

**THE AMERICAN LEGION**  

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**DEPARTMENT OF WISCONSIN**



**ADMINISTRATIVE MANUAL**  
**&**  
**MEMBERSHIP APPENDIX**

## **UTILIZE THE CHAIN OF COMMAND**

The Department Headquarters Team is always ready to assist Posts, Counties and Districts in every way possible to help accomplish all of your membership and program goals.

Department Headquarters receives phone calls, letters and emails every day from Legionnaires seeking help on any number of issues. In most cases, we are able to take care of the problem or refer the questioner to the proper parties who can help. But problems can arise when questions are brought to us on matters which headquarters has no jurisdiction. As a basic “rule of thumb”, Department can most readily help with issues related to membership, American Legion programs, Legionnaire Insurance programs and veterans’ benefits questions. Headquarters cannot help with Post elections, problems with operating a Post business (bar or restaurant) or concerns of a personal or civil nature. These matters can best be resolved at the Post, County and District levels, or in some cases with help from civil authorities.

A second “rule of thumb” to bear in mind is that questions can often be most easily answered by using the “chain of command” just like in the military. Effective use of the chain of command increases efficiency at all levels of the organization. **Your Post’s first resource for answers is always your County officers.** They often have the answer readily available on issues like Post elections and the conduct of meetings. By directing a problem to the County organization, County officers will be better equipped to assist other Posts with similar questions. The same applies for County officers seeking guidance. Their best resource is the District organization. Using the chain of command allows each level of the organization to become better informed as to the activities within the Districts across the state. All levels become better equipped to handle challenges. Your Constitution and Bylaws and Manuals, such as this one, distributed at Department Convention also hold many answers. All resources are available at [wilegion.org](http://wilegion.org).

**Questions should not be posed directly to the National Headquarters.** Directing questions to the National headquarters will only delay receiving a direct answer. National headquarters in Indianapolis simply refers questions back to Department headquarters, who refers it to the appropriate District officers who then provide guidance to the Post. This is all in the interest of promoting efficient operations and maintaining the chain of command. So, whenever possible, use the chain of command and the Department Directory. The directory is available at [wilegion.org](http://wilegion.org).

The Department Headquarters Team is always ready, willing and able to assist in every way we can. We urge you to use [wilegion.org](http://wilegion.org) as a resource.



Julie Muhle  
Department Adjutant

The American Legion, Department of Wisconsin ~ 2930 American Legion Drive ~ P.O. Box 388 ~ Portage, WI  
53901-0388 Telephone: (608) 745-1090

Email: [info@wilegion.org](mailto:info@wilegion.org) or find a listing of employee emails at the Department website: [wilegion.org](http://wilegion.org)

*Manual created 2020 – Updated Fall of 2023*

## **HOW TO USE THE ADMINISTRATIVE & MEMBERSHIP MANUAL**

**THIS MANUAL IS TO BECOME A PERMANENT DOCUMENT OF YOUR POST, TO BE PUT IN A BINDER AND HANDED OVER TO NEW LEADERSHIP AS CHANGES OCCUR. IT SHOULD BE AT EACH POST MEETING, AS IT IS LAID OUT MONTHLY AS TO WHAT NEEDS TO BE DONE AND WHEN.**

**The 2020/2021 year was the last year you receive a printed copy of the manual.** It is available on-line or you can requested a printed copy for \$20.00.

This manual is provided for the Post, County and District Commanders & Adjutants to use in conjunction with National Publications such as the Post Adjutants Manual, Officers Guide and Manual of Ceremonies. This manual is intended as a guide to assist you with handling the business affairs of the Post, County or District. It provides efficient service to your members, provides for two-way communication regarding administrative matters pertaining to reports and programs and is also available at [wilegion.org](http://wilegion.org).

