee shall be received and processed through the National Adjutant for record and number assignment.

Wording of resolutions submitted to the National Convention should include a resolving clause (or clauses) containing the following leading language:

“And be it finally Resolved, by the (Convention Number) Annual National Convention, of the Sons of The American Legion, meeting in (City, State), these (dates) days of (month), (year), that, etc.

Constitutional Amendments may only be considered by the National Convention. Therefore, all resolutions pertaining to Constitutional changes must be submitted to the National Convention.

A limited number of resolution forms have been attached. If additional forms are need, they may be copied, or obtained through the National Adjutant’s Office.

G) SAL 100% HONOR RIBBONS (Gold):

Submitted by: Department Adjutant, July 1st of each year

Purpose: Certification of Squadrons eligible for 100% Honor Ribbons

DETAILS: Although Detachment Adjutants do not directly act on this item, it has been included (mentioned) in this manual as a point of information. Detachments should be aware of this award, and that the Department Adjutant of the respective Department initiates, and administers it. A copy of this form is included in the Department Adjutant’s Administrative Manual.

H) SAL ALL-TIME HIGH RIBBON (Red):

Submitted by: Department Adjutant

Purpose: To recognize an “All Time High” in SAL membership

Deadline: Submit at any time during the calendar year when an “All Time High” is achieved by the Detachment.

Form: SAL 7-A85, SAL “All Time High” (Red) Honor Ribbon

DETAILS: Although Detachment Adjutants do not directly act on this item, it has also been mentioned in this manual as a point of information. Detachments should be aware of this award, and that the Department Adjutant of the respective Department initiates and administers it. The Detachment Adjutant should coordinate with the Department Adjutant. A copy of this form is included in the Department Adjutant’s Administrative Manual. This is a Detachment Award (only one ribbon per Detachment).

NOTE: If at any time questions arise concerning any of the administrative forms in the manual, please do not hesitate to contact the SAL National Adjutant for clarification.

SECTION III

ADMINISTRATIVE FORMS



THE SONS OF THE AMERICAN LEGION DETACHMENT OFFICERS REPORT FORM

Please fill out this report giving complete name, mailing address and zip code, directly following the election of new Detachments Officers. Send original to: Sons of The American Legion, National Headquarters, P.O. Box 1055, Indianapolis, Indiana 46206. Retain one copy for your Detachment Records.

(PLEASE PRINT OR TYPE ALL INFORMATION)

The following Detachment Officers were elected/appointed at the Detachment Convention of the Sons of The American Legion, Detachment of _____, on _____
(State) (Date)

in _____, and will take office on _____.
(City, State) (Date)

DETACHMENT COMMANDER _____
(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT ADJUTANT _____
(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

(email address required for Detachment Adjutants)

NAT'L EXECUTIVE COMMITTEEMAN _____
(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

ALTERNATE NECman _____
(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

SAL DEPARTMENT ADVISOR _____
(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

The above listed officers is required to be submitted to National Headquarters by NEC Resolution and required by the NEC of the Sons of The American Legion. Please complete the reverse side of the form if your Detachment has appointed any of the Committee Chairmen listed.

ATTESTED _____
(Department / Detachment Adjutant)

THE SONS OF THE AMERICAN LEGION DETACHMENT CHAIRMEN REPORT FORM

DETACHMENT CHAIRMEN ELECTED OR APPOINTED (COMPLETE IF AVAILABLE)

DETACHMENT MEMBERSHIP CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT VA&R CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT AMERICANISM CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT CHILDREN & YOUTH CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT PUBLIC RELATIONS CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT COMMUNITY SERVICE CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT LEGISLATIVE CHRMN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(mailing address & zip code + four)

DETACHMENT CHAPLAIN _____

(Member ID Number, First Name, Middle Initial, Last Name)

(Email Address only)

(Email Address only)

(PLEASE PRINT OR TYPE ALL INFORMATION)



CERTIFICATION OF DETACHMENT
CONVENTION DATES

Detachment of: _____

The _____ Annual Convention of the

Detachment of _____

will be held on _____

at (Location, include street address, if applicable) _____

Registration opens at _____

(Time)

(Date)

The first session begins at _____

(Time)

(Date)

Acknowledgement

CERTIFIED:

Detachment Adjutant

Department Adjutant

This form should be submitted to National Headquarters as soon as the information is available.

SAL 2-A01



NATIONAL OFFICER VISITATION REQUEST FORM

Date: _____

The Detachment of _____ extends a request for:

National Commander's Visit

				SAL
Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	Expected Attendance
1 st Choice				
2 nd Choice, if unavailable, Optional				

Check, if National Vice Commander Visit is acceptable if Commander not available

Check here, if the travel of Commander or Vice Commander's spouse is NOT feasible for visitation based upon meeting schedules, site locations, & etc.

National Vice Commander's Visit

				SAL
Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	Expected Attendance
1 st Choice				
2 nd Choice, if unavailable, Optional				

Visit Approved by:

Visit Requested by:

Department Commander or Adjutant

Detachment Commander or Adjutant

Please indicate the meetings that you would like the National Officer to attend. The National Commander will review all requests and determine a travel schedule for the year. The Departments and Detachments will be notified of the meeting selected. Requests must be sent to the National SAL Liaison by **October 31st** for the ensuing year. **NOTE: Only one National Commander and one National Vice Commander Visit are authorized for each Detachment, if available and cost efficient.**

RETURN TO:

SAL Liaison, National Headquarters, The American Legion, PO Box 1055, Indianapolis, IN 46206

SAL 3-A05



THE SONS OF THE AMERICAN LEGION LARGEST SQUADRON CERTIFICATION FORM

AWARD: Citation to the Squadron determined to have the largest membership, throughout the Nation, as a result of submissions by Detachments.

DIRECTIONS: To be filed by the Detachment Adjutant. Each Detachment should list their largest Squadron determined by the previous year's membership, using December 31 as the membership cut-off date (i.e. 2012 search uses 2011 final membership totals).

DEADLINE: March 31st, submitted to:
SAL Liaison, National Headquarters
The American Legion
P.O. Box 1055
Indianapolis, IN 46206

PLEASE PRINT OR TYPE ALL REQUESTED INFORMATION

ONLY SUBMIT ONE SQUADRON PER DETACHMENT

Detachment of: _____ **Membership Year:** _____

Squadron Name _____ **Squadron Number:** _____

Location (City): _____

Squadron Membership: _____

NOTE: The top five Squadrons, nationwide, will be listed in the National Commander's bulletin or the summer issue the "National Update" if space is available.

SIGNED: _____ **DATE:** _____

Detachment Adjutant

SAL 4-A01



THIS FORM MUST BE FILLED OUT IN TRIPLICATE

(All copies are to be submitted to the National Adjutant,
under the proper time restrictions to:
The Sons of The American Legion, PO Box 1055, Indianapolis, Indiana 46206)

NATIONAL HEADQUARTERS, THE SONS OF THE AMERICAN LEGION

NATIONAL EXECUTIVE COMMITTEE MEETING _____

(or) NATIONAL CONVENTION ASSEMBLED _____

RESOLUTION

No. _____ **Title:**

TO BE FILLED IN BY THE RESOLUTIONS CHAIRMAN	
Approval Recommended:	_____
Rejection Recommended:	_____
Referral to:	_____
Other Action:	_____

Signature of Resolutions Chairman:	

SUBMITTED BY:
Chairman (or Detachment Commander/Adjutant)
RECEIVED BY:

SECTION IV

**CONSOLIDATED SQUADRON REPORT
NATIONAL COMMISSION AND COMMITTEE
PROGRAMS AND AWARDS
S.A.L. ACCOMPLISHMENTS**

CONSOLIDATED SQUADRON REPORT (CSR)

The Consolidated Squadron Report (CSR) blank forms are forwarded to each Detachment and/or Department in January of each year for distribution by the Detachment/Department to the various Squadrons. It is the most important document your Squadron can complete. The data gathered from these reports is combined with that of other Squadrons and compiled into a single report used by The American Legion, which is subsequently sent to Congress. Although not every Squadron is able to participate in all aspects of Americanism, Children and Youth and Veterans Affairs and Rehabilitation, the key is to report all that the Squadron has accomplished during the current membership year. Counties, Districts and Detachments are also urged to submit a CSR.

