

**PLAQUES AND AWARDS
2023-2024
AMERICANISM**

**All entries are to be sent to the Department Americanism Chairman,
Mary Kuperus, 313 Pine Street SW, New London, MN 56273**

DEPARTMENT AWARDS:

AMERICANISM ESSAY CONTEST:

- Theme: What Does Freedom Mean To Me?
- Entry must include signed coversheet
- One entry per class per unit may be submitted
- Entry due to Department Americanism Chairman **no later than March 25, 2024**

PIERCE J. CLARK PLAQUE:

- Award Criteria: To the Unit reporting the most constructive, well-rounded program in Americanism.
- Award Guidelines: Entry must be in narrative form not to exceed 1000 words. Entry must be typed and may include photos and press releases. Entries must contain the Unit name, number and the name and address of the Unit chairman.
- Award: Plaque - presented at the Department Convention.

FREEDOM AWARD

- Award Criteria: To the Unit Chairman reporting the most outstanding Americanism youth program.
- Award Guidelines: Entry is to be typed in narrative form, not to exceed 1000 words. The entry may include no more than five pictures/news articles.
- Award: Citation - presented at Department Convention.

PATRIOT AWARD

- Award Criteria: To the Unit Chairman reporting the most outstanding program promoting awareness and proper respect for the American Flag and the National Anthem.
- Award Guidelines: Entry is to be typed in narrative form, not to exceed 1000 words. No pictures or clippings are to be included.
- Award: Citation - presented at Department Convention.

NATIONAL AWARDS:

Unit Award: DOROTHY PEARL MOST OUTSTANDING UNIT AMERICANISM PROGRAM

- Award: Citation Plaque
- Presented to: One Unit in each division (5)
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1000 words.
 - The entry may include not more than five pictures and five news articles.
 - Report must have National Americanism Report & Award Cover Sheet attached to it.

Department Award: BEST DEPARTMENT AMERICANISM PROGRAM

- Award: Citation
- Presented to: One department in each division (5)
- The entry must be typewritten in narrative format, not to exceed 1000 words. Include pictures, clippings, scrapbooks, folders, etc.
- Report must have National Americanism Report & Award Cover Sheet attached to it.



**American Legion Auxiliary
National Americanism Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.

Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____;ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number:(_____) _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (_____)_____. ALA member ID#: _____

Chairman's email address:

Please see instructions on previous page about where to send this form.



**AMERICANISM ESSAY CONTEST
2024 Cover Sheet**

Each year, the American Legion Auxiliary (ALA) sponsors an Americanism Essay Contest for students in grades 3-12, including students with special needs. Grade levels are divided into six classes. One award in each of the six classes will be presented in each division. Winners will receive \$50 and a \$50 donation in the student's name will be made to the Children of Warriors National Presidents' Scholarship fund. National winners will be posted at www.ALAforVeterans.org after convention.

Essay Title: ""What does Freedom mean to me?"

Essay Classes:

Class	Grade Level	Word Requirement
I	3 and 4	150-250
II	5 and 6	250-300
III	7 and 8	350-400
IV	9 and 10	450-500
V	11 and 12	450-500
VI	Students with special needs	Word count should correspond with student's grade level.

Essay Checklist:

- Class competing in _____ Sponsoring ALA unit _____
- Typed or neatly written essay conforming to the word requirement for class
- Completed essay coversheet as first page of essay
- Word count of essay _____
- Due date for student to return to ALA unit _____
-

To Be Completed by the Student/Parent:

Student Name: _____

Address (Street, City, State, Zip): _____

E-mail Address: _____

Phone: _____

School Name: _____

School City/State: _____

Teacher Name and Signature: _____

Auxiliary Use Only (Must be completed for entry to be considered.):

Sponsoring Unit Name/Number: _____

Signature of Unit Americanism Chairman: _____

Unit winner due to Department on: _____ Department: _____

Signature of Department Chairman: _____

Department winner due to National Americanism Division Chairman by April 15, 2024



American Legion Auxiliary

Americanism Essay Contest flow chart -

Visit www.ALAforVeterans.org for more information and required cover sheet

Units to schools
Distribute essay cover sheet and
instructions with requested return date*

Units select from submitted essays.
Send to department chairman
on or before March 25, 2024.

Mary Kuperus wmkuperus@tds.net
313 Pine Street SW, New London, MN 56273

Department chairman selects from submitted unit
essays then send winners to division chairman by
April 15, 2024

Division chairman determine
winners then send to
Americanism Committee members

*Deadlines determined by unit and department chairmen.