This manual is divided into monthly sections. Included in each month is a Consolidated Post Report (CPR) monthly worksheet which, if used monthly, will make it very easy to compile the National CPR report that is due June 1<sup>st</sup>. Reporting this information is crucial to The American Legion, as the information is used to show the legitimacy of the organization and allows for the continuation of the 501c19 non-profit status. The other form included monthly is the Reconnect Report which is used to track activities with Guard/Reserve/Active Duty Military personnel. It is intended that you bring this manual to every meeting of the Post, County and District to work together as a team to complete reports, programs and administrative duties. It may benefit your team, for example, to work on the items due in July and August during the June meeting. Working in advance allows your team to anticipate needs and gather volunteers to accomplish the mission.

For the more experienced Officers this may seem tedious; however, we have to work with new officers at all Posts, Counties and Districts and this manual will help to standardize the Department as whole.

**Please make the Department & National Publications in available to all members. Make copies of forms you submit, and retain a completed copy for your records. All forms are available at [wilegion.org](http://wilegion.org) and can be downloaded and printed from the site. Many forms are in a fillable format.**

The Administrative & Membership Manual is a work in progress and will never be complete as long as suggestions and recommendations flow between National Headquarters, Department Headquarters, Posts, Counties and Districts. If you have ideas or suggestions on improving this manual please contact your District Commander or Adjutant, or the Department Adjutant to discuss.

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# THE AMERICAN LEGION



## DEPARTMENT OF WISCONSIN

VETERANS AFFAIRS & REHABILITATION | NATIONAL SECURITY | AMERICANISM | CHILDREN & YOUTH

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# **GENERAL INFORMATION & FORMS**

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# **BLOOD DRIVE INFORMATION**

Convenience, for many people, turns out to be the deciding factor whether they give blood or not. The American Red Cross works closely with companies, community groups, military bases, churches and synagogues, colleges, universities and high schools to organize blood drives at places most convenient for donors; the places where they live, work, worship and play. In fact, 80% of blood donations made through the Red Cross are made at blood drives rather than fixed donor centers.

Blood drives need sponsors and organizations that can provide the appropriate physical space and a coordinator from the organization to educate, motivate and recruit donors and work with the local Red Cross.

Why do organizations sponsor drives? It is both a simple and powerful way to serve your community and allow employees/colleagues or members to get involved. Whether your organization is large or small, you can make a difference!

If you or your organization is interested in becoming a blood drive sponsor, please call 1-800-GIVE LIFE (1-800-448-3543) for details, or contact your local blood center for more information.

## **What you can expect as a blood drive sponsor:**

***The Sponsor:*** Offers a suitable location ~ Helps recruit donors within the organization and publicizes the drive ~ Schedules donors for their appointments (Now also online).

***The Red Cross/Blood Center does the rest:*** Works with you every step of the way to plan and organize the Blood Drive ~ Helps you determine how many donors to expect and how to recruit them ~ Brings equipment and supplies to you, sets everything up and takes it down at the end. ~ Confidentially screens donors and collects the donations, safely and professionally ~ Schedules or helps you schedule volunteers to greet donors and serve refreshments.

## **Resources for Sponsors:**

When you host a blood drive, your Red Cross representatives will provide you with a variety of resources and recruitment tools.

Many resources are available online at <http://www.redcrossblood.org>. This site offers tools for hosting a Blood Drive, promoting your blood and allows for donors to pre-register for your drive. Regular donors have a Red Cross app on their electronic devices that shows them the nearest registered Blood Drive.

And last, but not least, please see the difference you are making in so many lives and accept a big THANK YOU – we couldn't do it without you!

**Legion Note:** Those Posts sponsoring Blood Drives, should record it on their annual Consolidated Post Report (CPR) which will generate a Certificate from the Department for their efforts.



# ***BROCHURES AND PUBLICATIONS***

## ***DEPARTMENT & NATIONAL***

Many Brochures are no longer printed in mass quantities, or at all. This information is to guide you on how to obtain the items you need.