The report is a single page and two copies along with a cover page with instructions. The original and second copies are to be forwarded on to Detachment Headquarters by the date the Department/Detachment specifies but no later than June 30th. The last copy is retained by the local organization. Detachments shall forward the National copy on to National Headquarters no later than 30 days prior to the National Convention.

The CSR is the basis by which the National Awards under the programs of Americanism, Children and Youth and Veterans Affairs and Rehabilitation are determined each year. For reference purposes only, a sample copy of the form is included in Section V of this Manual. Only originals from the triplicate legal sized form will be accepted.

NATIONAL COMMITTEE AND COMMISSION CONTEST/AWARDS:

Various National Committees and Commissions offer contests and awards for participation with their projects. Below is a listing of such Committee / Commissions, and an explanation of their contests and awards.

There are several standing Committees / Commissions which have active programs but do not present official awards. Nevertheless, Detachments are encouraged to submit reports, through National Headquarters, to these Committees and Commissions, as this provides the National Organization with valuable information on the activities of its Detachments.

AMERICANISM COMMISSION:

The Americanism Commission is concerned with the promotion of the “true spirit of Americanism” among the communities of our Nation. Certainly, this should be a major project for local SAL Squadrons. There are various ways in which a Squadron may promote Americanism. The needs of the community and ability of the local Squadron determine the extent of the projects.

In past years, the National Americanism Commission has promoted projects such as placing of American Flags in local schools, Get Out the Vote programs, the Eddie Eagle Gun Safety Program, Assistance and Scholarship programs, and, of course, “Service to God and Country” programs. Again, the extent of these programs is determined by the need of local communities.

The SAL at the National level provides four scholastic awards annually; one for the Boys Nation Senate Secretary (\$1,000.00) and one for the President Pro-Tempore (\$1,000.00); and two for the Junior Shooting Sports Champions (\$2,500.00 each). These are the only scholastic awards available at the National level on behalf of the Sons of The American Legion.

Squadrons, Counties, Districts, and Detachments are urged to report their activities on behalf of Americanism on the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. Reports should be submitted to National Headquarters 30 days prior to the meeting of the National Convention.

The Atwood-Beyea-York Memorial Awards are given at the National Convention for the best Detachment, District and Squadron in the nation.

CHILDREN AND YOUTH COMMISSION:

A resolution passed at the October 1987 National Executive Committee meeting was the adoption of The American Legion Child Welfare Foundation. This is an ongoing project for all Squadrons to collect and raise funds for this very important program.

Other programs promoted by the National Children and Youth Commission are Juvenile Delinquency, Child Abuse and Neglect, and involvement in the Children's Miracle Network. Each of these areas is a concern of the Children and Youth Commission.

Squadrons, Counties, Districts and Detachments are urged to report their activities on behalf of Children and Youth on the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. Through the reports received, the Commission is able to formulate new programs that better serve the needs of our organization, and the local communities. Reports should be submitted to National Headquarters 30 days prior to the National Convention.

Eight Children and Youth awards are given at the Convention. One in each Region for the best Squadron, one Squadron, one District and one Detachment award. All of these are based on the Consolidated Squadron Report form.

CHILD WELFARE FOUNDATION AWARDS:

In addition to the National Awards from The American Legion Child Welfare Foundation, there are other awards given. Each Squadron that has donated over \$100.00 will be awarded a certificate during the contribution year. Awards are presented during the National Convention for the highest per-capita Detachment and largest monetary donations by Region. The Garland F. Murphy National plaque is also awarded during the National Convention for the Detachment with the largest total donation amount.

The SAL sponsored grants in 2012 to:

Autism Speaks, Inc. of New York, New York was awarded \$22,500 for their project, "100 Day Kit for Newly Diagnosed Families." The 100 Day Kit for Newly-Diagnosed Families puts critical

information on autism directly in the hands of the people who need it most – parents

Be The Match Foundation of Minneapolis, Minnesota was awarded \$16,050 for their project, “Super Sam vs. the Marrow Monsters: A Guide to Bone Marrow Transplant for Children.” This grant will produce 3,000 copies of the DVD "Super Sam."

National Association for the Education of Homeless Children and Youth (NAEHCY) of Minneapolis, Minnesota was awarded \$41,000 for their project, “Voices for Homeless Students.” This grant will produce a redesigned website, "Advocate's Toolkit" and PSA.

National Center for Missing and Exploited Children of Alexandria, Virginia was awarded \$25,500 for their project, “Child ID App.” This grant will fund the development of an iPhone Child ID application.

Organization for Autism Research of Arlington, Virginia was awarded \$49,355 for their project, “Understanding Autism: A Guide for Secondary Teachers.” This grant will produce a video based learning module to provide educators with a working understanding of autism.

The American Legion Department of Arizona/ Detachment of Arizona of Phoenix, Arizona was awarded \$49,500 for their project, “Deployment Josh Development Program.” This grant is for a portion of start-up costs for the "Deployment Josh" Program.

The American Legion, Department of Kansas of Topeka, Kansas was awarded \$32,000 for their project, “Drug Free America - Ruler - Bookmark.” This grant will produce a six-inch ruler/bookmark containing an anti drug message on one side and the Pledge of Allegiance on the other.

Tragedy Assistance Program for Survivors, Inc. (TAPS) of Washington, DC was awarded \$25,000 for their project, “TAPS Grieving Children's Care Kit - "Klinger: A Story of Hope".” This grant will fund a second printing of "Klinger" and purchase stuffed horses.

Mercy Medical Airlift of Virginia Beach, Virginia was awarded \$43,400 for their project, “Child Health Program - Info Dissemination Upgrade.” This grant will provide for five modernized and upgraded websites and a full social media presence providing information to the public and pediatric medical world regarding child patient long-distance medical transportation.

Since 1987, the Sons of The American Legion have contributed \$4,873,925.39 to The American Legion Child Welfare Foundation. This is an ongoing project as part of The American Legion family.

COMMUNITY SERVICE SCRAPBOOK:

SUBMISSION: Scrapbook to National Headquarters (National Adjutant)

ELIGIBILITY: Squadrons, Counties/Districts, Detachments

CONTENTS: See Rules

DEADLINE: For 2012 all books must be received at National Headquarters by July 15, 2012

DETAILS: The National Americanism Commission holds an annual Scrapbook Contest,

open to submissions from Squadrons. The rules of the contest are very explicit. All submissions for judging must adhere directly to these rules. A copy of the rules can be found in Section V. An award is presented at the National Convention.

As the contest is open to all Squadrons, Detachments are requested to distribute copies of the rules. Detachments are also urged to develop their own judging system, so to allow one main entry in the Squadron section of the judging. To assist in that effort, in Section V of this Manual is the "Official Scrapbook Contest Judging Guidelines" which is the scoring sheet used by the Americanism Commission to determine the National Scrapbook winner.