**PLAQUES AND AWARDS
2023-2024
AUXILIARY EMERGENCY FUND**

**All entries are to be sent to the Department Auxiliary Emergency Fund Chairman,
Margee Keller, 301 Maple Street, Crookston, MN 56716**

DEPARTMENT AWARDS:

- Award Criteria: Presented to any individual contributing \$50.00 or more
- Award Guidelines: Personal contributions of \$50.00 or more
- Award: Citation & Small Gift

NATIONAL AWARDS:

Members can donate \$100.00 directly to National and be awarded a Lapel Pin @
www.ALAforVeterans.org

**PLAQUES AND AWARDS
2023-2024
CHILDREN & YOUTH**

**All entries are to be sent to the Department Children & Youth Chairman,
Brandi Christensen, 15780 30th Street, Watertown, MN 55388**

DEPARTMENT AWARDS:

MILO BLANICH CHILDREN & YOUTH PLAQUE

- Award: Plaque
- Award Criteria: To the unit with membership of 10-200 members for the most outstanding Children & Youth report
- Award Guidelines:
 - A typewritten narrative not to exceed 1,000 words.
 - May include pictures, news articles, news releases, etc.
 - Attach an award cover sheet, including the name of the award as well as the name of the contest and contact information.

GLEN H. DORNFIELD CHILDREN & YOUTH PLAQUE

- Award: Plaque
- Award Criteria: To the unit with membership of 201 and over members for the most outstanding Children & Youth report
- Award Guidelines:
 - A typewritten narrative not to exceed 1,000 words.
 - May include pictures, news articles, news releases, etc.
 - Attach an award cover sheet, including the name of the award as well as the name of the contest and contact information.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT CHILDREN & YOUTH PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Narrative not to exceed 1,000 words. Include specific examples of how your unit worked the Children & Youth program, including supporting military children.
 - May include pictures, news articles, news releases, etc.
- Report must have national Children & Youth Report & Award Cover Sheet attached to it.

BEST DEPARTMENT CHILDREN & YOUTH PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Narrative not to exceed 1,000 words. Include specific examples of how your department worked the Children & Youth program, including supporting military children.
 - May include pictures, news articles, news releases, etc.



**American Legion Auxiliary
National Children and Youth Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ;ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number:(____) _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below:

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____). _____ ALA member ID#: _____

Chairman's email address:

Please see instructions on previous page about where to send this form.

PLAQUES AND AWARDS

2023-2024

COMMUNITY SERVICE

All entries are to be sent to the Department Community Service Chairman,
Wanda Seidler, 221 Lakeview Drive, Spicer, MN 56288
Email claricekeith2014@gmail.com

DEPARTMENT AWARDS:

DEPARTMENT COMMUNITY SERVICE PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the unit with the most outstanding overall promotion of the Community Service Program during the 2023-2024 administrative year.
- Award Guidelines:
 - Each entry must include both objectives. Entry must be in narrative form, not to exceed over 1,000 words.
 - Must include pictures, newspaper articles and attached after narrative.
 - The Unit name and address, name of the Department and a completed copy of your annual report must be included.
 - The Department winner will be forwarded to National for competition.

STARR COMMUNITY SERVICE PLAQUE

- Award: Plaque
- Award Criteria: To the unit submitting the most outstanding report concerning any one Community Service project emphasized in the Action Steps in the Plan of Action (Community- Wide Service project, Walk Run and Roll, National Day of Service, Community Blueprint, Job Fair, Career e-Mentoring.
- Award Guidelines:
 - The entry shall consist of the Unit's annual report form and a narrative not to exceed 500 words.
 - Photos and print publicity may be included and attached after narrative.

NATIONAL AWARDS:

MOST OUTSTANDING COMMUNITY SERVICE PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Include pictures and newspaper articles.
- Report must have national Community Service Report & Award Cover Sheet attached to it.

BEST PROMOTION OF AMERICAN LEGION FAMILY DAY

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Include pictures and newspaper articles.
- Each entry must be typewritten in narrative form.
- Report must have national Community Service Report & Award Cover Sheet attached to it.

BEST DEPARTMENT COMMUNITY SERVICE PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Each entry must be typewritten in narrative form.
- Include pictures and newspaper article.
- Report must have national Community Service Report & Award Cover Sheet attached to it.



**American Legion Auxiliary
National Community Service Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see instructions on the previous page about where to send this form.

PLAQUES AND AWARDS

2023-2024

EDUCATION

All entries are to be sent to the Department Education Chairman,
Lorinda Kies, 2177 Arnold Palmer Drive, Blaine, MN 55449

DEPARTMENT AWARDS:

DEPARTMENT COPPA STARR EDUCATION AWARD

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit submitting the most outstanding Education report.
- Award Guidelines:
 - Entry must be in narrative form not to exceed 500 words.
 - Entry must be typed and include a copy of the Unit's annual report.
 - Reports and clippings may be included.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT EDUCATION PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit Education Chairman
- Materials and guidelines:
 - Entries must include the national award cover sheet.
 - The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your unit worked the Education program.
 - Include pictures, clippings, scrapbooks, folders, etc.
- Report must have national Education Report & Award Cover Sheet attached to it.

