

POST ADMINISTRATIVE MANUAL

2007 - 2008

This book is compiled for **ALL POST OFFICERS** to use. We suggest the post make a copy to be taken apart and distributed to the appropriate Post Chairmen, while the original is kept where everyone may have access to it.

Replacement cost of this book is \$10.00

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JULY

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PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed.

JULY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

Department Brochure List

(Use the following page to place your order.)

CHILDREN&YOUTH

Gateway Drugs
Halloween Brochure Halloween
April Is . . .
Play It Safe Child Safety
Suicide Prevention
Temporary Financial Assistance
National Family Week

RELIGIOUS EMPHASIS

Message of the Chapel of 4 Chaplains**
Chaplain Prayer Manual*
Chaplain's Prayer Handbook**

SECURITY

Law & Order Program**
Blood Donor(1 per Post)
ROTC**
Crime Prevention
Fire Prevention
Your Friend the Policeman**

AMERICANISM

Americanism
Manual(1 per post)
Action Programs of Americanism
Boy Scout
Declaration of Independence*
Shooting Sports **
Shooting Sports Booklet***
Shooting Sports Handbook*
School Medal **
Policy on Education
American Education Week
Adult Literacy
Guide for Parents/Students

INTERNAL AFFAIRS

American Legion Fact Sheet**
Why You Should Belong to The
American Legion
Handbook of Veteran Benefits
Your American Legion Benefits
Accidental Death Enrollment**

*National Emblem Sales
**From Department only
***From National only

Post Protection/Security

It is important, for the protection of your Post, that each of the following are filed:

Incorporation Papers – Filed with the State of Florida, copy to Department.

Employer Identification Number (EIN) – Filed with the State of Florida, copy to Department. This must be filed with the Incorporation papers.

Federal Employer Identification Number (FEIN) – Filed with the Federal Government, copy to Department. This must be filed with the Incorporation papers.

Tax Exempt – filed with the State of Florida, copy to Department.

Post Constitution and By Laws – Updated every three (3) years; send 2 copies to Department Headquarters. Department Headquarters will keep one and will send the second copy to the Department Judge Advocate.

Restriction of Post Property form – Call Department Headquarters for this form.

All State forms can be found from the website www.myflorida.com

If you have any questions or concerns, contact the Executive Assistant Derek Williams at Department Headquarters, derek@floridalegion.org.

THE DISPATCH

Membership growth -- one of the key issues facing our department, our posts and our members. How do we get new members? What are their interests? How do we keep our posts alive and active in our communities?

Find out, in The Dispatch, the newspaper published 12 times a year by National Headquarters. Get ideas from other posts on how to get good publicity for your community service and increase your membership. Use it as a recruiting tool. Share The Dispatch with potential members so that they know what the Legion is doing for them!

Department-level Legionnaires -- commanders, adjutants, vice commanders, service officers, all chairpersons of standing department commissions and committees and district commanders receive complimentary copies. Post adjutants also receive complimentary copies on behalf of their posts.

A year's subscription for all other Legionnaires is \$15. For more information about The Dispatch, problems with subscriptions or any other questions, contact The Dispatch office at 317.630.1349.

THE DISPATCH

Published by The American Legion National Headquarters
Subscription (12 issues) is \$15

I am paying for my subscription to THE DISPATCH by (check one):

check _____ money order _____ VISA _____ MasterCard _____

If charge, card #: _____ Expiration date: _____

LEGION MEMBER ID #: _____

Name: _____

Street: _____

City/St/Zip: _____

Mail this coupon and payment to: The American Legion National Headquarters
Dispatch Subscription
PO Box 1055
Indianapolis, IN 46206

PUBLIC RELATIONS

Several Quick Calls Generate Newsletter Articles

Call a member. Ask three of your members to name three people they respect most for their Legion knowledge or success. Ask one of your members, with the ability to write, to interview one of those individuals for your newsletter.

Call a program chairman. Ask the program chairman to write, or assign a committee member to write, an article on a timely topic affecting your members. Position your need for an article as the solution to the program's need to communicate its position or to collect more information.

Call an up-and-coming district member. Ask the up-and-comer to provide a written overview of a major issue currently facing your members. Position your need for an article as a way for the member to increase his or her visibility.

Call an officer. Ask the officer to tell about the big picture, about how your Post officers serve the membership. Focus on how the officer uses his or her membership effectively.

Call someone who has benefitted from one of your Post programs. Ask one of your members to put you in contact with a Boys Stater, Oratorical Contest winner, TFA recipient, Law Officer/Firefighter of the Year, etc. Their testimony can confirm that membership in The American Legion matters. This is the best answer to the perennial question from members: "What Have You Done For Me Lately?"

Call a Senior member. Ask a well-respected senior member to provide some historical light on the birth and growth of the Post, on leading members from the past, or on a historical perspective on the future.

Call a parallel association's officer or public relations chairman.

Ask a parallel association (VFW, etc.) to provide you with an article of use to your members which helps the parallel association further its own goals.

Call a vocal competitor of your members. Once in a rare while, a guest editorial statement from a nonmember exercises your members to recall and act on shared values and goals.

Internet Access

Did you know the Department of Florida has its own home page on the Internet?

Our web address is: www.floridalegion.org.

E-mail us at: mail@floridalegion.org

What will you find on our home page?

- ☞ Post Home addresses, E-Mail addresses and phone numbers.
- ☞ Current issue of the “*The Legion Link*”.
- ☞ Information on youth programs.
- ☞ Scholarship information.
- ☞ E-Mail for brochures.
- ☞ VA&R information.
- ☞ E-Mail to Department Officers.
- ☞ Membership information.
- ☞ Link to National Headquarters home page..
- ☞ Links to other Department / Veterans Organizations home pages.

Manuals & Forms Now on the Department web site:

Post Administrative Manual

Post Service Officer Training App

Membership Awards & Training Manual

Legion Institute Training App

Manuals available at the National web site:

Officer’s Guide and Manual of Ceremonies

Post Adjutant’s Manual

Post Operations Manual

Flag Code and many others

Membership Training Guide

NOTE: ACROBAT Reader can be downloaded off the web from:

<http://www.adobe.com/products/acrobat/readstep.html>

AUGUST

End-of-Year Report Tally Sheet	10
Halloween Coloring Books Order Form	11
Program Packet Requests	12-14

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed.

AUGUST				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

HALLOWEEN COLORING BOOKS

Once again we are offering the hugely successful Halloween Coloring Book to posts. The book's new look has proved popular with the kids. And this year we are still offering it!

The book has safety tips for children and a message to parents on how to keep their children from becoming "Missing Children". The added plus is a membership application on the back cover right next to the space reserved for your individual post number and address. ***Be sure to put post information in this space so the parents know who is concerned for their children.***

We strongly urge your post to contact schools and day care centers for their participation. We are asking that your order be received at Department Headquarters by October 19th. We will ship books when we receive the order. We sincerely hope your Auxiliary will participate in this program also.

PLEASE SHIP _____ COLORING BOOKS at \$20.00 per 100 TO:

Post _____

Shipping Address _____
(Must be a street address-will not ship to P.O. Box)

City / Zip +4 _____

Our check # _____ In the amount of \$ _____ Is enclosed.

Mail to: The American Legion
Department of Florida
Halloween Coloring Books
PO BOX 547859
Orlando, FL 32854-7859

DEADLINE: OCTOBER 19, 2007

PROGRAM PACKET REQUESTS

Post # _____

Once these forms are completed, they must be returned to Department Headquarters. Your Post Chairmen will not receive all necessary information until this form is received. Written confirmation is necessary for our files.
No verbal information will be accepted.

All sections must be completed for each Post Chairman packet you want.
We must have the personal contact information of your Chairmen.

You may not substitute Post contact information.
Please send packets to the following Chairmen:

AMERICANISM:

Name Member ID#

Home address

Daytime phone # Email address

BOY SCOUT:

Name Member ID#

Home address

Daytime phone # Email address

BOYS STATE

Name Member ID#

Home address

Daytime phone # Email address

ORATORICAL:

Name Member ID#

Home address

Daytime phone # Email address

make a copy for your records
(Continued on next page)

Signature _____

Post Commander

SCHOOL MEDAL AWARDS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

BLOOD DONOR: _____

Name

Member ID#

Home address

Daytime phone #

Email address

LAW & ORDER: _____

Name

Member ID#

Home address

Daytime phone #

Email address

ROTC/ SHOOTING SPORTS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

CHILDREN & YOUTH: _____

Name

Member ID#

Home address

Daytime phone #

Email address

make a copy for your records
(Continued on next page)

Signature _____

Post Commander

Post # _____

EMPLOYMENT: _____

Name

Member ID#

Home address

Daytime phone #

Email address

DISASTER PREPAREDNESS _____

Name

Member ID#

Home address

Daytime phone #

Email address

HISTORIAN: _____

Name

Member ID#

Home address

Daytime phone #

Email address

RELIGIOUS EMPHASIS: _____

Name

Member ID#

Home address

Daytime phone #

Email address

make a copy for your records

Signature _____

Post Commander

SEPTEMBER

End-of-Year Report Tally Sheet	16
50% Goal	17
Boys State Delegate Registration	18
Fall Conference Reminder	19

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed

SEPTEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

50% Goal

September 5, 2007

2000 points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date
will be given credit toward this goal.