HISTORY CONTEST:

SUBMISSION: History Book to National Headquarters (National Adjutant)

ELIGIBILITY: Squadrons and Detachments

CONTENTS: See Rules

DEADLINE: For 2012 all books must be received at National Headquarters by July 15, 2012

DETAILS: The National Historian, in conjunction with the National Executive Committee and the National Convention, conducts an annual History Book Contest open to submissions from Squadrons and Detachments. All submissions to this contest must adhere to the prescribed contest rules. They are self-explanatory. A copy of these rules can be found in Section V. Also in Section V of this Manual can be found the "History Contest Judging Sheet", which is used to determine the National History Book winners. Detachments may also consider using this sheet to determine their Detachment winner.

LEGISLATIVE COMMISSION:

GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD:

The National Legislative Commission is concerned with the promotion and active participation in the National Legislative Grassroots Advocacy Program. An award will be presented at each National Convention. The George B. Evans Grassroots Veterans' Advocate of The Year Award recognizes a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. See instructions pages 58-61 in this manual.

MEMBERSHIP COMMITTEE:

SQUADRON MEMBERSHIP TEAM

Membership and renewals of membership is the key to success in any Squadron. One method of being successful is to establish a "Squadron Membership Team" in every Squadron.

A Squadron Membership Team consists of a team of several members of your Squadron

working membership. The first step is to take the Squadron membership register and divide it up in parts based on locations of members, members known, and perhaps where individuals may work or attend school. Renewals can best be made by mailings from the Squadron to the member himself, personal contact (where appropriate), telephone, and any known associate and/or member of The American Legion who may know how to contact the appropriate Squadron member.

The Squadron Membership Team should be divided into two (2) groups, with the first group working on new membership growth and the other group on membership renewals. Working together for membership will significantly increase your membership throughout the year. Membership is a year-round responsibility working ahead for growth in numbers, supporting programs of The American Legion and Sons of The American Legion and our nation's veterans and families.

NEW SQUADRON DEVELOPMENT

Detachment Membership Chairmen and Advisors are encouraged to implement and continue "New Squadron Development" in their respective Detachment. Detachments should discuss SAL membership at every meeting and identify those Posts without Squadrons or inactive Squadrons with no membership. Department Advisors and/or Detachment Membership Chairmen should periodically contact those Posts through your Department on starting or reactivating Squadrons.

MEMBERSHIP GOALS

The National Membership goal of the Sons of The American Legion is established by the National Membership Committee. The Goal has been set for at least one (1) member higher than the final membership of the previous membership year, i.e., the membership goal of 2012 is based on the final 2011 membership as of December 31, 2011.

Each Detachment has the flexibility in setting their goal, which should be higher; however, this goal cannot be less than the National goal.

Additional information on membership goals can be obtained by contacting the S.A.L. National Membership Committee.

REMEMBER: MEMBERSHIP IS EVERYONE'S RESPONSIBILITY!

NATIONAL RENEWAL PROGRAM

A renewal postcard has been designed to renew SAL members. This SAL National renewal program is designed to assist Squadrons in their efforts to renew as many members as possible. This postcard mailing from National supplements other renewal efforts in effect by Detachments and Squadrons. During the month of September, every SAL member whose record at National shows he has not paid his dues for the current membership year will be sent a renewal postcard. This postcard just reminds him that his membership is due and to contact his Squadron for renewal purposes. During the following year in January and April, all SAL members that National Headquarters determines have not renewed their current membership, and are delinquent will be sent a follow-up postcard. Squadrons and Detachments are encouraged to send their own renewal notices in addition to the National notices. Also, prompt transmittals of membership can avoid members receiving subsequent notices which will save costly postage.

NATIONAL DATE OF BIRTH PROGRAM

The date of birth information has been added to the National Membership Register. Each member that has submitted date of birth information that was received at National Headquarters will have this information shown on the Membership Register. If the line is blank, then please forward the Date of Birth information to National Headquarters for input. The purpose of this information is for demographics and for future life insurance and program development for the Sons of The American Legion. Also this information, once compiled, would preclude mailings to very young members and will allow special targeted mailings when needed. Date of birth information can be sent to the National Headquarters using the member data form, birthday postcards, birthday listing form or any method that will enable National to record this information. A Birthday Listing form is in Section V.

AWARDS

There are several membership awards available to Squadrons and Detachments. Below is an explanation of each.

DETACHMENT:

1) Effective in 1992, a gift certificate of \$100.00, redeemable at National Emblem Sales will be given to each Detachment Commander whose Detachment reaches the 100% membership target date in May of each year. A Detachment must have at least 200 members in order to be eligible for this award, (Resolution NEC 4-F91, October 1991). This gift certificate will again be awarded in 2012.

2) A plaque is presented to the first Detachment of each Region who achieves 100% of its membership over the previous year. This plaque is presented to the Detachment of each region at the National Convention. In order to be eligible, a Detachment is required to have a minimum of 200 members as of December 31st of the prior year.

3) **Renewals**. Detachments who achieve 90% or higher on renewal rates will be recognized with the following awards:

a.) **Renewal Plaque** - A plaque will be presented to the Detachment who achieved the highest renewal percentage within each Region as of December 31st of each year. This plaque will be presented at the National Convention. A Detachment must have at least 200 members prior to the eligible year.

4) **Arthur D. Houghton Trophy**: The Arthur D. Houghton Trophy is a National award inscribed “. . . Awarded annually to that Detachment of the Sons of The American Legion which on January 1st of each year has attained the greatest percentage of increase over the previous year’s total membership”. Currently, five awards are presented. Category I includes Detachments with under 1,000 members (however, a minimum of 200 is required). Category II includes Detachments with 1,001 to 3,000 members. Category III includes 3,001 to 6,000 members. Category IV includes 6,001 to 12,000 members and Category V includes 12,001 or more members. Membership figures obtained as of December 31st are used to determine winners. A laminated plaque of the original trophy is presented to each winner.

5) **Detachment Honor Ribbons**: Detachment Honor Ribbons (blue) are presented to

Detachments who achieve 100% membership by the start of the Annual National Convention. Detachment Honor Ribbons are presented at the National Convention.

6) **Hartline Award**: Presented to the Detachment that charters the most new squadrons. The award year is from July 1 – June 30.

7) **Membership Incentive Award – “Triple Nickel”**: Effective in 2010 and thereafter, resolution NEC 1-F09 approved by the National Executive Committee of the Sons and by the Internal Affairs Commission of The American Legion for all Detachments. This award is provided for any Detachment that excels and exceeds in membership. A gift certificate from National Emblem Sales for \$555.00 will be awarded to any Detachment that achieves all three items in membership by July 1st of the current membership year: 105% in membership by July 1; Five (5) new Squadron charters (new Squadron charters – not reactivated) w/membership transmitted; and 85% renewal rate by July 1 of each year. Again, you must achieve all three of the above categories to receive this award.

SQUADRON:

1) **Honor Ribbons**: Presented to Squadrons who surpass their previous year’s membership by July 1st each year.

2) **Citation of Achievement Awards**: Presented to Squadrons, who as of March 15, meet or exceed their previous year’s membership (December 31st total).

3) **Largest Squadron Award**: Please refer to Section 1 for information regarding the Largest Squadron Award.

INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARDS

“THE S.A.L. BLUE BRIGADE”

A Sons of The American Legion member who recruits 30 or more NEW members into the Sons of The American Legion by the May target date will qualify for enrollment in the elite BLUE BRIGADE of The Sons of The American Legion. A NEW MEMBER is defined as a person that has not been a member of the Sons of The American. Reinstated members do not qualify as New Members. These very special Sons of The American Legion members will be awarded unique gifts that designate affiliation with the Blue Brigade of the Sons of The American Legion. Also, special recognition will be given to those Sons of The American Legion members enrolled in the Blue Brigade through a special announcement in the National Update. The National Commander will recognize members of the Sons of The American Legion Blue Brigade during the National Convention. The gifts awarded to a Blue Brigader will depend on the number of times he has qualified for this award. The first time qualifier for the Blue Brigade will receive a Jacket and Blue Brigade Certificate. A second, third or fourth time winner will receive a Blue Brigade Certificate, and a “Hash Mark” for the jacket sleeve.

An S.A.L. Blue Brigader who has earned the S.A.L. Blue Brigade Award for at least Five (5) consecutive years or more, including the current membership year, is eligible for a \$150.00 gift certificate to National Emblem Sales.

Department Adjutants are required to submit the certification form by the May target date.

HONORARY LIFE MEMBER PROGRAM

The "Honorary Life" membership program is a Post/Squadron award that may be given to any SAL member (must be a current SAL member who has shown proof of eligibility) as an award for an official deed or recognition made by the Post/Squadron to any Sons of The American Legion member, if available and authorized through the Post. This program is similar to that of The American Legion and is a Post/Squadron award only. There are no forms or requests to be submitted beyond the Post level, but only through the Post itself. If awarded, the Squadron is responsible for submitting the annual membership dues accordingly. If the membership dues are not submitted by the Squadron, the responsibility reverts back to the individual. The life program is not transferable to any other Post/Squadron. Caution should be exercised in awarding this award, as the Squadron is responsible for accounting for this action for the life of the individual. Do not confuse "Honorary Life" with any paid up for life program that some Detachments have. Effective for 2008, the new SAL member data forms will contain a block on the form to reflect "Honorary Life Membership". If a Squadron awards this to an individual member, please forward a member data form by marking the appropriate box to reflect "Honorary Life Membership". This honorary life information will be printed each year on the Squadron membership register and will reflect a code "H" in the right margin of the register only. This will assist Squadron Adjutants in identifying their Squadrons honorary members. All actions and questions regarding honorary life membership is a responsibility of the individual Squadron. Again, this procedure does not apply to any Detachment PUFL program, if available.

NATIONAL COMMANDER'S PROJECT:

Each year the National Commander selects a project, which he feels, deserves the special attention and support of our organization. Thus, each Squadron, District and Detachment is requested to assist in its promotion. Some previous National Commander's projects have been support of M.D.A., the placing of flags in local schools, the National Kidney Foundation, the Make-A-Wish Foundation, Juvenile Diabetes, as well as the Child Welfare Foundation of The American Legion.

When the official National Commander's project is announced (usually at the National Convention), Detachments are requested to establish a special Committee within their state to assist in the coordination of the project. The name of the Chairman should be filed with National Headquarters. This special project is for a one-year duration.

Reports are requested on any special projects held on behalf of the Commander's project. Also, year-end reports for Convention are requested. Such reports should be forwarded to National Headquarters (or a Chairman so selected by the National Commander) 30 days prior to said National Convention. However, periodic reports are also appreciated.

VA & R COMMISSION:

A) VAVS HOSPITAL/MEDICAL CENTER CERTIFICATION FORM

During 1993, approval has been granted for an SAL representative in each VA Hospital/Medical Center. Many SAL members are performing volunteer work in these medical facilities and often their volunteers were counted for by other volunteer organizations. SAL members are eligible to apply and be certified as the SAL hospital

representative and work directly with the Hospital Chief of Voluntary Services. In order to be the representative, a form must be submitted to the Department Adjutant of The American Legion of your respective state. General instructions, procedures, and the use of this form are contained on the reverse side of the form in Section IV of this manual.

REHABILITATION AWARDS:

CHARLES B. RIGSBY VOLUNTEER OF THE YEAR AWARD: Presented to the Volunteer of the Year at the National Convention, this award, which started in 1990, will be based on the Rehabilitation Commission judging of reports submitted to the National Rehabilitation Commission prior to the National Convention. The application form is contained in Section V of this manual and should be reproduced by Detachments for their Squadrons. Rehabilitation and assistance to veterans should be reported on an outstanding individual, if applicable, from any Squadron. Squadrons should submit their nominees to be judged at Detachment Conventions. Detachments will select one application from their respective state during their Detachment Convention and send it to the National Adjutant, Sons of The American Legion, P.O. Box 1055, Indianapolis, IN 46206. The National Winner will be chosen at the National Convention and a plaque and SAL cap will be given.

Squadrons, Counties, Districts and Detachments are urged to report their activities under Veterans Affairs and Rehabilitation by use of the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. The following awards are determined based on those reports.

KIRBY KEPLER MEMORIAL AWARD: Presented for the Squadron Rehabilitation report. A laminated plaque of the award is presented to the winning Squadron, and may be retained permanently by the Squadron.

ALLEN I. O'BRIAN MEMORIAL AWARD: Presented for the best District Rehabilitation report. A laminated plaque of the award is presented to the winning District, and may be retained permanently by the District.

EARL WEBSTER MEMORIAL AWARD: Presented for the best Detachment Rehabilitation report. A laminated plaque of the award is presented to the winning Detachment, and may be retained permanently by the Detachment.

JAMES H. PARKE MEMORIAL FUND SCHOLARSHIP: The Sons will contribute \$1,000.00 annually to the James H. Parke Memorial Fund Scholarship from the National SAL VA&R Commission. This was approved by Resolution NEC 14-F98. For more information on this scholarship and eligibility criteria contact the VA Medical Center in your region.

PUBLIC RELATIONS:

In a continuing effort to ensure that the National Update Newsletter contains features and articles of importance; a special report form has been created. This report form is located in Section V of this manual. The purpose of this form is to assist any member in reporting good deeds accomplished by many Squadrons throughout this country. Good things need to be reported! The use of this form is not mandatory and only serves as a tool to assist anyone submitting an article.



2011 S.A.L. ACCOMPLISHMENTS



Veterans Affairs & Rehabilitation

- 90 REGISTERED (VAVS) REPRESENTATIVES
- MEMBER OF NATIONAL VAVS BOARD
- 327,333 TOTAL VOLUNTEER HOURS RECORDED WITH 15,873 VISITS AND \$1,694,024 IN CASH AND GIFTS
- \$78,465 DONATED TO FISHER HOUSE WITH 9,121 HOURS
- 10,011 HOURS WITH \$51,972 TO THE FAMILY SUPPORT NETWORK

Children & Youth

- SINGLE LARGEST CONTRIBUTOR TO THE CHILD WELFARE FOUNDATION: \$392,170 WITH 36,550 HOURS OF SERVICE
- SPECIAL OLYMPICS - \$139,109 DONATED WITH 15,898 HOURS OF SERVICE
- CHILDRENS MIRACLE NETWORK - \$90,010 IN DONATIONS WITH 6,357 SERVICE HOURS
- \$809,645 AND 80,684 HOURS IN SUPPORT OF OTHER CHILDREN & YOUTH PROGRAMS, BRINGING THE TOTAL YEARLY DONATIONS TO ALL C & Y PROGRAMS TO \$1,320,441 WITH 167,735 SERVICE HOURS