### **National Publications & Brochures:**

All publications put together by National are available for download and printing at <http://www.legion.org/publications>. You are strongly encouraged to go to this website and look at the many tools available to you, to help achieve The American Legion, Department of Wisconsin's mission to provide service to veterans, their families and their communities. There are too many to list but some of the more notable ones are:

- Many Americanism and Children & Youth publications including comic books, Flag etiquette, the Declaration of Independence and the Constitution of the United States of America
- Chaplain's Books
- National Security Publications
- Handbook of Veterans Benefits
- How We Help

### **Department Publications & Brochures:**

Several of the publications will be distributed in your Post Information Bags that are handed out the Friday morning of Department Convention (July) at your District Caucus. This manual, along with many other Department manuals can be found at [wilegion.org](http://wilegion.org).

All brochures are available for purchase online, or can be downloaded for print from [wilegion.org](http://wilegion.org). You can also request quantities of the items listed below from Department Headquarters, but please note that there is a printing and postage charged. The no cost items listed below can be picked up at the Headquarters office in Portage when ordered in advance. If you have them shipped there will be a shipping charge. The following items are available:

- Why You Should Belong (no cost if in stock)
- Membership Processing Forms, transmittals etc. (no cost if in stock)
- Program Rack Cards- Great to have when promoting the organization at events. (can be purchased in packs of 25 or downloaded for print)
- Camp American Legion Brochures (can be purchased in packs of 25 or downloaded for print)
- Lead Contact Cards (no cost if in stock)
- Essential Planning Guide (no cost if in stock)

Specific Program Manuals such as Oratorical, Badger Boys State etc. are mailed out each year through contact lists.

Requests can be made by contacting Headquarters:

The American Legion  
Department of Wisconsin  
2930 American Legion Dr.  
P.O. Box 388  
Portage, WI 53901  
(608) 745-1090

# **2023-2024 MAJOR EVENT SCHEDULE**

<b><u>EVENT</u></b>	<b><u>DATES</u></b>
Midwinter Conference	January 18-21, 2024
Lincoln Pilgrimage	February 11-12, 2024
Washington Conference	February 24-28, 2024
National Spring Meetings	May 6-9, 2024
Department Spring Meetings	May 10-11, 2024
105th Annual Department Convention- Appleton	July 10-14, 2024
105th Annual National Convention- New Orleans	August 23-29, 2024

## **FUTURE NATIONAL CONVENTION SITES**

2024 - New Orleans, Louisiana  
2025 - Tampa Bay, Florida  
2026 - Louisville, Kentucky  
2027 - Kansas City, MO  
2028 - Columbus, OH

## **FUTURE DEPARTMENT CONVENTION SITES**

2024 - Appleton  
2025 - Green Bay  
2026 - Appleton  
2027 - Middleton

## **FUTURE MIDWINTER SITES**

2024 - La Crosse  
2025 - Appleton  
2026 - Radisson Green Bay

## **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 veterans 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. This form is available at [archives.gov](http://archives.gov) or can be obtained by calling Department Headquarters. Use the addresses listed below to mail your requests. This process does change from time to time so for current information go to <http://www.archives.gov/veterans/replace-medals.html>.

<u><b>BRANCH</b></u>	<u><b>WHERE TO WRITE FOR MEDALS (As of 2018)</b></u>
ARMY	National Personnel Records Center 1 Archives Drive St. Louis, MO 63138
AIR FORCE	Air Force Reference Branch NCPMF 1 Archives Drive St. Louis, MO 63138
NAVY/MARINE	National Personnel Records Center 1 Archives Drive St. Louis, MO 63138
COAST GUARD	Coast Guard Personnel Service Center 4200 Wilson Blvd., Suite 900 Arlington, VA 20598-7200

Medals and decorations to which an individual is entitled are listed on their 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 errors, 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)

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# THE WISCONSIN AMERICAN LEGION FOUNDATION, INC.