BOYS STATE

Delegate registration fees (**\$300.00** per boy) are accepted as soon as October 1, 2007 yet **no later than** close of business January 14, 2008.

The name, home address, daytime phone number and email address of your Post Boys State Chairman must be reported to Department Headquarters before registration fees will be accepted from your Post.

The Post Boys State
Chairman Packet Request
is on page 12.

***NOTE: REGISTRATION FEE
IS INCREASED FROM LAST YEAR***

FALL CONFERENCE

October 19 - 21, 2007

Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819
407.996.9840

Be sure to mention you are with The American Legion for a special conference rate of \$93.00 per night (plus tax).

Cut-off date for reservations is September 18, 2007.

Look for updates in the "*Legion Link*" and on our web site (www.floridalegion.org).

October

End-of-Year Report Tally Sheet	21
55% Goal	22

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed.

OCTOBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

55% Goal

October 3, 2007

2500 Points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received
into Department Headquarters
on or before this date
will be given credit toward this goal.

NOVEMBER

End-of-Year Report Tally Sheet	24
65 % Goal	25
Membership Card Verification Reminder	26
American Education Week Reminder	27
National Family Week Reminder	28
Employment Service Awards	29-32
Employer of Veterans Award	33-35
Employ the Older Workers Award	36-37
Employ the Disabled Award	38-39

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed.

NOVEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

65% Goal

November 7, 2007

3000 Points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date will
be given credit towards this goal.

REMINDER

Membership Card Verification

There will be a charge for any 2007 membership cards not accounted for by December 2007.

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

AMERICAN EDUCATION WEEK

**November 11th
through November 17th**

National Family Week

**November 18th
through November 24th**

**Further information may be obtained from
Department Headquarters.**

EMPLOYMENT SERVICE AWARDS

Information Sheet

Deadline: Received in Dept. Headquarters by December 14th.

HISTORY

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

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

PURPOSE

The purpose of the ES Awards Program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program (DVOP) specialist and one local ES office. LVER and DVOP specialists work for the ES and provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

PROCEDURE

Nominations from posts, ES employees or other sources must be sent to Dept. Headquarters. A winner from each category* will be selected and forwarded to The National Economic Commission. A copy of the nomination form and a written narrative must be provided by the nominator. Also include any other supporting data that may be pertinent.

**The National Economic Commission will provide a beautiful plaque for the winner in each category. Runner-up will receive a certificate.*



NATIONAL ECONOMIC COMMISSION'S EMPLOYMENT SERVICE AWARDS

Please type or print legibly

Department: Florida Award Category: One Stop Career Center Award

Date submitted to Department: _____

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

This form must be approved by the Dept. Adjutant or Dept. Employment Chrmn.

Name/Title: _____

1. Total Applicants available: _____
2. Applicants Entered Employment: _____
3. Percent of Total Applicants Entered Employment: _____
4. Total Veteran Applicants Available: _____
5. Total Veterans Entered Employment: _____
6. Percent of Total Veterans Entered Employment: _____
7. Total Disabled Veteran Applicants Available: _____
8. Disabled Veterans Entered Employment: _____
9. Percent of Disabled Veterans Entered Employment: _____
10. Management Support:

11. Community Relations:

12. Involvement with American Legion Programs, including Employer Awards Program:

*You are encouraged to provide your annual office performance measures.
You may add up to one sheet of supporting data on any subject above.*



NATIONAL ECONOMIC COMMISSION'S EMPLOYMENT SERVICE AWARDS

Please type or print legibly

Department: Florida Award Category (circle one): **LVER** **DVOP**

Date submitted to Department: _____

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

This form must be approved by the Dept. Adjutant or Dept. Employment Chrmn.

Name/Title: _____

Date

Veteran Placement Activity (Annual Figures):

1. Veterans placed in full-time employment: _____

2. Veterans placed as a result of job development: _____

3. Disabled veterans entered employment: _____

4. Support of American Legion programs, including Employer Awards:

5. Leadership Abilities:

6. Community Service:

7. Special Achievements:

8. Use of technological innovations (E-mail, Internet, etc.):

You may add up to one page of supporting data on any subject above.

THE EMPLOYER OF VETERANS AWARD

Information Sheet

Deadline: Must be received in Department Headquarters by December 14th.

HISTORY

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

AWARDS

In addition to the Department awards for employers of veterans, there are also three national awards for the "Employers of the Year." These awards, one in each category, are presented at the National Convention. In order to be eligible for the Employer of the Year Awards, nominees must meet the following criteria:

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

Selection of the Employer of the Year Awards is made by the Economic Commission's Awards Subcommittee, which meets during the Annual Washington Conference. Each of the three national winners receive a stipend of \$1,000.00 to help defray the cost of their representative's travel to the conference city to accept the award.

PURPOSE

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

PROCEDURE

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

FORM

A copy of the official nomination form, which is the same for all three employers size categories, follows. Posts may reproduce this form for wider distribution. Additional copies may also be obtained by writing or calling Department Headquarters.

THE EMPLOYER OF VETERANS AWARD

Department of: Florida Date: _____
Post name and number: _____

Employer's Size: Small (50 or fewer employees) _____
 Medium (51-200 employees) _____
 Large (201 or more employees) _____

During the Washington Conference, an awards subcommittee reviews all eligible nominations in the three size categories and selects a winner and a runner-up in each category. The three winners are then invited to send their representatives to the national convention to receive the Employer of the Year Awards for Hiring Veterans.

DEADLINE: Received in Department Headquarters by December 14th

PLEASE PRINT OR TYPE LEGIBLY

1. Exact name of company: _____
2. Business address: _____

3. Name/Title of company contact person: _____
4. Contact person's telephone number: _____
- 5a. Is employer a branch or subsidiary? _____
- 5b. If yes, name/address of parent company: _____
6. Date the company, or branch, was established: _____
7. Average number of employees over the past five years? _____
- 8a. Is the company's business seasonal? _____
- 8b. If yes, how many employees are full-time? _____

8c. How many are part-time employees? _____

9a. Total employees: _____ Number of veterans: _____

Percentage of veterans: _____

9b. Total hires last year: _____ Number of veterans: _____

Percentage of veterans: _____

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

Nominator Information

Name/Title _____

Daytime phone _____

Address, City Zip+4 _____

Mail the nomination to: American Legion, Department of Florida
PO BOX 547859
Orlando, FL, 32854-7859

Approved:

Department Adjutant _____

Date _____

DUPLICATE THESE FORMS AS NEEDED

EMPLOYER OF OLDER WORKERS AWARD

Information Sheet

Deadline: Received by Department Headquarters by Dec. 14th.

HISTORY

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

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

PURPOSE

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

PROCEDURE

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

FORM

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

AWARD

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

THE EMPLOYER OF OLDER WORKERS AWARD

Department: Florida

Date _____

Post name/number: _____

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company: _____

2. Business address: _____

3. Name/Title of company contact person: _____

4. Contact person telephone number: _____

5. Type of business: _____

Total employees: _____

Employees over 55: _____

Give reasons why you feel this nominee should receive this year's Employer of Older Workers Award. Include a brief summary of the company's policies and records which qualify it, such as hiring, promotion, retention, and affirmative employment policies. Attach additional sheet(s) of paper if necessary.