Americanism

- 661 BOYS STATE REPRESENTATIVES AT A COST OF \$166,471
- 8,775 COLOR GUARD APPEARANCES AT A COST OF \$87,872
- 676 AMERICAN LEGION BASEBALL TEAMS SPONSORED AT A COST OF \$134,533
- OTHER TEAMS SPONSORED AT A COST OF \$122,846
- \$50,177 IN SUPPORT OF SCOUTING
- \$15,137 IN DONATIONS AND 29,610 SERVICE HOURS TO THE ORATORICAL PROGRAM INVOLVING 920 CONTESTANTS
- 9,736 HOURS AND \$26,563 TO JUNIOR SHOOTING SPORTS
- 11,777 FLAGS PRESENTED AT A COST OF \$51,024
- 1,630 FLAG EDUCATION PROGRAMS AT A COST OF \$20,235 WITH 9,417 HOURS
- 9,094 FLAG RETIREMENT CEREMONIES
- 333,832 FLAGS PLACED AT CEMETERIES & GIVEN AT PARADES AT A COST OF \$74,919
- \$304,683 IN SCHOLARSHIPS WITH 14,498 HOURS FOR EDUCATIONAL PROGRAMS
- 429 - 5 STAR / 10 IDEALS PROGRAMS AT A COST OF \$9,025
- VARIOUS COMMUNITY SERVICE PROJECTS AT A COST OF \$862,217 AND 519,036 SERVICE HOURS
- \$41,607 IN DONATIONS TO THE NATIONAL EMERGENCY FUND
- A TOTAL OF \$2,006,492 AND 615,893 HOURS OF SERVICE IN SUPPORT OF AMERICANISM PROGRAMS

2011 MEMBERSHIP

344,367 MEMBERS IN 5,859 SQUADRONS
IN 53 DETACHMENTS

SECTION

V

NATIONAL COMMISSION

AND COMMITTEE

REPORT FORMS AND RULES



SONS OF THE AMERICAN LEGION

CONSOLIDATED SQUADRON REPORT



2011-2012

Please Check one box indicating the reporting entity: Detachment District Squadron

Please print or type clearly.

Detachment (State) (1) District (2)

Squadron Number (3) Squadron Name (4)

Current Year Membership (5) Prior Year Membership (6)

City/Town (7) Zip Code (8)

AMERICANISM

Boys State, No. of Boys Sponsored (9) _____ Cost (10) \$ _____ **Girls State**, No. of Girls Sponsored (11) _____ Cost (12) _____

Education, No Of 5 Star/10 Ideals Program (13) _____ Cost (14) \$ _____ No. of Flags Presented (15) _____ Cost (16) \$ _____

No. of Small Flags Placed on Graves/Given Away at Parades (17) _____ Cost (18) \$ _____ Hours (19) _____

Cost of Scholarships Awarded (20) \$ _____ No. of Hours for Educational Programs (21) _____

Oratorical Contest, Squadron Sponsored Contest (22) No. of Contestants (23) _____ Cost of Contest (24) \$ _____

Hours Of Participation (25) _____ **Color Guards**, Squadron Sponsors (26) No. of Appearances (27) _____ Cost (28) \$ _____

NEF, Donations (29) \$ _____ **Flag Education**, No. of Flag Etiquette Programs (30) _____ Cost (31) \$ _____ Hours (32) _____

No. of Flag Retirement Programs (33) _____ Hours (34) _____ **Community Service**, No. Hours of Service (35) _____

Cost/Donation to Other Organizations (36) \$ _____ **Scouting**, Squadron Sponsors Troop (37) No. of Youths Involved (38) _____

Cost (39) \$ _____ **Junior Shooting Sports**, No. of Youth Involved (40) _____ No. Hours of Service (41) _____

Cost Of Sponsorship (42) \$ _____ **Baseball**, American Legion Baseball Team Sponsored (43) Cost (44) \$ _____

Blood Drives, Pints Collected (45) _____ Hours (46) _____

Other Teams Sponsored, Cost (47) \$ _____

CHILDREN & YOUTH

Child Welfare Foundation, Donations (48) \$ _____ Hours (49) _____ **Special Olympics**, Donations (50) \$ _____ Hours (51) _____

Children's Miracle Network, Donations (52) \$ _____ Hours (53) _____ **Josh Dogs**, No. Given (54) _____ Cost (55) \$ _____

Operation Military Kids (56) _____ Hours (57) \$ _____

Other Children & Youth projects, Donations (58) \$ _____ Hours (59) _____

VETERANS AFFAIRS & REHABILITATION

Veterans Homes, No. of Visits (60) _____ Total Hours (61) _____ **Cash Donations**, (62) \$ _____

V.A Medical Centers, No. of Visits (63) _____ Total Hours (64) _____ **Items Donated**, Estimated Dollar Value (65) \$ _____

Field Service, Hours (66) _____ **Home Service**, Hours (67) _____ **Fisher House**, Hours (68) _____ Cost (69) \$ _____

Support for the Troops, Hours (70) _____ Cost (71) \$ _____ **Family Support Network**, Hours (72) _____ Cost (73) \$ _____

Other VA&R Projects, Hours (74) _____ Cost (75) \$ _____

National Veteran's Assistance Day, No. of Veterans Helped (76) _____ Hours (77) _____ Cost (78) \$ _____

OTHER HOURS AND DONATION NOT COVERED ABOVE

Total Hours, No. of Visits (79) _____ Cash Donations, (80) \$ _____

Signature _____ Title _____ Date _____

Contact Phone Number: (_____) _____

APPLICATION FOR FIVE-STAR AWARD SUPPLIES SONS OF THE AMERICAN LEGION

_____, 20____
 (date) (town) (state) (zip)

Department Headquarters, The American Legion

This is to certify that _____, members of
 Squadron No. _____, Detachment of _____,
 City of _____, has successfully completed his test on



- (1) Patriotism _____ (check one)
- (2) Citizenship _____
- (3) Discipline _____
- (4) Leadership _____
- (5) Legionism _____
- (6) Has passed all of the above Star Awards tests and
 is entitled to have the Five-Star Award Medal _____



Please mail the above insignia to _____

Attested to by _____

 (Post Adjutant)

 (Post No.)

 (City)

Approved by: _____
 (Department Officers)

NOTE: This form to be mailed to Department Headquarters. Insignia for the Five-Star Award can only be had by certification. All orders must first be approved by Department or Detachment Headquarters, and sent together with the remittance to the National Emblem Division, The American Legion, Post Office Box 1055, Indianapolis, Indiana 46206.



SONS OF THE AMERICAN LEGION COMMUNITY SERVICE OFFICIAL SCRAPBOOK CONTEST RULES

I. CATEGORIES:

- 1) Squadron
- 2) District
- 3) Detachment

II. GUIDELINES:

Any program or activity that directly benefits any person of the community or the community itself.

Submissions used in other service related contest entries (i.e. VA&R) can be used subject to the contest rules.

II. FORMAT: **Point Value: 50**

- 1) Must be properly bound to ensure that the pages are secure and will not become loose and fall out.
- 2) All information must be typed or neatly hand written.
- 3) Correct spelling and grammatically correct.
- 4) Must be in chronological order, encompassing an administrative year (from one Detachment Convention to the next Detachment Convention).
- 5) All submissions must have dates and descriptions. Only activities and articles taking place during the administrative year may be submitted for judging.