2390 American Legion Drive • PO Box 827 • Portage, WI 53901  
Office (608) 745-1090 • Email: [finance@wilegion.org](mailto:finance@wilegion.org)



## DONATION FORM



### Donor Information

Name	First _____	MI _____	Last _____
Address	_____		
City	_____	State	_____ Zip Code _____
Business Name	_____		
Email Address	_____		
Cell Phone	_____	Home Phone	_____

### Donation Description

Check One:	<input type="checkbox"/> Cash/Credit	<input type="checkbox"/> Product/Item	<input type="checkbox"/> Volunteer/Service	<input type="checkbox"/> Other
Amount \$	_____		Date	_____
Credit/Debit Card #	_____			
Exp. Date	_____	Security Code	_____	
Notes/Item Description	_____			
<p style="font-size: small;">The American Legion Foundation is a 501c (3) non-profit corporation as defined under the IRS Code. Our EIN is 26-1582528. No goods or services were received in consideration for your contribution, your gift is tax deductible to the extent allowed by law.</p>				

### Donation Opportunities

General Donation	\$ _____	Oratorical	\$ _____
American Legion Baseball	\$ _____	Shooting Sports	\$ _____
Badger Boys State	\$ _____	Sons of The American Legion	\$ _____
Camp American Legion	\$ _____	Troop & Family Support	\$ _____
Celebration of Freedom	\$ _____	Veterans Service Office	\$ _____
Homeless Veterans	\$ _____	Wisconsin American Legion Law	
Hospitals, Clinics, Veterans Homes	\$ _____	Enforcement Academy (WALLECA)	\$ _____
(Please Specify) _____		Other: (Specify) _____	\$ _____

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# ***YOUR POST CHARTERING, INCORPORATION AND NON-PROFIT STATUS***

## **Chartering**

Questions come up from time to time concerning the relationship of the National Organization of The American Legion with the Department, Districts, Counties and Posts. Here is a review of some important issues for each level of The American Legion.

The National Organization is a United States corporation. Congress issued the federal charter creating the National organization of The American Legion on September 16, 1919 under Title 36 of the United States Code. It is a private corporation and the corporate charter is part of United States law.

In accordance with this law, the National organization has the authority to establish state (Department), District, County and Post level organizations. These American Legion organizations at the state and local levels are established when the National organization issues a charter creating them. While each level runs their own “day to day” affairs, the Department has a general oversight responsibility. However, this oversight is not operational control.

Once created by charter, the Post, County District or Department is authorized to conduct business, operate programs and use the name and emblem of The American Legion in accordance with established rules. Information on the use of The American Legion name and emblem can be found in the Officer’s Guide and Manual of Ceremonies.

## **Incorporation**

The vast majority of Posts in Wisconsin are incorporated. Incorporating a chartered American Legion Post is a legal process undertaken to be recognized by the State of Wisconsin as a corporate body. This is done so that the people operating the corporation can avoid being held personally responsible for the actions of the corporation. Once properly incorporated, if a Post becomes liable for legal damages, it is the corporation that may be held liable, rather than the Post officers and members. Contact Department Headquarters if you have questions.

## **Tax Information and Requirements**

Federal Tax Regulations require that every American Legion entity, whether Post, County, District or Department file an Annual IRS Return – Form 990, and have an Employer Identification Number (EIN). Each Post, County, District or Department has a responsibility to determine the extent of its tax liability and file the necessary annual forms and reports. Consult a professional tax advisor as needed.

## **Non-Profit and Tax-Exempt Status**

The American Legion is a non-profit organization and is Income tax-exempt under Section 501 c (19) of the Internal Revenue Code as part of a Group Exemption. The Group Exemption Number assigned to The American Legion and its subordinates is 0925. When filing the Annual IRS Return – Form 990 this number is entered on the form under Heading – Item G. Posts that have lost their tax-exempt status for failing to file the required Annual IRS Return – Form 990 are no

longer part of the Group Exemption and will be assigned their own number by the IRS once their tax-exempt status is restored.

Employer Identification Number (EIN) can be obtained by using IRS Form SS-4. However, records of Employer Identification Numbers (EIN) are maintained at Department Headquarters. If you believe you need an EIN, contact Department Headquarters to make sure there has not already been an EIN issued.