8. Name, title and daytime phone number of person making nomination:

Mail this nomination to: The American Legion, Department of Florida
PO BOX 547859, Orlando, FL, 32854-7859

Approved: _____
Department Adjutant: _____ Date _____

DUPLICATE FORM AS NECESSARY

EMPLOYER OF THE DISABLED AWARD

Information Sheet

Deadline: December 16th to Department Headquarters

HISTORY

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

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

PURPOSE

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

PROCEDURE

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

FORM

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

AWARD

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

THE EMPLOYER OF THE DISABLED AWARD

Please type or print legibly

Department of: Florida

Date _____

Legion Post's name and number: _____

PLEASE PRINT OR TYPE LEGIBLY

1. Exact name of company: _____

2. Business address: _____

3. Name/title of company's contact person: _____

4. Contact person's telephone number: _____

5. Type of business: _____

6. Total employees: _____ # of Disabled employees _____

7. Give reasons why you feel this nominee should receive this year's Employer of the Disabled Award. Include a brief summary of the company's policies and records which qualify it, such as hiring, promotion, retention and affirmative employment policies. Attach additional sheet(s) of paper if necessary. _____

8. Name, title and daytime phone number of person making the nomination:

Department Adjutant

Date

DECEMBER

End-of-Year Report Tally Sheet	42
75% Goal	43
JROTC Cadet of the Year Information	44
General Scholarship Information	45

PURPOSE

To have a tally sheet you can keep with you
as you work the programs of The American Legion.

Duplicate as needed.

DECEMBER				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

75% Goal

December 5, 2007

3500 points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date will
be given credit towards this goal.

JROTC CADET OF THE YEAR INFORMATION

ELIGIBILITY:

1. Student must be a member of a Florida high school approved JROTC unit.
2. The student must be in their senior year in an accredited Florida high school.
3. The student must be recommended by the senior instructor of the Unit. Only one student per high school.
4. A letter of recommendation from the Commanding Officer of the JROTC unit telling why student should be selected for this scholarship. Also, a computer generated copy of the cadet's military record must be attached to the application. The record must include Ranks, Jobs, Awards and Events.
5. The scholarship may be used for undergraduate study only at an accredited U.S. college or university.
6. The scholarship recipients will be eligible to receive their scholarships immediately upon graduation and must utilize the total award in four (4) years of their graduation date, excluding active military service.

The Scholarship may be used to attend a school selected by the student providing it is state accredited above the high school level, and within the continental limits of the United States.

7. Applications available to JROTC Commanding officer by request only.

DEADLINE: March 1st of the current school year.

GENERAL SCHOLARSHIP

ELIGIBILITY:

1. Student must be a direct descendant, i.e. child, grandchild, great-grandchild or a legally adopted child, who is a member in good standing of The American Legion Department of Florida; or a deceased U.S. veteran who would have been eligible for membership in The American Legion.
2. The student must also be in their senior year in an accredited Florida high school.
3. The scholarship may be used for undergraduate study only at an accredited U.S. college or university.
4. The scholarship recipients will be eligible to receive their scholarships immediately upon graduation from high school and must utilize the total award within four (4) years of their high school graduation date, excluding active military service.

The Scholarship may be used to attend a school selected by the student providing it is state accredited above the high school level, and within the continental limits of the United States.

5. Request complete application form from Department Headquarters, PO Box 547859, Orlando, FL 32854-7859.

DEADLINE: March 1st of current school year.

JANUARY

End-of-Year Report Tally Sheet 47

80% Goal 48

Eagle Scout of the Year Nomination Information 49

PURPOSE

To have a tally sheet you can keep with you
as you work the programs of The American Legion.

Duplicate as needed.

January				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

80% Goal

January 2, 2008

4000 points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date
will be given credit towards this goal.

Eagle Scout of the Year

The Eagle Scout of the Year nomination forms are available from Department Headquarters. These forms are due back to Department with the appropriate documentation no later than March 1st.

This is a very good chance for you to help a deserving young man receive scholarship money for college. The National Scout-of-the-Year will receive \$10,000. Three second place scholarship awards will be given in the amount of \$2,500 each. Florida's Eagle Scout-of-the-Year receives \$2,500 in scholarship money from the Department while 2nd gets \$1,500 and 3rd & 4th get \$500 each in our state competition.

FEBRUARY

End-of-Year Report Tally Sheet	51
80% Goal	52

PURPOSE

To have a tally sheet you can keep with you
as you work the programs of The American Legion.

Duplicate as needed.

FEBRUARY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

85% Goal

February 6, 2008

4500 points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date
will be given credit towards this goal.

MARCH

End-of-Year Report Tally Sheet	54
90% Goal Information	55
95% Goal Information	56

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed.

MARCH				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

90% Goal

March 5, 2008

5000 Points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

APRIL

End-of-Year Report Tally Sheet	57
95% Goal	58
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Law Officer of the Year Nominations	60-62
Firefighter of the Year Nominations	63-65

PURPOSE

To have a tally sheet you can keep with you
as you work the programs of The American Legion.

Duplicate as needed.

APRIL				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

95% Goal

April 2, 2008

5500 Points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

POST ELECTIONS

Post officers may not be elected before April 18, 2008 nor later than July 7, 2008.

According to the Department Constitution, Article X, 13: *“All Officers of Posts, except the Post Adjutant, Post Service Officer and Post Judge Advocate, shall be elected and certified to the Department Adjutant, **not more than ninety (90) days, nor less than ten (10) days prior to the Annual Department Convention.**”*

The American Legion Law Enforcement Officer of the Year Award

Eligibility Criteria

Be a citizen of the United States

Be a living, active, full-time and paid, sworn law enforcement officer entrusted with full authority and the powers of arrest.

Be assigned to, or fully recognized by, Municipal, County, District or State Police or Highway Patrol, Sheriff's office or as a sworn Federal Law enforcement officer (e.g., FBI or Secret Service Agent, United States Federal Marshal, National Park Police, Capital Police, etc.)

Does not need to be a veteran or member of The American Legion

Reside and be assigned or attached for duty in the Department from which they are selected.

Military police officers or investigators are not eligible for participation in this award.

Judging Criteria

Judges will be looking for a Law Enforcement Officer who:

- * is well-rounded
- * has exceeded the duty requirements of his/her position
- * exemplifies the virtues of professionalism and dedication
- * demonstrated a distinct pattern of community service
- * proven his/her personal dedication to societal security and protection

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

Community Service	50 points
Professional Career	25 points
Heroism	20 points
Letters of recognition, news clippings, and other substantiating documentation	5 points

Application Criteria

1. Cover Page/Application Form (next page).
2. Official 5"x7" photograph of the nominee.
3. Copy of State or Federal certification as a law officer.
4. Copies of pertinent training and education certificates.
5. Letter of recommendation from his/her commanding officer or supervisor. This should also state that the law enforcement officer, if selected for this award, will be available for its presentation at Department and/or National Convention.
6. Letter of recommendation by a Post officer.

There should be no more than 6 pages of narrative (one-sided 8½"x11" bond paper) to include:

1. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
2. Act(s) performed over and above the call of duty during the last few years.
3. Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.

There should be no more than 6 pages of support documentation (may be double sided) which should include:

1. Press articles, citations and letters that support the narrative.
2. Citations, letters and/or newspaper clippings from the officer's chain of command, city, county, state authorities, American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the nominee.

Mail original of all paperwork to the Department Law & Order Chairman (listed in the Department Roster).

Certificates of Commendation are available, free of charge, from Department Headquarters. To order call 800.393.3378x226

LAW ENFORCEMENT OFFICER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Home Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____ Age _____ Marital

Status _____ Spouse Name _____ Job

Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman _____

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Cmdr _____ Post Adj _____

DEADLINE: MAY 15th

The American Legion Firefighter of the Year Award Eligibility Criteria

1. Be a citizen of the United States
2. Be a living, certified, active, full-time and paid or volunteer firefighter.
3. Be assigned to, or fully recognized by, Municipal, County, District or State Fire Department.
4. Does not need to be a veteran or member of The American Legion
5. Reside and be assigned or attached for duty in the Department from which they are selected.

Judging Criteria

Judges will be looking for a Firefighter who:

1. is well-rounded
2. has exceeded the duty requirements of his/her position
3. exemplifies the virtues of professionalism and dedication
4. demonstrated a distinct pattern of community service
5. proven his/her personal dedication to societal security and protection

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

Community Service	50 points
Professional Career	25 points
Heroism	20 points
Letters of recognition, news clippings, and other substantiating documentation	5 points

Application Criteria

1. Cover Page/Application Form (next page).
2. Official 5"x7" photograph of the nominee.
3. Copy of State or Federal certification as a firefighter.
4. Copies of pertinent training and education certificates.
5. Letter of recommendation from his/her commanding officer or supervisor.
This should also state that the firefighter, if selected for this award, will be available for its presentation at Department Convention.
6. Letter of recommendation by a Post officer.

There should be no more than 3 pages of narrative (one-sided 8½"x11" bond paper) to include:

1. Brief, yet complete, description of a specific act of heroism, meritorious performance or community service.
2. Act(s) performed over and above the call of duty during the last few years.
3. Act(s) demonstrating a distinct pattern of community service above and beyond assigned duty requirements.