II. CONTENT: **Point Value: 50**

- 1) The front cover must have the complete name of the Squadron, District or Detachment, (i.e. Squadron #1, Hometown, USA).
- 2) The title page must include:
 - a) The Administrative year (i.e. 2011-2012)
 - b) The name and address of the Squadron, District or Detachment.
 - c) The name of the individual which submitted the scrapbook.
- 3) Main Body:
 - a) Any articles in the newspapers written about the Community Service program.
 - b) Thank you letters from recipients or letters of acknowledgment.
 - c) Pictures and certificates.

II. DEADLINE:

- 1) All books must be submitted to the National Adjutant, The Sons of The American Legion, prior to the Pre-Convention meeting of the National Executive Committee Meeting at the National Convention.

- 2) If sent through the mail, it should be sent to: National Headquarters, The Sons of The American Legion P.O. Box 1055 Indianapolis, Indiana 46206. Return receipt should be requested. Mailed scrapbooks must be received by July 15, 2012.

Adopted by the National Executive Committee on May 7, 2000.

SONS OF THE AMERICAN LEGION OFFICIAL SCRAPBOOK CONTEST JUDGING GUIDLEINES

(Approved 5-7-2000)

Date: _____ Squadron-District-Detachment Name: _____

Judged By: _____

Accepted: _____

Rejected: _____

Reason for rejection: _____

Contest Requirements	Possible Points	Earned Points
Part I. FORMAT: Value: <u>50 points</u>		
FORMAT		
A: Properly Bound and secure.	10	
B: All information typed or neatly hand written.	10	
C: Spelling and Grammar correct.	10	
D: Submission must be in chronological order.	10	
E: All submissions must have dates and descriptions for all activities and articles.	10	
Part II. CONTENT: Value: <u>50 points</u>		
CONTENT		
A: Front cover SAL logo.	10	
B: Title page full name of Squadron/District or Detachment with address and name of individual submitting the scrapbook	10	
C: Any articles from the news paper written about the Community Affairs program.	10	
D: Thank you letters from recipients or letters of acknowledgement.	10	
E: Any pictures and certificates	10	
Total Possible Points	100	
Total Points Earned		



SONS OF THE AMERICAN LEGION OFFICIAL HISTORY CONTEST RULES

I. CATEGORIES:

1. Squadron
2. Detachment

II INTRODUCTION: Point Value 15

1. Title Page:
 - a. History of Squadron/Detachment
 - b. Name of Historian
 - c. Administrative Year (i.e., 2011-2012)
2. Forward or Dedication.
3. Picture (5x7), black and white or color, of Commander.
4. Prayer (selected by Squadron/Detachment).
5. Pledge of Allegiance to the Flag of the United States of America.
6. Preamble to the Constitution of the Sons of The American Legion.

III. HISTORICAL CONTENT: Point Value 50

1. List of Elected Officers of Squadron/Detachment.
2. List of Squadron/Detachment Committee Chairmen.
3. List of any Detachment (for Squadron) or National (for Detachment) awards received at the previous year's convention, or during the administrative year.
4. The History should be written as a narrative, beginning with the installation of officers and ending with the close of the year.
5. The signature of the Squadron/Detachment Commander and Historian are to immediately follow the final paragraph of the history.

IV. INDEX: Point Value 10

1. The Index should be the last page of the history, and be in alphabetical order and double spaced.

V. APPEARANCE: Point Value 15

1. Cover: The binder should be for loose leaf or 3 hole paper, and have a Sons of The American Legion emblem on the cover.
2. The paper should be plain white bond 8.5" X 11".
3. All Information should be typed or neatly handwritten, neatly spaced with no errors.

VI. ARRANGEMENT: Point Value 10

1. Written in third person.
2. Correct Spelling.
3. Original and different in thought and presentation.
4. Clear and grammatically correct.

VII. DEADLINE:

All Histories must be received by July 15, 2012. In the event a Detachment's Convention is held at a date restricting this deadline, the National Adjutant, or The National Historian should be notified. Extensions can be given.

VIII. SUBMISSIONS:

All entries are to be sent to: National Headquarters, The Sons of The American Legion P.O. Box 1055 Indianapolis, Indiana 46206. Registered Mail, Return Receipt is suggested. Return Address should be included, as all Histories will be returned after judging.

Adopted by the National Executive Committee on May 7, 2000.

Sons of The American Legion History Contest Judging Sheet

Date: _____ Squadron-District-Detachment Name: _____

Judged By: _____

Accepted: _____ Rejected: _____

Reason for rejection: _____

Contest Requirements	Value	Total
Part I. Introduction: Point Value 15		
1. Title Page		
a. History of Squadron/District/Detachment		
b. Name of Historian		
c. Administrative Year (example 1991-1992)	2.5	
2. Forward or Dedication	2.5	
3. Picture (5X7), B&W or Color of Commander	2.5	
4. Prayer	2.5	
5. Pledge of Allegiance	2.5	
6. Preamble to the Constitution of the Sons	2.5	
Part II. Historical Content: Point Value 50		
1. List of elected officers Squadron/Detachment	10	
2. List of Committee Chairmen Squadron/Detachment	10	
3. List of awards Detachment for Squadron or National for Detach	10	
4. History written as a narrative, beginning with installation to close yr.	10	
5. Signatures of Squadron/Detachment Commander and Historian to follow the final paragraph of history	10	
Total Possible Points	65	
Total Points Earned Page 1		

Sons of The American Legion History Contest Judging Sheet

page 2

Date: _____

Squadron-District-Detachment Name: _____

Judged By: _____

Contest Requirements	Value	Total
Part III. Index Point Value 10		
1. The index should be the last page of the history and in alphabetical order and double spaced	10	
Part IV. Appearance: Point Value 15		
1. Cover: Binder should be for loose leaf paper, and have SAL Logo on the cover	5	
2. Paper should be plain white bond (8.5" X 11")	5	
3. Information should be typed or neatly hand written neatly spaced with no errors noticeable.	5	
Part V. Arrangement: Point Value 10		
1. Written in third person	2.5	
2. Correct Spelling	2.5	
3. Original and different in thought and presentation	2.5	
4. Clear and grammatically correct	2.5	
Total Possible Points Page 2	35	
Total Points Earned Page 2		
Total Possible Points For Contest	100	
Total Points Earned		

Comments:



**2011-2012
MEMBERSHIP TARGET DATES
SONS OF THE AMERICAN LEGION**

SEPTEMBER 14, 2011	10%
OCTOBER 19, 2011	25%
NOVEMBER 16, 2011	35%
DECEMBER 14, 2011	45%
JANUARY 19, 2012	60%
FEBRUARY 8, 2012	75%
MARCH 14, 2012	80%
APRIL 11, 2012	90%
MAY 9, 2012	100%
*JULY 26, 2012	105%

***Delegate Strength Target Date**

**2011-2012
MEMBERSHIP
YEAR**

**CERTIFICATION FORM
 SONS OF THE AMERICAN LEGION
 BLUE BRIGADE NEW MEMBER RECRUITER AWARD
 2012**

**SQUADRON: RETAIN COPY FOR YOUR RECORDS
 SEND TO: NATIONAL HEADQUARTERS ON OR BEFORE MAY 9, 2012.**

The following member in the Detachment of _____ qualifies for the S.A.L. "Blue Brigade" Award for enrolling 30 or more **NEW MEMBERS** into the Sons of The American Legion by the **May Target Date (May 9, 2012)** . **Reinstated members do not qualify as new members.**

First time qualifiers for the S.A.L. "Blue Brigade" receive:

An S.A.L. "Blue Brigade" Jacket and S.A.L. Blue Brigade Certificate

Second consecutive time (or more) qualifiers for the award receive:

An S.A.L. "Blue Brigade" Certificate and a "hash mark" for jacket sleeve.