### **Tax Deductibility**

The IRS also allows individuals who make voluntary contributions to support The American Legion to claim the donations as tax-deductible. This provision is found under Section 170 (c) 3 of Title 26 US Code which characterizes The American Legion as a “war-time” veteran’s organization.

### **State of Wisconsin Sales Tax**

An exemption from sales and use tax is created for property and services sold to a state veterans organization, as defined in sec. 45.41(1)(b) Wis. Stats. The exemption does not include property and services used primarily in preparing, storing, serving, selling, or delivering food and beverages, that are sold by the veterans organization. Additionally, products and services for cleaning machinery and equipment used for the food and beverages sales are not exempt.

To claim the exemption, the state veterans organization should provide its vendors with a fully completed Form S-211, Wisconsin Sales and Use Tax Exemption Certificate, with the following:

Page 1 - Complete everything above the shaded area that states "Reason for Exemption."

Page 2 - Under "Other," check the box for "Other purchases exempted by law" and enter "Exempt under sec. 77.54(9g), Wis. Stats." in the space provided. The boxes at the bottom for signature, name, title, and date must also be completed.

Note: The state veterans organization should not apply for a Certificate of Exempt Status (CES) number.

Further information on Chartering, Incorporation and Tax issues can be found in the Department Leadership Communications Guide or by contacting Department Headquarters at (608) 745-1090 or by email at [info@wilegion.org](mailto:info@wilegion.org).

Additional information on forming a new Post or changing the name of an existing Post can also be found in the Department Leadership Communications Guide or by contacting Department Headquarters at (608) 745-1090 or by email at [info@wilegion.org](mailto:info@wilegion.org).



# **PUBLIC RELATIONS**

## **Quick Calls to Generate 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, 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. Present your need for an article as the solution to the committee chairman’s need to communicate his/her 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 our organization. Position your need for an article as a way for the member to increase their 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 benefited from one of your Post programs** – Ask one of your members to put you in contact with a Boys State Alumni, 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 history on the origin and growth of the Post, on leading members from the past or on a historical perspective on the future.

**Call a vocal competitor of your members** – Occasionally, a guest editorial statement from a nonmember exercises your members to recall and act on shared values and goals.

## **Public Relations Toolkit**

There is a Public Relations Toolkit at [wilegion.org](http://wilegion.org) that has fillable flyers and Event posters, Program brochures, Legion Wisconsin logos for use, National Emblem request information, Downloadable Leadership photos, Press Release Templates and more.

## **Press Release Template**

### **For Immediate Release**

**Contact:** *Name of Contact Here with phone number*

**Title of Press Release** *(Try and keep title short and concise)*

CITY (DATE) – Body copy of press release should start here.

Quotation marks are used to set off direct quotes from the rest of the writing i.e. *John Smith, Commander of Post 123 in Hometown said, “quoted words” or “quoted words” said Smith.*

It is recommended the last paragraph remain consistent across the Department. First sentence should be post specific, the remainder of the last paragraph should be state specific as follows – ***The American Legion, Department of Wisconsin is the state’s largest veterans’ service organization with over 60,000 members and over 500 posts in communities across Wisconsin. The American Legion has been serving veterans, their families and their communities since 1919. For more information on the Legion’s programs and membership, visit [wilegion.org](http://wilegion.org).***

## **RECOMMENDATIONS ON PROTOCOL**

The below recommendations are for a visit to your post by the Department Commander or any other Officer of The American Legion.

### **It is recommended that:**

1. The Commander is given the privilege of selecting the time of his/her appearance.
2. No other Department Officer appears on the program before the Commander with the exception that, at a District Conference, the Department Adjutant and/or the Department Service Officer may give a short report before the Commander.

***Reason: The Department Commander, as titular head of the organization, outlines the program which should be followed by the District, County or Post and by the various committee chairmen. Under such circumstances, he/she is the keynote speaker and as such, he/she sets the tone for the program.***

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. This person should be conversant with the details of the function and not leave the Commander by him/her self.
4. Meals and hotel accommodations for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the Post.
5. Those courtesies which are usually extended to a visitor in your home, must be accorded the Commander, and the host organization must make every effort to see that such amenities are extended.
6. A "Request for visit by Department Commander" form (*see next page*) must be filled out and submitted to Department Headquarters as a proper invitation.