There should be no more than 6 pages of support documentation (may be double sided) which should include:

1. Press articles, citations and letters that support the narrative.
2. Citations, letters and/or newspaper clippings from the firefighter's chain of command, city, county, state authorities, American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the nominee.

Mail original of all paperwork to the Department Law & Order Chairman (listed in the Department Roster).

Certificates of Commendation are available, free of charge, from Department Headquarters. To order call 800.393.3378x226

FIREFIGHTER OF THE YEAR NOMINATION COVER SHEET

Name _____ Sex _____

Home Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Age _____ Marital Status _____ Spouse Name _____

Job Title _____ Yrs. of service _____

Agency name _____

Agency Director/Title _____

Nominee's Supervisor/Title _____

Agency Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Submitting Nomination (number/location) _____

Post Law and Order Chairman _____

Address _____

City/ST/Zip _____

Phone number (_____) _____ - _____

Post Cmdr _____ Post Adj _____

DEADLINE: MAY 15th

MAY

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PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed

MAY				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

100% Goal

May 7, 2008

6000 Points

See Membership Processing and Awards Manual
pages 35-37 for explanation of points.

Membership cards received into
Department Headquarters
on or before this date will
be given credit toward this goal.

END OF YEAR DEADLINE DATES

In order to avoid the confusion that surrounds this time of year we are providing you with deadline dates and the section of the Constitution and By-Laws that governs the situation.

DELEGATE CUT-OFF

Department Convention - Article V, Section 4 "The Annual Convention shall be composed of delegates and alternates from each chartered Post..... Each Post shall be entitled to two (2) delegates and two (2) alternates and to one (1) additional delegate and alternate for each additional one hundred (100) members provided ***that the per capita tax is paid fifteen (15) days prior to the Department Convention.***"

Therefore, delegate cut-off date for Department Convention is July 2, 2008

National Convention (District Constitutional Conferences) - Article IX, Section 8 and 9 "... there shall be held in each District a Constitutional Conference not more than sixty (60) nor less than ten (10) days prior to the date of the Department Convention, at a time and place to be designated by the District Commander." Section 9 ".....there shall be one (1) delegate and one (1) alternate delegate to the National Convention for each one thousand (1000) members or major fraction thereof in said District."

Therefore, the District Constitutional Conferences will be held between May 18, 2008 and July 7, 2008.

RESOLUTIONS - By-Laws Article I, Section 4 (c)

"All resolutions shall be presented to the Department Adjutant at least forty (40) days prior to the Department Convention. This time limit may be waived by a two-thirds vote of the delegates present at the Department Convention."

Therefore, all resolutions are due by June 7, 2008

CONSTITUTIONAL AMENDMENTS - Article XVI, Section 1

".....a copy of such proposed amendments shall be typewritten, prepared in triplicate in forms supplied by Department Headquarters, and be submitted to the Department Adjutant at least forty (40) days prior to the date of the Annual Department Convention...(the Adjutant) shall send a copy thereof to each Post....at least thirty (30) days prior to such Annual Convention."

Therefore, Constitutional Amendments are due by June 7, 2008 and copies will be sent to each Post by June 17, 2008

CALL TO CONVENTION - By-Law Article I, Section 1

"The call shall be issued by the Department Commander to each Post and to each Department and District Officer and to each member of the Department Executive Committee not more than forty-five (45) days nor less than fifteen (15) days prior to the first day of the convention."

Therefore, the Call to Convention may not be issued before June 2, 2008 nor later than July 2, 2008.

Post Elections

Article X, Section 13 "All officers of Posts, except the Post Adjutant, Post Service Officer and Post Judge Advocate, shall be elected and certified to the Department Adjutant not more than ninety (90) days, not less than ten (days) prior to the Annual Convention."

Therefore, Post officers may not be elected before April 18, 2008 nor later than July 7, 2008.

Department Convention

Delegate Cut-Off for Voting Strength

Delegate Cut-Off for Post voting strength is July 2, 2008

Your delegation may not register if your Post:

- ◆ Owes money to Department
- ◆ Is under charter strength in membership
- ◆ Has not turned in a:
 - Post Officers Report
 - Consolidated Post Report
 - Consolidated Post Report Addendum

CONVENTION REMINDER

The 90th Annual Department Convention will be July 17-20, 2008. Business meetings, awards and election of officers are all a part of the agenda.

Per our Constitution (Article XVI) and By-Laws (Article 1) all Amendments and Resolutions must be submitted in writing to Department Headquarters at least 40 days, June 7, 2008, prior to the Department Convention.

The Rosen Centre Hotel
9840 International Drive,
Orlando, 32819
\$96.00 +tax for single, double, triple, quad

407.996.9840

CONSOLIDATED POST REPORT & ADDENDUM

Purpose

To obtain and tabulate quantitative reports from Posts on major National and Departmental programs and to form the basis of National's report to Congress.

In accordance with Department Constitution and By-Laws, no Post delegation will be seated at Department Convention, be eligible for awards or receive membership cards until these reports are received.

Reminder

These reports should cover a 12-month period - June to May. They will be mailed to the Post under separate cover along with the Post Officers Report and Certification of Delegates form. See samples on the next two pages.

Deadline: June 2nd

Department Consolidated Post Report Addendum

Post # _____ District # _____

BLOOD DONOR

Post has Chairman a) #Post Blood Drives b) _____ # Units Donated to Post Acct c) _____
 #Units Used by Post d) _____

ROTC

	<u>Military Excellence Awards</u>	<u>Scholastic Excellence Awards</u>
College Seniors (Gold)	e) _____	f) _____
2-year College or Sophomores (Silver)	g) _____	h) _____
High School Seniors (Bronze)	i) _____	j) _____
#ROTC Units served: H.S. k) _____ College l) _____	# Members involved: H.S. m) _____ College n) _____	
Donations o) \$ _____	Supplies p) \$ _____	Dinners q) \$ _____
Swords s) \$ _____	Small Arms t) \$ _____	Awards u) \$ _____
# Miles w) _____	# Man Hours x) _____	Dances/balls r) \$ _____
		Other v) \$ _____

LAW & ORDER (Law Officer / Firefighter)

Dinners y) \$ _____ / z) \$ _____ Awards Ceremonies aa) \$ _____ / bb) \$ _____
 #Certificates given cc) _____ / dd) _____ # Man Hours ee) _____ # Miles ff) _____

SCHOOL MEDALS

#Medals Given:
 Elementary gg) _____ Jr High hh) _____ High School ii) _____ College jj) _____
 Cost of:
 Medals kk) \$ _____ Trophies, etc ll) \$ _____ Savings Bonds mm) \$ _____
 Scholarships nn) \$ _____ Parties, etc. oo) \$ _____ Other pp) \$ _____
 # Man Hours qq) _____ # Miles rr) _____

BOYS STATE

Post has Chairman ss) # Man Hours tt) _____ # Miles uu) _____

BASEBALL

Post has Chairman vv) # Man Hours ww) _____ # Miles xx) _____

ORATORICAL

Post has Chairman yy) # Man Hours zz) _____ # Miles A) _____

EDUCATION

Post has Chairman B) # Man Hours C) _____ # Miles D) _____

Post Members involved E) _____

PATRIOTIC OBSERVANCES

President's Day F) Americanism Month G) # Man Hours H) _____ # Miles I) _____

FLAG EDUCATION

Coloring Books Ordered J) _____ # Flag Certificates Given K) _____
 # Flag Etiquette Books Given L) _____ # Flags Given M) _____
 # Man Hours N) _____ # Miles O) _____

SHOOTING SPORTS

Post has Chairman P) # Man Hours Q) _____ # Miles R) _____

CHILDREN & YOUTH

Post has Chairman S)

Post Participated in:

Child Safety T) <input type="checkbox"/>	Temporary Financial Asst. U) <input type="checkbox"/>	Drug/Alcohol Abuse Prevention V) <input type="checkbox"/>
Halloween Safety W) <input type="checkbox"/>	Teen Suicide Prevention X) <input type="checkbox"/>	Child Safety Y) <input type="checkbox"/>
Immunizations Z) <input type="checkbox"/>	National Family Week AA) <input type="checkbox"/>	April is C&Y Month BB) <input type="checkbox"/>
# Man Hours CC) _____	# Miles DD) _____	

SPECIAL OLYMPICS

Post has Chairman EE) Thru Dept Hdqtrs FF) \$ _____ Directly to Special Olympics GG) \$ _____
 Goods Given HH) \$ _____ Parties/Picnics/etc II) \$ _____ Activities for Participants JJ) \$ _____
 Transportation KK) \$ _____ # of Volunteers LL) _____ # of Special Olympians Served MM) _____
 # Man Hours NN) _____ # Miles OO) _____

BOY SCOUTS

	Cub Scouts	Boy Scouts	Explorers Varsity	Totals
# Units Chartered	PP) _____	QQ) _____	RR) _____	SS) _____
# Units Supported	TT) _____	UU) _____	VV) _____	WW) _____
# Members Involved	XX) _____	YY) _____	ZZ) _____	AB) _____
# Youth Involved	AC) _____	AD) _____	AE) _____	AF) _____
# Eagle Certificates Presented AG) _____	# Adult Scout Certificates Presented AH) _____			
# Man Hours AI) _____	# Miles AJ) _____			

VA&R

Claimants contacted by Service Officer AK) _____
 Post has medical equipment to loan: Veterans AL) Veteran Dependents AM)
 Post conducted a Service Clinic:
 Post funds expended on VAVS program \$ _____
 # Awards presented for voluntary service in VAVS program _____

Signature of Post Commander or Adjutant _____

Date _____

Use this as a reference only. This is not an official form.