MOST OUTSTANDING DEPARTMENT EDUCATION PROGRAM

DEPARTMENT AWARD

- Award: Engraved Plaque
- Presented to: One department Education Chairman
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your department worked the Education Program.
 - Include pictures, clippings, scrapbooks, folders, etc.
- Report must have national Education Report & Award Cover Sheet attached to it.



**American Legion Auxiliary
National Education Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: () _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: Full official unit name:

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: () _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department:

Name of department chairman:

Chairman's phone number: () _____ ALA member ID#: _____

Chairman's email address:

Please see instructions on previous page about where to send this form.

PLAQUES AND AWARDS

2023-2024

HISTORY

All entries are to be sent to the Department History Chairman,
Renee Suess, 678 Independence Drive, Big Lake, MN 55309

DEPARTMENT AWARDS:

BETTY GARTNER PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the most outstanding Senior history
- Award Guidelines:
 - See History Rules enclosed.

STICKLEY GIFFORD PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Junior Group with the most outstanding Junior history.
- Award Guidelines
 - See History Rules enclosed.

DISTRICT HISTORIAN PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the District Historian with the most outstanding District history.
- Award Guidelines:
 - See History Rules enclosed.

WOMEN'S HISTORY ACTIVITY AWARD

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit/District with the most outstanding Senior activity to celebrate "Women's History" in the month of March.
- Award Guidelines: A short narrative of 500 words or less on: What your unit did to celebrate "Women's History" in the month of March 2024. You may include 2 photos, and/or 2 newspaper clippings. A hard copy of this report is required.

**PLAQUES AND AWARDS
2023-2024
JUNIOR ACTIVITIES**

**All entries are to be sent to the Department Junior Activities Chairman,
Sally Strasser 381 Grafton Avenue N, Oakdale, MN 55128**

Starr Lauck Americanism Award

- Award Criteria: To the junior group reporting the best constructed and well-rounded Americanism program for this year.
- Award Guidelines: The entry is to be typewritten in narrative form and not to exceed 1,000 words. Include a copy of your Junior Activities annual report, use the Department award sheet, and clearly identify the award name for the entry as this is a separate entry form from your annual report.
- Award: A plaque presented at the Department Convention.

Cederberg and Langenbrunner Community Service Plaque

- Award Criteria: For the best all-around Junior program in Community Service.
- Award Guidelines: Submit a narrative and include a copy of your Junior Activities annual report. Use the Department Award sheet and clearly identify the award name as the entry is a separate entry from your annual report.
- Award: A plaque presented at the Department Convention.

Miller Outstanding Junior Member Plaque

- Award Criteria: To an individual Junior member for her outstanding contributions to the Junior Activities program or junior project for this year.
- Award Guidelines: The Junior group should choose their Junior Member of the Year according to the following guidelines:
 1. Each unit is limited to one nomination.
 2. Nominations are limited to Junior members in good standing for 2023-2024.
 3. Selection should be based on the outstanding contribution the Junior has made through a program or project other than the office she is holding for the current administrative year.
 4. Length of membership is not part of the criteria.
 5. The junior nominee will be selected by her junior group with the assistance of the Unit Junior Activities Chairman.
 6. Each Junior group will submit to the Department Junior Activities chairman the following information:
 - a) Name, complete address, and email of nominee.
 - b) Narrative typed double space, not to exceed 500 words, describing nominee's accomplishments during the current administrative year.
 - c) Nomination must be signed by the Unit Junior Activities chairman and the Unit Honorary Junior President.

7. Winner will be forwarded to National for the Junior Member of the Year Award.

8. If there are no entries, the Department Junior Activities chairman will choose an award recipient. If awarded in this manner, the Juniors' name will not be forwarded to National for competition.

Poppy Contests- These are awarded at the Department Junior Conference-

- There is no limit to the number of entries per unit for the contests.
- Only one entry per Junior per contest.
- All entries must include large, small or a combination of poppies.
- All white tags must be removed from the poppies.
- All entries must beat the Department Conference by 9:00am on Saturday, April 13, 2024, for judging.
- All entries must have an envelope attached with the contest name and class number on the envelope and the Junior's name, unit number, location, and District number on a card inside the envelope.

Classes for each contest:

Class I Ages 6 & under

Class II Ages 7-12

Class III Ages 13-18

Award:

1st Place- \$10.00 cash award and certificate in each class.

2nd Place- \$5.00 cash award and certificate in each class.

1. Poppy Corsage/Boutonniere Contest

To the Junior member in each class with the best Poppy corsage or boutonniere using Department Honorary Junior President Taylor's symbol a camouflage paw print.