# **REQUEST FOR COMMANDER VISIT**

Date of event: \_\_\_\_\_ City: \_\_\_\_\_

Occasion: \_\_\_\_\_

Type of appearance: \_\_\_\_\_  
(Post, County, District Meeting/Luncheon, Club/Civic Affair/other)

Location of event: \_\_\_\_\_  
(Post, Civic Building, Local Supper Club etc.)

Address: \_\_\_\_\_

Time of appearance: \_\_\_\_\_

Who will compose the audience? \_\_\_\_\_  
(Legionnaires/Auxiliary/General Public/Youth Group/Other)

Will the Commander be the main speaker?  Yes \_\_\_\_\_  No  
How long will he/she be speaking?

Will the Commander function in other capacities? \_\_\_\_\_

Does the event allow for the Commander to bring a guest?  Yes  No

Is the event a dinner, luncheon or other gathering? \_\_\_\_\_

Type of attire: \_\_\_\_\_  
(Formal with Legion Cap/Semi-Formal with Legion Cap/ Casual with Legion Cap)

Type of attire for Commander's guest: \_\_\_\_\_  
(Formal/Semi-Formal/Casual)

If the Commander is unable to attend, do you want a Vice Commander?  Yes  No

Is the Department Historian welcome to attend?  Yes  No

What new media will be present?  Newspaper  Press  Radio  TV  Other

Is there a Press Conference arranged?  Yes  No

Name of the person who will meet the Commander: \_\_\_\_\_

Other information that will be of assistance: \_\_\_\_\_

**Note: Protocol dictates that meals and hotel accommodations for the Commander and a guest will be paid for by the Post.**

<i>Name of Post</i>	<i>County</i>	<i>District</i>	<i>Phone Number</i>
---------------------	---------------	-----------------	---------------------

<i>County Commander's Name</i>	<i>Address</i>	<i>Phone Number</i>
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<i>Name of person extending the invitation</i>	<i>Address</i>	<i>Phone Number</i>
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*Signature*

**Return to: The American Legion ~ Attn: Commander Visit ~ P.O. Box 388 ~ Portage, WI 53901**  
**There is also an Online request form at [wilegion.org](http://wilegion.org).**

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# **POST OFFICERS REPORTING FORM**

*Please fill out and submit to: Wisconsin American Legion- P.O. Box 388, Portage, WI 53901 or save and email to [membership@wilegion.org](mailto:membership@wilegion.org). Forms are to be submitted yearly as soon as your elections are complete. **NOTE: Please submit names even if there are no changes, just indicate on form 'No changes' after the name. Forms are also available at [wilegion.org](http://wilegion.org).***

District: \_\_\_\_\_ Post No.: \_\_\_\_\_ Date Elected: \_\_\_\_\_ Date Installed: \_\_\_\_\_

Send Post Mailings to: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location of Meetings: \_\_\_\_\_ Date of Meetings: \_\_\_\_\_ Time: \_\_\_\_\_

<b>TITLE</b>	<b>NAME &amp; ID #</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>Commander</b>				
<b>Membership Chairman</b>				
<b>Vice Commander</b>				
<b>Vice Commander</b>				
<b>Vice Commander</b>				
<b>Adjutant</b>				
<b>Finance Officer</b>				
<b>Historian</b>				
<b>Chaplain</b>				
<b>Sergeant at Arms</b>				
<b>Sergeant at Arms</b>				
<b>Service Officer</b>				
<b>Judge Advocate</b>				

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# **COUNTY OFFICERS REPORTING FORM**

*All County Counsels are to submit to Department Headquarters a County Officer Reporting Form and the Certification of County Officers Form (see next page) each year following their annual County Elections. A copy of this form needs to be forwarded to your District Commander also. NOTE: Please submit names even if there are no changes; just indicate on the form 'No Changes' after the name. Submit complete forms to Wisconsin American Legion- P.O. Box 388 Portage, WI 53901 or save and email to [membership@wileigon.org](mailto:membership@wileigon.org). Forms are also available at [wileigon.org](http://wileigon.org).*