PLEASE CHECK THE APPROPRIATE BOX (ES):

This S.A.L. "Blue Brigade" award will be my:

- A. First S.A.L. "Blue Brigade" Award
 B. Other (Specify 2nd time or more qualified) _____

(PLEASE TYPE OR PRINT...circle size)

NAME _____ SQUADRON NO. _____

Size: (S.M.L.XL.XXL.XXXL)

MEMBER ID NUMBER _____

ADDRESS _____

Address **[NO P.O. Boxes]** City State ZIP

PHONE: (____) _____ Number of **NEW MEMBERS** enrolled (minimum 30) _____

 Department Adjutant (signature)

 Squadron Adjutant (signature)

 Date

 Address

USE ADDITIONAL SHEETS IF NECESSARY

 Date

DEPARTMENT REMINDER- forward a copy of this form **certified** and a list of the new members signed up to: S.A.L. National Liaison, The American Legion, PO Box 1055, Indianapolis, IN 46206. All forms are due by the May membership target date.

**SONS OF THE AMERICAN LEGION
CERTIFICATION FORM
NEW MEMBER LISTING**

#	Name	Detachment	Squadron Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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30			

USE ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION FORM

SONS OF THE AMERICAN LEGION

BLUE BRIGADE

FIFTH CONSECUTIVE YEAR OR MORE AWARD

Departments: Send to National Headquarters by the May Target Date

The following member of the Detachment of _____ qualifies for the fifth consecutive year or more S.A.L. "Blue Brigade" Award for enrolling thirty or more New members into the Sons of The American Legion by the May target date.

This award is a **\$150.00 gift certificate** for the following:

National Emblem Sales

(Please Type or Print)

Name _____ Post No. _____ Mem. ID# _____

Phone (____) _____ Years of being a S.A.L. Blue Brigader 20__ - 20__

Certified:

Department Adjutant (signature)

Date



VAVS Hospital/Medical Center Representative Certification Form Sons of The American Legion

Date _____

Detachment of: _____

Director
National Veterans Affairs & Rehabilitation Commission
1608 "K" Street, N.W.
Washington, D.C. 20006

The following SAL member has been recommended to be the VAVS Representative or Deputy Representative at the following VA Hospital/Medical Center:

NAME & ADDRESS OF FACILITY _____

A. REPRESENTATIVE

Name _____
Mailing Address _____
Home Address _____
Date of Birth _____ Squadron # _____
Telephone Number: Home _____ Work _____

B. DEPUTY REPRESENTATIVE

Name _____
Mailing Address _____
Home Address _____
Date of Birth _____ Squadron # _____
Telephone Number: Home _____ Work _____

Additional Information---Optional _____

Expiration of term of this appointment will be two years from date of application. Re-appointments should be accomplished during Detachment Conventions.

Department Adjutant

Detachment Commander

INSTRUCTIONS

PURPOSE:

The purpose of this form is to certify VAVS hospital representatives in each VA facility. The SAL member nominated should be familiar with the VAVS program and have the intent of serving in this vital position for at least two (2) years. A Deputy representative can be appointed to assist the SAL VAVS representative.

PROCEDURES:

1. The SAL VAVS nominee must be at least 21 years of age as of the date of application. This does not effect the age of volunteers in hospitals as they are governed by the Director of the VAVS program at the VA medical facility.
2. The term of this appointment cannot exceed 2 years from the date of the application. Appointments should be made during the SAL Detachment Conventions and nomination forms submitted to the Department Headquarters. Upon the Department Adjutant's approval, the nomination form should be forwarded to the Director, VA&R, Washington for final approval.
3. Upon notification of approval from the Director, VA&R, Washington, the nominee will contact the Director of Voluntary Services at the hospital for guidance, policy and general instructions as to his duties and responsibilities associated with the VAVS program and his appointment. The SAL VAVS representative will ensure that all SAL volunteer hours are credited to the SAL account # SOAL 303.
4. A Deputy VAVS representative is optional, but, if nominated will assist the SAL VAVS Representative in his duties as described by the Director of the VAVS program at the medical facility.

FORM:

1. Complete all items applicable. The section "Additional Information" should be completed on nominees as to past experience or qualifications if any.
2. The form must be signed by both the Detachment Commander and by the Department Adjutant and submitted to the Director VA&R, 1608 "K" St., Washington, D.C. 20006 for final approval.
3. A copy of this form should be kept by the Detachment and the Department for record purposes. Detachments are responsible for maintaining records of their hospital representative and the expirations dates.



Charles B. Rigsby Veterans Affairs and Rehabilitation Volunteer of the Year Award

Section I – General Data

Nominee: _____
(name, address, city, state, zip code) (date)

Squadron #: _____
(name, address, city, state, zip code of Squadron)

SAL Card #: _____ Detachment of _____

Section II – Total VAVS Hours and Visits

Number of Hours Volunteered: _____ Number of Visits: _____

Section III – Remarks

Volunteer Activities : _____

Location of Volunteer Performance (VA Homes and Hospitals): _____

General Remarks: _____

Section IV – Certification

Submitted by: _____ Title: _____ Date: _____

Attested by: _____ Title: _____ Date: _____

WHAT TO DO WHEN FILLING OUT THIS FORM

Section I – General Data

General Squadrons should submit their nominee, if available, to the Detachment Adjutant. During the Detachment Convention, the appropriate Detachment officials should select one nominee, from all requests, as the nominee from the Detachment and send it to National Headquarters no later than thirty (30) days prior to the National Convention. Only one nominee per Detachment can be submitted to National Headquarters.

Section II – Total VAVS Hours and Visits

Period The period of this volunteer award should be from Detachment Convention to Detachment Convention. Overlapping periods should not be counted.

Section III – Remarks

Activities This section should be completed in detail as to the types of volunteer activities (what the nominee actually did) that were performed. If additional space is required, please use additional paper stapled to the original form.

Location This section should list the locations (names of hospitals and homes) and location of where the nominee's volunteer work was actually performed.

Section IV – Certification

Certification The report can be submitted by any SAL or Legion Family member (must not be related) who belongs to the same Squadron or Post. The report should be "Attested" to by the Squadron or Post Commander.

MAIL TO :

SAL National Liaison
American Legion National Headquarters
P.O. Box 1055
Indianapolis, IN 46206



Sons of The American Legion National Update Newsletter Report Form

This form can be submitted by any SAL member, Squadron or Detachment on any story or article that could be recommended in the SAL newsletter.

Reporter Name: _____ Date: _____

Telephone #: _____ Squadron #: _____

Detachment of _____

Summary of story suggestion: _____

Who or what is the story about? Include individuals, group, Squadrons involved. Check for correct spelling of first and last names and titles: _____

When did or will the event take place? _____

Where? _____

Why will readers be interested in the story? _____

What additional information is important to the story? _____

Who can be contacted for additional information and/or quotes? _____

(Signature)

General Instructions

- A. The use of this form is not mandatory. It is a suggested guide to assist the SAL member in lieu of composing a letter.
- B. Please print or write legibly.
- C. Include a work or home telephone number, if available.
- D. Do not cut articles from local newspapers as it violates copyright laws. Use this form, your handwritten letter, and your own photographs, if available. Caution: Photographs must be your own.
- E. Remember – you do not need to be an editor or journalist to submit an article for the newsletter.
- F. Use additional plain paper if needed.
- G. Mail your report form to:
 - Editor
 - SAL National Update Newsletter
 - PO Box 1055
 - Indianapolis, IN 46206

or

- H. Fax your report form to:
 - National Adjutant
 - Sons of The American Legion
 - (317) 630-1413 - Fax

Sons of The American Legion National George B. Evans Grassroots Veterans' Advocate of The Year Award

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE
OF THE YEAR AWARD**

Instructions and Guidelines

Description:

The George B. Evans Grassroots Veterans' Advocate of The Year Award recognizes a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. In no instance will more than one award be given in a year. It is possible that this award may not be given every year. One award will be presented each year to a member who displays an aggressive leadership role by building relationships with elected officials that directly impact public policy; by actively taking the message of the National Sons of The American Legion to key media outlets; and by developing strong grassroots initiatives.