Entries are to be placed in a Ziploc bag with a corsage pin.



2. Poppy Centerpiece Contest

To the Junior member in each class with the best Poppy centerpiece using Department Honorary Junior President Taylor's symbol a camouflage paw print or her theme **“A companion for our comrades.”**

3. Poppy Wreath Contest

To the Junior member in each class with the best Poppy Memorial Day Wreath with the poppy as the focus of the wreath

National Junior Activities Awards Information

Member Award: Junior Member of the Year

- Nominees must have been a Junior at the start of the current ALA administrative year
- Narrative should detail the Junior nominee's ALA participation and activities during the past year. Document with photographs, screenshots, and other evidence of Junior's ALA participation and activities.
- All entries must be submitted via electronic form by 5 p.m. EST on June 1.
- Note: You will receive confirmation when your award is submitted.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form>

Unit Award: Most Outstanding Unit Junior Activities Program (per division)

- All unit entries must be submitted by the department chairman via electronic form by 5 p.m. EST on June 1.
- Note: You will receive confirmation when your award is submitted. Unit members should follow instructions from their department.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form> **Department Award:**

Best Department Junior Activities Program (per division)

- All department entries must be submitted by the department chairman via electronic form by 5 p.m. EST on June 1.
- Note: You will receive confirmation when your award is submitted.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form> **National Award:**

Best Media Coverage of Activity or Project

- Narrative should detail activity or project from inception to completion and a list of all media coverage. Document with photographs, screen shots, and other evidence of media coverage.
- All entries must be submitted by the department chairman via electronic form by 5 p.m. EST on June 1.

Note: You will receive confirmation when your award is submitted.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form>



**American Legion Auxiliary
National Junior Activities Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: () _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: Full official unit name:

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: () _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department:

Name of department chairman:

Chairman's phone number: () _____ ALA member ID#: _____

Chairman's email address:

Please see instructions on previous page about where to send this form.

PLAQUES AND AWARDS

2023-2024

LEADERSHIP

All entries are to be sent to the Department Education Chairman,
Karla Otterness, 239 Westgate Drive, Winsted, MN 55395

DEPARTMENT AWARDS:

DEPARTMENT FLORENCE HAMEL PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit submitting the best all-around Leadership program for the year.
- Award Guidelines:
 - Entry must be in narrative form not to exceed 1,000 words.
 - Entry must be typed and may include photos and press releases.
 - Entries must contain the Unit name, number and the name and address of the Unit.

UNIT MEMBER OF THE YEAR

- Award: A plaque to Minnesota's Unit Member of the year. The winner will also receive \$800.00 towards expenses to the National Convention should she wish to attend.
- Award Criteria: To an individual who is a very special, hardworking, dedicated Auxiliary member who goes above and beyond the call of duty, however, has no desire to serve in any office beyond the Unit level. She may have worked behind the scenes and was there to further the programs of the American Legion Auxiliary.
- Award Guidelines:
 - Each Unit is limited to one nomination.
 - Only Senior members in good standing are eligible.
 - Current membership dues must be paid.
 - The member cannot have obtained an elected or appointed leadership role higher than Unit President.
 - Selection is based on accomplishments, activities, etc. for the **current** administrative year.
 - Years of membership are not a part of the criteria; the nominee may be a new member.
 - Unit must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name, address and telephone number. The Unit Secretary and President must sign the entry, unless the nominee is one of them in which case, a Past Unit President must sign the entry.

NATIONAL AWARDS:

UNIT MEMBER OF THE YEAR

MEMBER AWARD

- Presented to: A senior member in good standing who hasn't obtained an elected or appointed leadership role higher than that of unit president.
- Materials and guidelines:
 - Selection is based on accomplishments, activities, etc. for the current administrative year.
 - Years of membership are not a part of this criteria; the nominee may be a new member.

MOST OUTSTANDING UNIT LEADERSHIP PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit per division.
- Materials and guidelines:
 - Entries must include the national award cover sheet.
 - The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your unit worked the Education program.
 - Include pictures, clippings, scrapbooks, folders, etc.
- Report must have a national Leadership Report & Award Cover Sheet attached to it.

MOST OUTSTANDING DEPARTMENT LEADERSHIP PROGRAM

DEPARTMENT AWARD

- Award: Citation to a department in each division (5)
- Presented to: One department in each division that best demonstrates what her department did to promote leadership.
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words and include recommendations from units and members.
 - Pictures and examples are encouraged.
 - Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department Leadership chairman.
- Report must have a national Leadership Report & Award Cover Sheet attached to it.



**American Legion Auxiliary
National Leadership Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.

Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#:: _____

Nominating Member (if different from above): _____

Nominator's Phone number:(_) _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number:() _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: () _____ ALA member ID#: _____

Chairman's email address: _____

Please see instructions on the previous page about where to send this form.