HELP SHARE THE NEWS - CPR INFORMATION

The reports you are filling out are perhaps the most important document your post can submit. This information will be compiled with all other posts that submit forms and put into a summary which is sent to Congress. (Your post may want to send a photo copy to your own representative.) This summary is our voice when the National Commander testifies on behalf of The American Legion.

You should not feel that everything has to be filled in. If your post only has one program, then that is all you can report. Your post may have other reports to file and your completion of the Consolidated Post Report will assist your post with this responsibility.

*You will be mailed three copies of the CPR and 2 copies of the Addendum. After the forms are filled out, **keep the back copy of each report for your post's records.** Send the first two copies of the CPR and the first copy of the Addendum so they are received in Department Headquarters no later than **June 2, 2008.***

Some questions can be answered by putting an "X" in the box. An "X" means "Yes." A blank means "No".

Many of the questions call for figures, such as the number of cases handled by the Post Service Officer. Some request dollars spent. There is a dollar sign at the beginning of each blank space which requests an answer in dollar amounts. **Do not report cents. Round out your answer to the nearest dollar amount.**

All answers to the boxes and the fill-ins should be typed or printed clearly using a dark colored ink.

Whoever is given the responsibility of completing these forms may have to get some answers from other Post officers or committee chairmen. If you can't get exact amounts or numbers, make as reasonable an estimate as you can, but don't exaggerate. If your Post did not participate in a program listed on the report, or if you simply can't get information by the requested date, leave the section blank. It is very unusual for a post to report something on every line.

If your post had projects which cannot be adequately covered by these reports, attach a narrative report to the National copy. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs. Narrative reports are helpful for National program awards. Be sure to identify your Post Number and Department.

POST OFFICERS REPORT

The Post Officers Report is due to Department Headquarters no later than July 9, 2008. Your post will not be able to register your Convention Delegation or pick up new membership cards unless this form is turned in.

This report will be sent to the Post Commander along with the Consolidated Post Report, Consolidated Post Report Addendum, and the Certification of Delegates form.

DELEGATES TO DEPARTMENT CONVENTION

The Certification of Delegates form is sent to the Post along with the Post Officers Report, Consolidated Post Report and the Consolidated Post Report Addendum.

*This form will be **turned in** at the Registration table at **Department Convention**.*

DO NOT MAIL THIS FORM

**BRING IT WITH YOU TO THE
DEPARTMENT CONVENTION**

JUNE

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END OF YEAR REPORTS AND AWARDS

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Americanism 81

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Children & Youth Chairman of the Year 86

Department Adjutant's Award 87

History Contests 88

Religious Emphasis 89-90

ROTC 91

School Medal 92

Post Service Officer "Tracy Taylor" Award 93-4

Sergeant-at-Arms 95

PURPOSE

To have a tally sheet you can keep with you as you work the programs of The American Legion.

Duplicate as needed

JUNE				
PROGRAMS	ACTIVITIES	EXPENDITURES	MAN HOURS	MILES TRAVELED
Americanism				
Baseball				
Boy Scout				
Boys State				
Children & Youth				
Disaster Prep				
Flag Education				
Law & Order				
Oratorical				
ROTC				
School Medal				
Shooting Sports				
Special Olympics				
Other				

Wilson Timmons Memorial Award

Best All Around Post

This is the time of year we begin to take stock of our Post activities. Has your Post been active in Legion programs? Is there something your Post has done that merits particular recognition? Has your Post pulled together to make your Community a better place to live? If your answer is "YES" you need to submit a report in the form of a narrative.

Remember, the report to be judged is the narrative report given by the Post Commander at the District Constitutional Conference. It should be typed and in folder form. The report should be thorough, listing and describing your Post's program activities for this program year only. **No history books.** Back-up materials may be included for reference purposes only. Do send in this report even if your District Constitutional Conference is after June 2nd.

The reports received will be judged by a committee appointed by the Department Commander. The Post report judged by this committee as "The Best All Around Post" will be recognized at Department Convention.

A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for this award.

Mail narrative to: The American Legion, Department of Florida
PO BOX 547859,
Orlando, FL 32854-7859

DEADLINE - Must be received by *JUNE 2, 2008*

AMERICANISM

End of Year Award Instructions

* A copy of your Consolidated Post Report and Addendum must be on file.

with Department Headquarters to be eligible for these awards.

* Include a narrative containing information or comments concerning the Americanism activities of your Post. Americanism includes School Medals, Baseball, Boy Scouts, Boys State, Oratorical Contest, Shooting Sports, Patriotic Holidays, Flag Education activities, Service to God and Country, Community Service, Get Out the Vote and Education activities. This can be a single page (typed or printed clearly). Review The American Legion's Americanism Manual for an explanation of all programs and activities under Americanism.

* Neatness and clarity are necessities for judging consideration.

* First place and runner-up will be selected.

* The signature of the Post Americanism Chairman and Post Commander must be at the end of the report.

MAILTO: The American Legion, Department of Florida
PO BOX 547859,
Orlando, FL 32854-7859

Must be received by no later than JUNE 2, 2008.

BLOOD DONOR

End of Year Narrative Instructions

This report is due into Department Headquarters by June 2, 2008.

- * A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for these awards.

- * **The reporting period is from May 1, 2006- April 30, 2007.** Any donations after this date must go on next year's report.

- * For awards, a letter from the local blood bank listing the total Blood Units on file for the account and number of participants from your Post must be attached to your report.

- * A narrative of Post activities to include how many donated units were collected by Post, Auxiliary, SAL or the community, how these units were utilized and any special activities for the Blood Donor Program.

Awards are: Margaret Skaggs Memorial (1st place)
 Runner-up

MAIL TO: The American Legion, Department of Florida
 PO BOX 547859,
 Orlando, FL 32854-7859

Double check your reports for accuracy. In the past, some reports were not judged because of invalid figures. Don't let this happen to your post.

BOY SCOUTS

End of Year Narrative Instructions

- * Awards will go to the Post with the most involvement in the Scouting program. Involvement is more important than donations.

- * A narrative report must include appropriate photographs and newspaper clippings.

- * A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for awards.

- * Awards are: Best Chartered Post
Best Non-Chartered Post

- * Mail narratives to: Florida American Legion
PO Box 547859
Orlando, FL 32854-7859

**This report is due into
Department Headquarters by June 2, 2008.**

CHILDREN & YOUTH

End of Year Awards

A typed Narrative Report on special events, unusual activities or "Areas of Concern" (Missing Children, Teenage Suicide, Indoor/Outdoor Safety, Drug Abuse Prevention). Required materials:

- A soft-bound cover-Black and white or color photos
- News item (include date and name of newspaper)
- Letters, etc. in chronological order (Please do not Xerox!!)
- Consolidated Post Report and Addendum must be on file at Department Headquarters. On the title page include the Post number, District and the name and title of the individual making the report. Make sure the report is in booklet form.

Mail this report to:

Dept. Headquarters, P O BOX 547859, Orlando, FL 32854-7859.

National Awards

- A. Annual Children & Youth Citations
- B. Special citations for Most Outstanding Children & Youth work.
- C. Certificates of Meritorious Service

Department Awards:

A panel of judges will judge these reports BEFORE the Department Convention. Presentation of awards will be made during the Convention.

- A. Best Overall Post- 1st place
- B. Best Overall Post - Runner-up
- C. Best Post Children & Youth Chairman- 1st place
- D. Best Post Children & Youth Chairman- Runner-up
- E. Don Halliday Memorial Plaque - from the SAL for Most Contributions to The American Legion Child Welfare Foundation, Inc.