Criteria: (The winners are determined based on the following categories)

1. Anyone who has been an individual Sons of The American Legion member for one or more years and meets the criteria for this award is eligible.
2. Active involvement of a legislative committee, including reporting to state/regional legislative chairs
3. Initiating a Key Contact program to communicate with legislators
4. Sponsoring a state "Day on the Hill" or a special legislative day event
5. Strong liaison with Congressmen, Senators and/or state legislators
6. Involvement in the formation or continuation of a grassroots Veterans' Advocate program
7. Maintaining good relationships with local media by sending press releases to the newspapers, articles for business publications, letters to editor, etc.
8. Establishing and maintaining a means through which to communicate to the membership on legislative issues (e.g. legislative newsletter/insert, website, and telephone/fax tree or e-mail distribution)
9. Attendance at state and/or national legislative leadership workshops and/or American Legion National Informational Conference (NIC)
10. Bonus points for attendance at congressional in-district town hall meetings and other special legislative activity
11. Bonus points for attendance at American Legion Washington Conference
12. Attended Congressional/Legislative Hearings (in Capitol or in District)

Rules:

1. To nominate your candidate, submit a detailed narrative summary (2,000 word limit), outlining your nominee's accomplishments, using the criteria listed above as a guideline.

This award nomination may be submitted by an individual member, district or by the Detachment. All criteria noted in the summary should be documented to support the narrative. You may summarize any large amount of documentation.

2. The commission will review paper documentation only.
3. Where required, copies of letters, faxes, e-mails, citations, newspaper articles, and Squadron, District, and/or Detachment reports/minutes may serve as documentation.
4. The decision of the Awards Committee is final.

APPLICATION FORM:

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE
OF THE YEAR AWARD APPLICATION**

Member's Name (Print):

Membership Number:

Nominator's Name (Print) Individual, Squadron, District/Area/Zone, Detachment:

Nominator's Signature:

Nominator's Address:

City: _____ **State:** _____ **Zip** _____

Phone _____ **Fax** _____

Email: _____

Please make a copy of everything you submit for your own records and mail the original application form, score sheet, and documentation, to **David W. Lee, Chairman SONS OF THE AMERICAN LEGION Legislative Commission, 3613 Lott Street, Endwell, NY 13760-3628.**

Due date:

THE DEADLINE FOR SUBMISSIONS, REGARDLESS OF DELIVERY METHOD, MUST BE RECEIVED NOT LESS THAN THIRTY (30) DAYS PRIOR TO NATIONAL CONVENTION OF EACH YEAR, SO THAT SUBMISSIONS MAY BE JUDGED IN A TIMELY FASHION.

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD
SCORE SHEET**

To be eligible, the following events, except otherwise noted, must have occurred during the period of July 1st of the prior year through June 30th of the current year. (*Indicates submit documentation with this form. No points are awarded in a category without this documentation). Please arrange documentation by Application Section and Number.

[Example: Section I (2)]

I. Meetings & Events

1. District and/or Detachment -- Sponsoring a "Day on the Hill"* 1x 200 pts. = _____ (max 200)

Squadron and/or District — Sponsoring a Legislative Day Event*

(Note: Squadrons must provide a special legislative event that is either a separate or expanded format of their regular monthly membership meeting.)

2. Detachment – Conduct or assist a State Legislative Workshop* 1 x 50 pts. = _____ (max 50)

Squadron — Participate in State Legislative a Workshop*

3. Individual participated in Sons of The American Legion National Executive Committee Legislative Commission Meetings (including National Legislative Commission Chat Rooms), and/or National Legislative Commission E-Group * 2 x 25 pts. = _____ (max 50)

II. Legislative Committee Activity

1. Maintaining an active legislative committee* 1 x 50 pts. = _____

(Submit documentation from strategic plan, Squadron, District, and/or Detachment minutes, leg. reports showing an active leg. Committee that monitors legislation; has established communication methods, and solicits grass roots involvement on key issues)

Participation on separate Legislative Activities for federal issues 1 x 20 pts. = _____

Participation on separate Legislative Activities for state issues 1 x 20 pts. = _____

Maintaining Legislative Communications 1 x 10 pts. = _____

(List area of responsibility)

2. State -- Regular reporting of Legislative Committee/Chairman activity to

National Legislative Commission* 1x 50 pts. = _____ (max 50)

Squadron/District – Coordination with Detachment Legislative Committee*

3. Interaction with State Legislators on veteran issues 1 x 25 pts. = _____ (max 25)

(Visits, letters, emails)*

4. Interaction with State Legislators on American Legion Family issues 1 x 25 pts. = _____ (max 25)

(Visits, letters, emails)*

5. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = _____ (max 25)

(Visits, letters, emails)*

6. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = _____ (max 25)

(Visits, letters, emails)*

III. Grass Roots Activity

1. Initiating a Key Contact program* 1 x 50 pts. = _____ (max 50)

(Note: Show activity that involves key contact volunteers that make special effort to communicate with their designated legislators/Congressmen/Senators when E-Group Alerts are issued.)

2. Involvement in the formation and/or support 1 x 50 pts. = _____ (max 50) of Detachment

Grassroots Veterans' Advocacy program*

3. Member support of Grassroots Legislative promotion of National Legislative Commission E-Group* (max 50)

(Based on the activity period 7/1 through 6/30)

Having 10 of members support 1x 15 pts. = _____

Having 11 to 20 of members support 1 x 25 pts. = _____

Having more than 21 members support 1 x 50 pts. = _____

(Note: Basis for above calculations will be based on signing up new members for the National Legislative Commission E-Group)

IV. Public Relations/Communications

1. Developing local media exposure on legislative issues by press releases to newspapers, letters to editor, articles in business publications, etc.* (max 5) ____ x 20 pts. = _____ (max 100)
2. Holding press conference with local media involvement* 1 x 50 pts. = _____ (max 50)
3. Radio/TV appearances on Veterans' and American Legion Family issues* 1 x 50 pts. = _____ (max 50)
4. Establish and maintain a means to communicate to membership on legislative issues*
 - a. Special legislative newsletter or insert 1 x 25 pts. = _____
(Provide two examples)
 - b. Maintain website with legislative links 1 x 15 pts. = _____
(List website address)

V. Bonus Points

1. Attendance at Congressional In-District Town Hall Meetings 1 x 15 pts. = _____ (max 15)
[Submit announcement and include documentation on time, location and subjects discussed.]
2. Other special legislative activity or involvement 1 x 10 pts. = _____ (max 10)
[List details of other specific activity (i.e. grassroots campaigns such as Flag Amendment, serving on special committees)]
3. Organizing or assisting in a Town Hall Meeting held at an American Legion Post 1 x 20 pts = (max 40)