**PLAQUES AND AWARDS
2023-2024
LEGISLATIVE**

**All entries are to be sent to the Department Legislative Chairman,
Robin Dorf, PO Box 1236, Monticello, MN 55362**

DEPARTMENT AWARDS:

MARIE HARDING PLAQUE

Award: Plaque presented at Department Convention

Award Criteria: To the Unit with the best overall Legislative program

Award Guidelines:

- Report must be typewritten in narrative form and should not exceed 500 words.
- Please include a copy of the unit's annual legislative report form.
- You are encouraged to include pictures and newspaper articles.
- Entry must include unit name, and unit chairman name and address.
- The Department winner of this award will be forwarded to National for the Unit Legislation Award competition.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT LEGISLATIVE PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

BEST DEPARTMENT LEGISLATIVE PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

All entries must be submitted by the department chairman electronically by June 1st.



**American Legion Auxiliary
Legislative Service Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: () _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: () _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: () _____ ALA member ID#: _____

Chairman's email address: _____

Please see instructions on the previous page about where to send this form.

PLAQUES AND AWARDS

2023–2024

NATIONAL SECURITY

All entries are to be sent to the Department National Security Chairman,
Carol Kottom, 1909 Goldfinch Drive, Buffalo, MN 55313

DEPARTMENT AWARDS:

LONERGAN PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit that reports the Most Outstanding Overall Program serving military families with special emphasis on helping them through times of family members deployment and/or injury (severely wounded)
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words, please include pictures and news articles.

DOROTHY PEARL CIVIL PREPAREDNESS AWARD

- Award: A certificate presented at the Department Convention.
- Award Criteria: To the Unit reporting the Best Overall Program for their Community.
- Award Guidelines:
 - All entries must be double-spaced, typewritten in narrative form and must not exceed 1,000 words.
 - Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit Name and number, chairman's name and address and name of award entry. You may include photos and other support materials.

MILITARY SUPPORT UNIT AWARD

- Award: Plaque presented at the Department Convention.
- Award Criteria: To the Unit reporting the best overall Program in activities that support our troops.
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words.
 - Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit name and number, chairman's name and address and name of award entry. You may include photos and news articles.

NATIONAL SECURITY PROGRAM AWARD

- Award: A certificate presented at the Department Convention
- Award Criteria: To the Unit Chairman reporting the best overall National Security Program.
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words. Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit name and number, chairman's name and address and name of award entry. You may include photos and news articles.

NATIONAL AWARDS:

Unit Award: Most Outstanding Unit National Security Program (per division)

- All unit entries must be submitted by the department chairman via electronic form by 5 p.m. EST on June 1.

Note: You will receive a confirmation when your award is submitted. Unit members should follow instructions from their department.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form>

Department Award: Dorothy Pearl Best Department National Security Award (per division)

- All department entries must be submitted by the department chairman via electronic form by 5 p.m. EST on June 1.

Note: You will receive a confirmation when your award is submitted.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form>

Salute to Servicemembers Award

- Deadline: June 1

Established in 2003, this award honors all enlisted personnel who are currently serving our country in the Army, Navy, Marine Corps, Air Force, Coast Guard, Space Force, and the National Guard/Reserve. One enlisted servicemember from each branch of service as well as the National Guard/Reserve will be recognized at the American Legion Auxiliary National Convention. Recipients will attend the National Convention as guests of the Auxiliary.

Nomination Eligibility:

- A servicemember currently serving in the United States Armed Forces.

Nomination Requirements:

- The nominating person submits a narrative discussing the reason for the nomination.
- The servicemember writes a narrative (750 words or less) or creates a video (3 minutes or less) that shows them discussing their service both in and out of uniform.
 - If the Servicemember chooses to upload a video instead of a narrative, please make sure that it is less than 3 minutes in length and does not contain any copyrighted music, images or text.
- The servicemember must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary National Convention.
- Endorsement from a member of their command group must be included.
- The nominating form, along with all supporting documentation, must be completed and submitted by June 1, 2024, 5:00 PM EDT.

National Awards Form Link: <https://member.legion-aux.org/Salute-to-Servicemembers-Award-Form>



**American Legion Auxiliary
National Security Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Nominee's Full Name: _____ ALA member ID#: _____

Address: _____

Phone number: _____

Email address: _____

Department Leadership Chairman: _____

Address: _____

Phone number: _____

Email address: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

PLAQUES AND AWARDS
2023-2024
PAST PRESIDENTS PARLEY

**All entries are to be sent to the Department Past Presidents Parley Chairman,
Donna Barbknecht, 25891-344th Avenue, Battle Lake, MN 56515**

DEPARTMENT AWARDS:

KIENHOLZ WALKER PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit submitting the best narrative on the activities of the Unit's Past Presidents Parley in existence prior to 2023.
- Award Guidelines:
 - Entry must be typewritten in narrative format, not to exceed 1,000 words.
 - The entry may include no more than five pictures and news articles.