DEADLINE JUNE 2, 2008

CHILDREN & YOUTH
"Blow Your Horn"
JUDGING

Direct Aid to Children	0-20 points
Indirect Aid to Children	0-10 points
Contributions, Parties, Gifts, Etc	0- 5points
Community Children Aided	0-25 points
Miscellaneous C & Y Activities	0-25 points
Narrative Reports and Areas of Concern	0-30 points
 TOTAL POSSIBLE POINTS	 115

LET'S HAVE 100% REPORTING THIS YEAR !!!

**MAIL REPORTS TO:
The American Legion
PO BOX 547859
Orlando, FL 32854-7859**

DEADLINE: JUNE 2, 2008

2007-2008 POST CHILDREN & YOUTH CHAIRMAN OF THE YEAR AWARD

A

- Were Halloween brochures ordered by your chairman? yes / no
- Were Halloween slides ordered by your chairman? yes / no
- Was reporting emphasized by your chairman? yes / no
- Did your chairman attend any district workshops? yes / no
- Did your chairman attend your area conference? yes / no
- Did your chairman order Temporary Financial Assistance materials? yes / no
- Did your chairman submit an application on behalf of a veteran's family from your Post for Temporary Financial Assistance? yes / no
- Did your chairman order Child Welfare Foundation materials? yes / no
- Did your chairman order posters and collection canisters from the Child Welfare Foundation? . yes / no
- Did your chairman attend the Department Convention? yes / no
- Did your chairman attend the Children & Youth meeting at the Department Convention yes / no
- Did your chairman make a year end report to Department? yes / no
- Did your chairman concentrate efforts on either one of our National areas of concern or on an Annual Program Area? yes / no
- Miles your chairman traveled for Children & Youth programs? _____
- Hours your chairman gave to Children & Youth programs? _____
- Number of Children & Youth projects promoted by your chairman? _____

B

LETTERS OF RECOMMENDATION: To augment this brief questionnaire, submit separate letters of recommendation from schools, churches, District and/or Area Commander.

C

NARRATIVE: To help in determining the best Children & Youth Chairman in the Department, a narrative report of outstanding accomplishments will be the most important facet of this competition.

Sections A, B, and C must be complete
for your Post Chairman to qualify

Name of Post Children & Youth Chairman Post number Signature Post Commander

RECEIVED AT DEPARTMENT NO LATER THAN JUNE 2, 2008

DEPARTMENT ADJUTANT'S AWARD for the MOST OUTSTANDING POST ADJUTANT

Since individual Posts participate in various programs in their local community, the narrative reporting system will be the most beneficial. To recommend your Post Adjutant for this award, consider some of the following areas in your narrative:

1. Concise post meeting minutes.
2. Certification of membership awards to the Department Headquarters.
3. Prompt transmittal of membership cards.
4. Prompt reporting of post activities to the membership.
5. Coordination of Legion programs during the year.
6. Maintains good communications between officers and chairmen.
7. Initiates membership programs to maintain the post membership.
8. Ensures the post home is maintained properly.
9. Promotes community activities with other civic groups.

NOTE: If your Post Adjutant is paid by the Post as a full-time or part-time Adjutant, this must be stated in your report. If only expenses are compensated, this does not need to be reported. All Post Adjutants are eligible for this award.

A copy of your Consolidated Post Report and Addendum must be on file at Department Headquarters to be eligible for this award.

Due to the Department Headquarters no later than June 2, 2008.

History Contests

It has been a well established policy of The American Legion to encourage the preparation of narrative histories and yearbooks (yearbooks were formerly called "Scrapbooks") at all levels. Information on Post activities will be of considerable value in the years to come. And now you have the option of the Open Class book.

Historians should start immediately to make a permanent record of his/her organization for the year ahead, from the installation of officers, up to and including the Department Convention. Plans to compile a complete organization history since its founding is important. For the present, a concentration on a one-year narrative history or a yearbook is the priority. Complete histories may be developed later from annual recordings and organization files.

The work of collecting, preserving and recording the activities of The American Legion is a most important endeavor and while it demands detailed work, it is hoped that the experience will be both inspiring and rewarding.

The rules for your particular book are in section 4 of the OFFICER'S GUIDE AND MANUAL OF CEREMONIES. Also, page 11 of this manual is the form to request a Historian packet from Department Headquarters. The Historian Packet has the necessary entry forms if you wish to participate in the annual History Book Contest.

Please read over the rules before you start on your book. They will walk you through it page by page. At the end of the rules is a judging and scoring form. This is a very helpful tool for you to use as the judges will follow this form exactly.

**Send all History books
to the Department Historian.**

DEADLINE: June 2, 2008

RELIGIOUS EMPHASIS

AWARD INFORMATION SHEET

Post Chaplains, now is the time to make your report on this year's activities. This includes reports on visitations to disabled veterans, distance you have traveled and the many hours you have devoted in your service as Chaplain. Let us gather our thoughts and apply all our God given talents and look at our many fine accomplishments.

All reports for the Religious Emphasis awards must be in a booklet or binder to include: narrative, photographs and publicity if at all possible. Use the Religious Emphasis Report form on the next page as a guideline for this narrative.

The following awards will be made at the Department Convention:

Best report on activities by Post Chaplain
(1st place and runner-up)

Best report on the "Four Chaplain's Memorial Service"
(1st place and runner-up)

A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for this award.

DEADLINE: JUNE 2 2008

RELIGIOUS EMPHASIS REPORT FORM

MAILTO: The American Legion, Dept. of Florida
PO Box 547859
Orlando, FL 32854-7859

DEADLINE JUNE 2, 2008

1. Does your Post open and close meetings with prayer? Y____N____
2. Does your Post initiate new members? Long form____ Short form____
3. Do you participate in initiations? Y____N____ # of new members_____
4. Did you conduct a "Religious Emphasis" program at your Post? Y____N____
5. Did you hold a "Four Chaplains" program at your Post, or participate in a joint program in your community or local church? Y____N____
6. Did you take part in any of the following:

Memorial Day _____ Veterans' Day _____ Armed Forces Day _____

Presidents' Day _____ Citizenship Day _____ Columbus Day _____

List Others _____

7. How many funerals did you participate in for Post members? _____
8. How many VA Medical Centers did you visit? _____
9. How many Post members visited in other Hospitals? _____
10. How many nursing homes and/or in-home visits did you make? _____
11. Does your Post keep a list of members with no relatives? _____
12. How many miles traveled? _____ How many hours? _____

Chaplain: _____ Post# _____ #Members _____

Signature of Post Commander or Adjutant

Date

ROTC

End of Year Narrative Instructions

A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for these awards.

The narrative must include :

- ☛ Monies donated or spent on dinners, swords, awards, supplies, dances, small arms or anything else.
- ☛ Activities the Post participated in; including Flag Disposal Ceremonies, Flag Day, Four Chaplains, Memorial Day, etc.
- ☛ The signature of the Post ROTC Chairman and Post Commander at the end of this narrative.

Awards given are: 1st place and Runner-up

Submit to Department Headquarters by June 2, 2008

SCHOOL MEDAL

End of Year Narrative Instructions

A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for these awards.

The report or narrative must include:

- ☛ The number of members in your Post.
- ☛ The name of each school to which awards were presented.
- ☛ How many medals given, small or large.
- ☛ How much money was spent.
- ☛ How many hours were worked by Post members.
- ☛ How many medals to each elementary, middle and high school.
- ☛ How many members were involved.
- ☛ The signature of the Post School Medal or Americanism Chairman and Post Commander at the end of this narrative.

Awards given are: 1st place and Runner-up

Submit to Department Headquarters by June 2, 2008

POST SERVICE OFFICER Tracy Taylor Award

Award Information

The “Unsung Hero” plaque is awarded to the Post Service Officer excelling in service work for veterans and their dependents.

This award is one of the most distinctive and impressive your Service Officer can earn. It is truly symbolic of the highest traditions of The American Legion. The recipient can be justifiably proud of his/her contribution to the rehabilitation program of The American Legion.

Your Service Officer may qualify for consideration for this award by your submitting the required written narrative of his Post activities and achievements in serving needy, disabled and hospitalized veterans and their dependents.

The annual reporting period is June 1, 2006 through May 31, 2007. Please use the form on the next page and return everything to Department Headquarters, PO Box 547859, Orlando, FL 32854-7859.

DEADLINE: JUNE 2, 2008

A copy of your Consolidated Post Report and Addendum must be on file with Department Headquarters to be eligible for this award.

Your Department Service Officer will screen all the applications very closely and determine who shall be presented the “TRACY TAYLOR” award at the Annual Department Convention.

POST SERVICE OFFICER "TRACY TAYLOR" AWARD FORM

Name of Service Officer _____

Address: _____ Phone #: _____

Post # _____ Post Address _____

Signature of Post Commander

Signature of Service Officer

Attach written narrative to this form. YOU MUST HAVE A NARRATIVE TO BE ELIGIBLE.

Current Post membership	
# of cases with direct contact to Government Agencies on behalf of veterans (other than VA or Congressmen/Senators)	
# of interviews with claimants	
# of hospitalized veterans that you helped (Government or Private)	
# of claims referred to County Veterans Service Officer	
# of claims referred directly to FDVA	
# of veterans assisted with Education/ Employment	/
#of veterans' families assisted	
# of veterans assisted with Housing/ Emergency Food	/
# of veterans furnished transportation	
Visits to hospitals (VA or Private)	
Estimated number of hours devoted to Service work	
Estimated number of miles traveled	
Last date certified as Post Service Officer	
How long in service to Post as Service Officer	

SERGEANT-AT-ARMS

Eddie Humer Award Form

The "Eddie Humer Award" for the most outstanding Post Sergeant-At-Arms will be presented at the Department Convention. Now is the time for your Post to reward the Sergeant-At-Arms for his/her contribution to the success of your year of service to The American Legion.

A copy of your Consolidated Post Report and Addendum must be on file in order to be eligible for this award. **DEADLINE: JUNE 2, 2008. A narrative is required. You may write on the back of this form describing why you think your Sergeant-At-Arms is outstanding in his/her duties.**

Please complete and mail to:

Department Headquarters, PO Box 547859, Orlando, FL 32854-7859

NOMINEE: _____

POST: _____ AREA: _____

Does your Post require a uniform?	Y E S / N O
Did he/she usually wear a uniform?	Y E S / N O
If not, was he/she usually neat in appearance?	Y E S / N O
Did he/she follow the Post Officer's Guide in presenting and retiring the Colors?	Y E S / N O
Did he/she actively greet all new and prospective members before and after the Post meeting?	Y E S / N O
Did he/she perform all duties that you requested in the area of Sergeant-At-Arms?	Y E S / N O

Signature of Post Commander

Date

FLORIDA SALES ORDER FORM

We do not have open credit accounts

POST# _____ DATE _____

SEND ORDER TO:

Name _____ Day Phone# _____

Address _____

City/ST/Zip _____

Mail form to: American Legion Florida Supplies, PO BOX 547859, Orlando, FL, 32854-7859
COPY AS NEEDED

Quantity	Description	Unit Price	Total
Shipping and Handling		Sub Total	
Up to \$5.00.....Add \$1.95	Up to \$75.00.....Add \$6.95	6.5% Sales Tax*	
Up to \$25.00.....Add \$3.95	Up to \$100.00.....Add \$8.95	Ship/Handling	
Up to \$50.00.....Add \$4.95	Over \$100.00..... Add \$11.95	TOTAL	

***If you are tax exempt please submit a copy
of your certificate with this order.**

REQUESTING MILITARY MEDALS AND AWARDS

Requests for the issuance or replacement of military service medals, decorations, and awards should be directed to the specific branch of the military in which the veteran served. However, for Air Force (including Army Air Corps) and Army personnel, the National Personnel Records Center will verify the awards to which a veteran is entitled and forward the request with the verification to the appropriate service department for issuance of the medals.

The Standard Form (SF 180), Request Pertaining to Military Records, is recommended for requesting medals and awards. Provide as much information as possible and send the form to the appropriate address as follows:

<u>Branch</u>	<u>Where to write for Medals</u>
ARMY	National Personnel Records Center Medals Section (NRPMA-M) 9700 Page Avenue St Louis, MO63132-5100
AIR FORCE	Air Force Reference Branch NCPMF National Personnel Records Center 9700 Page Blvd. St. Louis, MO 63132
NAVY/MARINE COAST GUARD	Navy Liaison Office (N314) Room 5409 9700 Page Blvd. St. Louis, MO 63132-5108

Medals and decorations to which an individual is entitled are listed on DD Form 214. The DD Form 214 shows all medals, including those earned while assigned to a classified unit or engaged in classified activity. If, because of incomplete records or clerical error, all medals are not listed on the DD Form 214, the individual can request correction of the DD Form 214 by submitting an Application for Correction of Military or Naval Records, DD Form 149. (See *your County Veterans Service Officer for this form*)

SAMPLE LETTER

Branch of Service: _____

Address: _____

Subject: MILITARY MEDALS, AWARDS AND DECORATIONS

To whom it may concern:

I request that you provide all medals, awards and decorations that I earned during my entire period of active duty. I appreciate your assistance in this matter. Thank you.

Full name of veteran: _____

Social Security number of veteran: _____

Former service number if different from SSN: _____

Branch of service: _____

Active duty date of entry: _____

Active duty separation date: _____

Veterans date of birth: _____

Veterans place of birth: _____

Mailing address of requestor: _____

Daytime phone number: _____

Name of requestor if different than veteran: _____

Relationship to veteran: _____

Signature of veteran / requestor: _____

Date of request: _____

Copy, of discharge or DD-214 is attached: Yes _____ No _____

TO ALL POSTS - FYI

Recently a number of questions have arisen concerning the relationship of the National Organization of The American Legion with the Departments, Districts and Posts. It, therefore, seemed advisable to review the status of each Post of The American Legion. The National Organization is a United States corporation. It is a private corporation chartered by the Congress of the United States. Its corporate charter is part of United States law.

This corporate charter gives the National Organization the power to issue charters to Departments and, when the Department so authorizes, to issue charters to Posts.

Departments and Posts are independent entities which run their own "day to day" affairs. The Department has a general oversight responsibility for the Posts in the Department. However, this oversight is not operational control. This is evidenced by Article IX, Section 7 of the National Constitution which gives Departments the power to prescribe the Constitution of the Posts. Of course, all Legionnaires are under the umbrella of the National Constitution and By-Laws.

As provided in Article VIII of the National Constitution, Sections 3, 4 and 5, Districts and Counties are administratively part of the Department. Such non-chartered bodies are the liaison between the Department and Post. They are not independent of each other.

The Department Constitution and By Laws require that all Posts incorporate in Florida so as to achieve the advantages of a corporate entity. These include the limitation of liability so long as adequate insurance is carried and the ability to deal with property without having to involve the rules for unincorporated associations which may involve the signature of everybody who has ever been a member and their heirs.

Should any entity of The American Legion, (i.e. Department or Post) desire to incorporate a program, this may be done. However, because of the provisions of trademark law, the respective entity of The American Legion must control the subsidiary 100%. This means, at minimum, that The American Legion must name all of the directors, trustees, officers and any other governing individual, and that the Legion entity must fill the vacancies. Furthermore, the members of the Board of Directors, Board of Trustees, the officers and any other governing individual must be a member of or within the entity. In addition, any change to the corporate by-laws must be approved by the parent entity to the subsidiary. Since a number of issues including, but not limited to tax law bear on subsidiaries, before this course is followed, the advice of an experienced attorney and CPA, both familiar with non-profit law, taxes and accounting, should be sought. Such subsidiaries, if they do not qualify as a tax exempt entity, end up being fully taxable. This is an area where special care is needed to keep the records correctly categorized to avoid loss of the Legion entity's tax exempt status.

Important Veteran Information

Every spouse of a veteran should have in his/her personal file the following:

- Veteran's Birth Certificate - 3 copies
- Spouse's Birth Certificate - 3 copies
- Children's Birth Certificate - 3 copies
- Certificate of Marriage - 3 copies
- Wills (Man's & Wife's) - 2 copies
- Spouse's Social Security number
- Veterans Social Security number
- Discharge papers - 2 copies
- Separation records - 2 copies
- V.A. "C" number
- G.I. Insurance Policy Number
- All Insurance Policies with addresses and numbers. (Originals needed)
- Cemetery plot or vault locations and numbers
- Death Certificates and divorce decree of all prior marriages(if applicable)

Copies of the following are needed to file a Claim for Death Benefits.

- Certificate of Marriage
- Birth Certificate of minor children
- Death Certificates or divorce decrees of all prior marriages on either side
- Service discharge papers
- Service separation papers
- V.A. "C" number
- Social Security number of both parties
- V.A. insurance papers
- Proof of Death Certificate (minimum 4 copies)
- Bills from Funeral Home

ALL originals should be kept in a safety deposit box or equivalent.

NEVER release an ORIGINAL copy.

APPOINT an administrator for minor children.

FOR FURTHER ASSISTANCE contact your County Veterans' Service Officer.