Department District President's Past Presidents Parley Award 2023-2024 Criteria:

1. Organize five (5) Past President's Parley's in your District.
2. Make myself Donna Barbknecht PPP Chairman 2023-2024, aware of the phone number of the Unit President of the newly organized PPP.
3. Newly organized PPP's must hold one (1) drive for either food, clothing, or school supplies.
4. Pictures and a 50 word or less narrative about that event.
5. A \$50.00 gift card awarded to the first District President that accomplishes that task. Awarded at the Dept Convention July 2024.



**American Legion
Auxiliary
Past Presidents Parley Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: () _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: () _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: () _____ ALA member ID#: _____

Chairman's email address: _____

Please see instructions on the previous page about where to send this form.

**PLAQUES AND AWARDS
2023-2024
POPPY**

*All entries are to be sent to the Department Poppy Chairman,
except the Poppy Poster Contest.*

*Only Poppy Poster entries are to be sent to your respective District Poppy Chairman
Dept. Poppy Chairman, Marsha Bible, 5602 West Oakes Drive, St. Cloud, MN 56303
or marsha.bible@gmail.com*

DEPARTMENT AWARDS:

VANLANDINGHAM POPPY PLAQUE

Award: Plaque presented at Department Convention

Award Criteria: To the Unit with the best program on using the poppy all year.

Award Guidelines:

- Reports must be typewritten, in narrative form, not to exceed 1,000 words.
- Please include a copy of the annual report form.
- The report should cover all areas of emphasis and any relevant information involving program activity and describing your use of the poppy throughout the year. Do not include pictures or clippings, scrapbooks or folders.
- Entries must include the name of the Department and Unit, along with the name and address of the Unit Chairman.
- The winner will be forwarded to the Division Chairman for the Unit Poppy competition.

POPPY POSTER CONTEST

******This report is sent to your respective District Poppy Chairman for Judging******

The District Poppy Chairman will forward the District winner to the Department Poppy Chairman for Judging. The Department Poppy Chairman will forward the winner in each class to the National Poppy Committee for judging.

Poppy Poster Contest Rules Units shall sponsor contests in local schools. When schools do not conduct activities, other youth groups — including Junior members — may participate under direct supervision of the unit.

Contest Classes

Class I:	Grades 2 and 3
Class II:	Grades 4 and 5
Class III:	Grades 6 and 7
Class IV:	Grades 8 and 9
Class V:	Grades 10 and 11
Class VI:	Grade 12
Class VII:	Students with special needs defined as: a. Those in special education classes. b. A student recommended for special education classes but who has not been admitted due to a waiting list or various other factors. c. A child identified as having a disability, but not in a special education class due to lack of facilities, identification contingent upon discretion of school officials.

Poppy Poster Requirements

1. Each poster shall have a fitting slogan not to exceed 10 words. Articles "a", "and," "an", "the" are not to be counted as words. The words "buddy" and "buy" cannot be used.
2. The words "American Legion Auxiliary" must be used in the design of the poster and will not be counted in the 10-word count.
3. Each poster must include a red poppy.
4. The department shall determine the closing date of the unit contest. The poster shall be on 11x14" poster board. (Drawing paper will not be accepted).
5. The United States flag may be used as long as there are no infractions of the flag code.
6. Posters will be judged using the following criteria: • 50% - poster appeal (layout, message, originality) • 40% - artistic ability (design and color) • 10% - neatness
7. Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils, and markers.
8. Written in ink on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age, and grade of the contestant and the name of the department.
9. Submissions become property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians grant non-exclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.
10. The poster shall be the work of only one individual.
11. The label "In Memoriam" from the veteran-made poppy may not be used.

Judging and Awards

1. Each department shall establish its own procedure for judging.
2. A citation will be given for the most outstanding poster in each classification within the five divisions.
3. Unit members should follow deadlines and process for the department. All department entries are due to the division chairman by June 1.
4. While ALA representatives will do their best to return all posters, it is not guaranteed. We recommend participants take a picture or scan their poster for their records.
5. Submissions become property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians grant nonexclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.

LITTLE MISS POPPY CONTEST (Ages 6-12)

NEW FOR 2023-2024!!! Little Miss Poppy Award submissions are now electronic to address postage and material cost considerations. Please refer to the rules below for submission requirements and deadline information.