National Insurance Benefits Programs

****These are optional programs that members must enroll in and pay premiums.****

NOTE: Claims will be paid only if member's dues are current.

Term Life Plan

American Legion Life Plans
c/o Relia Star Life Ins. Co.
1776 West Lakes Parkway
West Des Moines, IA 50398
800.542.5547

Whole Life Plan

Union Fidelity Life Ins. Co.
4850 Street Road
Trevose, PA 19049
800.523.5758

Small Employer Plan (2-50 employees)

Seabury & Smith
877-249-7868

Health Insurance Mart (Individual)

Seabury & Smith
877-249-7868

(Brochures for the following are available from Department Headquarters)

Dental Insurance Plan - 1-800-542-5547

***EyeMed Vision Care- Discount on prescription eyewear 1-800-793-8626
Check with Department Headquarters for information.***

Rx America (Discount Prescription Program) - 1-800-792-6534

The program has two components: (1) a network of retail pharmacies and (2) a mail order service. Members simply present their **current** American Legion or SAL membership card at the pharmacy when purchasing a prescription to receive the discount. For mail service call: 800-792-6534, complete the mail order form and send it to: Rx America, P O Box 961025, Fort Worth, TX, 76161-9863. The mail service is guaranteed to be more cost effective than AARP mail service.

A final provision of the Discount Prescription Program is one that allows the surviving spouses of Legion and SAL members to participate in this program. A form for requesting the card is included in this manual (page 100) and may be reproduced as needed. The form must be signed by the Commander or Adjutant of the post or squadron.

Tri Care Supplement Program - 1-800-424-1120

The program is designed to meet the needs of active duty and retired military members who may be referred to civilian facilities for care.

Department of Florida Insurance Benefits Programs

Insurance programs offered by Legionnaire Insurance Trust (LIT) and subscribed to by the Department of Florida are administered by Association Group Insurance Administrator (AGIA) of Westchester, IL (708.836.0045).

LIT
P.O. Box 21908
Santa Barbara, CA 93121-1908

LIT Payment Center
P.O. Box 60290
Los Angeles, CA 90060-0290

No-Cost Accidental Death & Dismemberment Program

The current program for all Legionnaires begins September 1, 2006. Once the acceptance form has been completed and mailed to LIT, the member is covered until August 2011. Each new member should receive a brochure and acceptance form from the post. Existing members will receive information in the mail directly from LIT or they can get the brochure from the post. Brochures with acceptance forms are available from Department Headquarter through the Spring of 2011. Also, brochures can be picked up at Department Convention and Fall Conference.

Benefits payable under this program:

1. Up to \$1,000.00 of accidental death & dismemberment insurance with coverage 24 hours per day, seven days a week.
2. An additional \$500.00 of accidental death & dismemberment benefits are available if the enrolled Legionnaire suffers a covered loss while on official Legion business.

Medical Insurance (AD&D,5-Way Emergency Cash,Cancer Care,Critical Illness,Dental Help,Disability Income,Discount Card,Emergency Assistance Plus,Emergency Outpatient Plan,Excess Major Medical,Family Protector,Long Term Care,Travel Accident,Whole Life)

Contact LIT (Santa Barbara, CA) 800.235.6943 for:
Information concerning any insurance
Requests for changes in coverage
Rate Changes
Verification of benefits

Contact LIT (Phoenix, AZ) 800.882.0220 for:
Claims notification

For name/address changes: Please include Legion ID#
Francis McCutcheon, Legionnaire Insurance Trust
1155 Eugenia Place, Carpinteria, CA 93013-2062
email: fmccutchon@agia.com

GMAC Automobile

Attn: Mike Rafert, 1 National General Plaza, Earth City, MO 63045, 800.847.2886

Signature Home Protection

When you sign up your first 30 days are free! Then only \$9.99 a month. Call 800.576.3445 for information.

Rx America Discount Prescription Program

Request for Special Card for Widows or Widowers of an American Legion Member
and Widows of Sons of The American Legion Members.

To obtain a card that allows an eligible Widow/Widower to use the Discount
Prescription Program, please complete the following:

Legion/SAL Member: _____

Widow/Widower Name: _____

Social Security #: _____

Address: _____

Phone #: _____

Post # and Address: _____

Post Commander or Adjutant name (please print then sign):

(Print) _____

(Signature) _____

SEND COMPLETED FORM TO:

Seabury & Smith

ATTN: SMP

135 N Pennsylvania St Suite 1600

Indianapolis, IN 46204

PRINTED MATERIALS

Available from: The American Legion National Headquarters
P. O. Box 1055, Indianapolis, Indiana 46206:

Americanism

Americanism Manual	H.S. Oratorical Contest Rules Brochure
Action Programs of Americanism	Chrm's Guide to the Oratorical Contest
American Legion Baseball Handbook	Junior Shooting Sports Program
American Legion Baseball Brochure	The American Legion and Scouting
Square Knot Award	The Boys State Program
School Award Medal	Policy on Education
American Education Week	Veteran of the Month Program
Adult Literacy	

Americanism Publications from National Emblem Sales

Declaration of Independence and U.S. Constitution	Service To God & Country (Chaplains)
Guide for Parents and Students	I Pledge Allegiance Comic Book
Let's Be Right on Flag Etiquette	"Need a Lift?"
Flag Code	Chaplains Prayer Manual
Our Country's Flag Comic Book	Our Country's Veterans Comic Book
Know Your America	Light of Liberty Citizenship Comic Book
Geography Activities Book	

Internal Affairs/Membership and Post Activities

Officer's Guide/Manual of Ceremonies	Certificate of Initiation
Paid-Up-For-Life Application	Post Adjutant's Membership Manual
Paid-Up-For-Life Brochure	Membership Team Training Guide
"Why You Should Belong"	Post Operations Manual & Guideline to Post Bldg

National Emblem Sales (888.453.4466)

National Emblem Sales Catalog

Official American Legion Calendar

Baseball Merchandise Catalog

Children & Youth

Warning Signs (Suicide prevention)

Information Brochure

Temporary Financial Assistance

Child Welfare Foundation

Make Halloween Safe and Fun

Children's Miracle Network

April is Children & Youth Month

Annual program publication

CWF Awards Brochure

CWF Grant Guidelines

Gateway Drugs

National Family Week

Play It Safe

Family Support Network

Public Relations

P. R. Handbook

Suggested Speeches

American Legion Fact Sheets

News Releases

Message Points

Clip Art

Event Planning Guides

Radio & TV PSA's

PRINTED MATERIALS

**Available from: The American Legion National Headquarters
1608 "K" Street N.W., Washington, D.C. 20006**

Legislative

Legislative Handbook How a Thought Becomes a Bill How a Bill Becomes a Law

National Security/Foreign Relations

National Convention-Statement of
Positions and Resolutions on National
Security and Foreign Relations

National Crime Prevention Program

The American Legion ROTC
Achievement Program

American Legion Blood Program

Fire Prevention/Protection Program

Junior Law Cadet Programs

Certificate of Commendation (Fireman)

Certificate of Commendation (Police)

Veterans Affairs and Rehabilitation

Know Your Benefits

What To Do Before a Veteran Dies

Guide To Filing Military Discharge
Review& Corrections Board Applications

Women Veterans Guide

VA&R Code of Procedure

Guide to Post Traumatic Stress Disorder

Source of Military Personnel & Veterans

Gulf War Benefits & Programs

Veterans: The War Against Hepatitis C

Viet Nam Veterans: Guide to Agent Orange Benefits

FUTURE MEETINGS

2007 Fall Meetings National Headquarters, Indy	October 15-18
2007 Fall Conference Rosen Centre Hotel, Orlando	October 18- 21
2008 Washington (D.C.) Conference	March 30-April 2
2008 Spring Meetings National Headquarters, Indy	May 5-8
2008 Department Convention Rosen Centre Hotel, Orlando	July 18-20
2008 National Convention Phoenix, Arizona	August 22-28
2008 Fall Meetings National Headquarters, Indy	October 13-16
2008 Fall Conference	
2009 Washington (D.C.) Conference	March 1-4
2009 Spring Meetings National Headquarters, Indy	May 4-7
2009 Department Convention	
2009 National Convention Louisville, Kentucky	August 21-27
2009 Fall Meetings National Headquarters, Indy	October 12-15
2010 Washington (D.C.) Conference	February 28-March 3
2010 Spring Meetings National Headquarters, Indy	May 3-6
2010 Department Convention	
2010 National Convention Milwaukee, Wisconsin	August 27-September 2
2010 Spring Meetings National Headquarters, Indy	May 3-6