- Participant must be between 6 and 12 years of age as of June 1 and be a Junior member in good standing of the American Legion Auxiliary.
- Promotional activity of the poppy story must occur through The American Legion, the American Legion Auxiliary, and the community during the timespan of May 1 of the current year to April 30 of the following year.
- For National Little Miss Poppy consideration, participant must submit a Little Miss Poppy award electronic application with supporting documentation.
- All entries are due by 5 p.m. on April 15th to the Department Chairman.
- In addition to the information on the award application, please include documentation on the criteria below. Accepted formats are Word document, Google Slides, or .pdf. PowerPoint presentations may also be uploaded via Googles Slides. For more information on Google Slides, please visit <https://www.google.com/slides/about/>.

Criteria for judging Little Miss Poppy entries:

- The memorial poppy must be visible in all promotion and publicity submitted.
- There is no specific dress code or dress color for Little Miss Poppy.
- Promotion of the Poppy Program: What did you share and do?
- Publicity of poppy activities (newspapers, radio/TV, etc.).
- Submitted file must include the following information (both pictures and descriptions)
 - What I learned during my time as Little Miss Poppy?
 - How I shared the story of the poppy with my community?
 - What does the poppy mean to me?
 - What activities did I attend to promote the poppy and its meaning?
- Age-appropriate originality with considerations for neatness and creativity.

The Little Miss Poppy (age 6-12) winner may be invited to the ALA National Convention immediately following her selection, and if she so chooses, will travel at her own expense.

The winner of the National Little Miss Poppy contest will receive a citation plaque.

DEPARTMENT CONVENTION POPPY CONTESTS

Award Cash Prizes for each contest will be awarded as follows:

1 st Place	\$25.00
2 nd Place	\$20.00
3 rd Place	\$15.00
People's Choice Award	\$10.00

Please be very creative for these contests and "think outside the box" when submitting entries for these Contests.

DEPARTMENT POPPY CONTESTS – FALL CONFERENCE & DEPARTMENT CONVENTION

FALL CONFERENCE

CONTEST #1 - Poppy Holiday Display

using the ALA poppy, create a holiday display of your choosing using our Department President Sharon's theme – “Be The One to Dance into the Hearts of our Veterans”. The white tags should be removed from the entry. Be creative!

National Poppy Chairman Norma Tramm has asked that we share our poppy creations with the public to make them more aware of our program. She suggests that you display them in a local business window or donate them to local nursing homes, our VA hospital facilities or to one of our Minnesota Veterans Homes.

CONTEST #2 – Poppy Craft Project

Using a poppy theme but not using any of our ALA poppies, create a craft project depicting the poppy/poppies using our Department President Sharon's theme – “Be The One to Dance into the Hearts of our Veterans”. This project can be sewn, knitted, crocheted, embroidered, painted, drawn, diamond dotz, etc. – the skies the limit. Let's show that we can promote the poppy without actually using our precious poppies since we are in such short supply.

DEPARTMENT CONVENTION

CONTEST #1 – Wearable item Using ALA Poppies or a Poppy motif

Something wearable with poppies included that you might wear when you distribute poppies. Please be creative. This can be anything – jewelry, clothing, hair accessories, hats, etc.

CONTEST #2 – Poppy Donation Container

A Poppy Donation Container that was created by one of your unit members and used when your unit distributed poppies. Again, be creative.

All contests are open to all Auxiliary members. You do need to have a poppy of some sort in your entry, but you do not have to use the ALA poppy. All entries must include an attached sealed envelope with a card inside that states your name, unit number and unit location. If using ALA poppies, remember to remove the white tags. Small or large poppies may be used. Voting for the People's Choice will be by donation, with the funds going to the Department President's Special Project of purchasing 2 player pianos for the Minnesota Veterans Homes. Those who choose to donate their entries may do so.



**American Legion Auxiliary
National Poppy Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member:

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award:

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number(____) _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman:

Chairman's phone number: (_) _____ ALA member ID#: _____

Chairman's email address:

Please see instructions on the previous page about where to send this form.

**PLAQUES AND AWARDS
2023-2024
PUBLIC RELATIONS**

**All entries are to be sent to the Department Public Relations Chairman,
Sharon Hammon, 115 E Cabot St – PO Box 135, Le Roy, MN 55951**

DEPARTMENT AWARDS:

RUTH HUTTON PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the best Public Relations narrative put into book form. Complete with news clippings, radio and tv coverage, dates, etc. – this must pertain to Unit activities.
- Award Guidelines:
 - Any type of book will be acceptable, but no larger than 12" x 15".
 - The name of the Unit and Department
 - The name and address of the Unit Public Relations Chairman
 - A completed copy of the Unit's annual report form
 - A narrative report not to exceed 1,000 words on how you promoted PR in the Unit
 - News clippings, newspaper photographs should be included (do not underline or highlight anything)
 - No more than three articles from your Unit newspaper, bulletins or newsletter

BEST UNIT REPORT CERTIFICATE

- Award: Certificate presented at Department Convention
- Award Criteria: To the Unit submitting the best overall Program in Public Relations
- Award Guidelines:
 - You are encouraged to include any activities promoted through the Public Relations program.
 - Report must be typewritten in narrative form, not to exceed 1,000 words. Include name and number of the Unit, the name of the Public Relations chairman and her address. Do **not** include pictures, clippings, scrapbooks, folders or protective covers.

SOCIAL MEDIA UNIT AWARD

- Award: Certificate, presented at Department Convention
- Award Criteria: To the Unit that best utilizes social media to promote the American Legion Auxiliary
- Award Guidelines:
 - Include the name of the Public Relations chairman and/or the social media site administrator if different than the PR chairman.
 - Include a copy of the Unit Public Relations annual report.
 - Entries must include a list indicating which social media platform (Facebook, YouTube, Twitter, etc.) is being used and the full name of the organization's page (i.e. Facebook, American Legion Auxiliary-Department of Minnesota)
 - Department Public Relations Chairman will review each social media site to determine the award certificate.

NATIONAL AWARDS

ALA BRAND AMBASSADOR

MEMBER AWARD

- Award: Lapel Pin
- Presented to: One member in each department who achieves excellence in promotion of the American Legion Auxiliary with her use of social media, her appearance in public wearing ALA- branded apparel, and other activities that showcase the Auxiliary's unique branding through visual identity.
- Materials and guidelines:
 - Document with action photographs, screen shots, and other evidence of brand promotion activities
 - Activity must occur between May 1 prior to the start of the current admin year and May 1 before the end of the current admin year.
- The report must have national's Public Relations Report & Award Cover Sheet attached to it.

NEW WEBSITE OR SOCIAL MEDIA ACCOUNT LAUNCH

UNIT AWARD

- Award: Personalized mouse pad and congrats letter
- Presented to: All units developing a properly branded website or social media account during the current ALA administrative year.
- Materials and guidelines:
 - Web address/URL, webmaster/administer name and contact info, or name and contact info for ALA coordinator if webmaster/administrator is a third-party vendor.
 - Site/Account must have been created after September 1 of the current ALA admin year.
 - Website/Facebook page must conform to "Website and Social Media Guidelines" in the *ALA Branding Guide*
- The report must have national's Public Relations Report & Award Cover Sheet attached to it.

MOST OUTSTANDING UNIT PUBLIC RELATIONS PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One Unit in each division (5)
- Materials and Guidelines:
 - Include three different media placements/coverage highlighting different ALA programs, featured in three different months (September 1 – May 1 of the current ALA administrative year)
 - Acceptable media publications must support the Auxiliary's mission and goals.
 - The report must have national's Public Relations Report & Award Cover Sheet attached to it.

BEST DEPARTMENT PUBLIC RELATIONS PROGRAM

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Articles, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc
 - Narrative not to exceed 500 words.
- The report must have national's Public Relations Report & Award Cover Sheet attached to it.



**American Legion Auxiliary
National Public Relations Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see instructions on the previous page about where to send this form.

PLAQUES AND AWARDS
2023-2024
VETERANS AFFAIRS & REHABILITATION

All entries are to be sent to the VA&R/Service to Veterans Department Chairman,
Judy Ackerman, 924 Shoreacres Drive, Fairmont, MN 56031 or judya2002@gmail.com

DEPARTMENT AWARDS:

Binger Plaque

- Award: Plaque presented at Department Convention
- Award Criteria: To the unit for the best overall VA&R program
- Award Guidelines:
 - Entry must be typewritten in narrative form, not to exceed 500 words and must include a copy of the annual impact report form;
 - Entry must also include the name and address of the Unit Chairman. **No** pictures, clippings or scrapbooks are to be included.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT VA&R PROGRAM

Unit Award

- Presented to: One unit in each division (5) announced by the National VA&R committee at the pre-convention meeting.
- Please submit your narrative report to the Department Chairman by May 15, 2024. Include pictures, clippings, scrapbooks, folders, etc.
- All unit entries must be submitted by the **department chairman** via electronic form by 5 p.m. EST on June 1.

BEST DEPARTMENT VA&R PROGRAM

Department Award

- Presented to: One department in each division (5) announced by the National VA&R committee at the pre-convention meeting.
- Entry must be typewritten in narrative format. Include pictures, clippings, scrapbooks, folders, etc.



**American Legion Auxiliary
National VA&R Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry if this cover sheet is attached.
Complete the following if you are applying for a member award.

Unit#: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above):

Nominator's Phone number: () _____

Nominator's Email address:

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: () _____

Email address:

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department:

Name of department chairman: _____

Chairman's phone number: (-) _____ ALA member ID#: _____

Chairman's email address:

Please see instructions on the previous page about where to send this form.