District: \_\_\_\_\_ County: \_\_\_\_\_ Date Elected: \_\_\_\_\_ Date Installed: \_\_\_\_\_

Location of Meetings: \_\_\_\_\_ Date of Meetings: \_\_\_\_\_ Time: \_\_\_\_\_

TITLE	NAME & ID #	ADDRESS	PHONE	EMAIL
Commander				
Membership Chairman				
Vice Commander				
Vice Commander				
Vice Commander				
Adjutant				
Finance Officer				
Historian				
Chaplain				
Sergeant at Arms				
Sergeant at Arms				
Service Officer				
Judge Advocate				

# **CERTIFICATION OF COUNTY OFFICERS FORM**

Date: \_\_\_\_\_

Pursuant to the Department Constitution, I have examined the service record of each of the following officers who have been duly elected to serve \_\_\_\_\_ County.

<b>TITLE</b>	<b>NAME &amp; ID #</b>	<b>DATE OF ENLISTMENT</b>	<b>DATE OF DISCHARGE</b>	<b>RANK &amp; ORGANIZATION</b>	<b>SERIAL NUMBER</b>
<b>Commander</b>					
<b>Membership Chairman</b>					
<b>Vice Commander</b>					
<b>Vice Commander</b>					
<b>Vice Commander</b>					
<b>Adjutant</b>					
<b>Finance Officer</b>					
<b>Historian</b>					
<b>Chaplain</b>					
<b>Sergeant at Arms</b>					
<b>Sergeant at Arms</b>					
<b>Service Officer</b>					
<b>Judge Advocate</b>					

I hereby certify that each of the above officials are eligible for membership in The American Legion and that their current year membership dues have been paid, and they have the consequent right to serve in an Official capacity.

\_\_\_\_\_  
County Adjutant Signature



# **DISTRICT OFFICERS REPORTING FORM**

*All Districts are to submit to Department Headquarters a District Officer Reporting Form, Certification of District Officers Form and District Committee Form (see next page) each year following their District Elections. NOTE: Please submit names even if there are no changes; just indicate on the form 'No Changes' after the name. Submit complete forms to Wisconsin American Legion- P.O. Box 388 Portage, WI 53901 or save and email to membership@wileigon.org. Forms are also available at wileigon.org.*

District: \_\_\_\_\_ Date Elected: \_\_\_\_\_ Date Installed: \_\_\_\_\_

Location of Meetings: \_\_\_\_\_ Date of Meetings: \_\_\_\_\_ Time: \_\_\_\_\_

<b>TITLE</b>	<b>NAME &amp; ID #</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>Commander</b>				
<b>Membership Chairman</b>				
<b>Vice Commander</b>				
<b>Vice Commander</b>				
<b>Vice Commander</b>				
<b>Adjutant</b>				
<b>Finance Officer</b>				
<b>Historian</b>				
<b>Chaplain</b>				
<b>Sergeant at Arms</b>				
<b>Sergeant at Arms</b>				
<b>Service Officer</b>				
<b>Judge Advocate</b>				

# **CERTIFICATION OF DISTRICT OFFICERS FORM**

Date: \_\_\_\_\_

Pursuant to the Department Constitution, I have examined the service record of each of the following officers who have been duly elected to serve \_\_\_\_\_ District.

<b>TITLE</b>	<b>NAME &amp; ID #</b>	<b>DATE OF ENLISTMENT</b>	<b>DATE OF DISCHARGE</b>	<b>RANK &amp; ORGANIZATION</b>	<b>SERIAL NUMBER</b>
<b>Commander</b>					
<b>Membership Chairman</b>					
<b>Vice Commander</b>					
<b>Vice Commander</b>					
<b>Vice Commander</b>					
<b>Adjutant</b>					
<b>Finance Officer</b>					
<b>Historian</b>					
<b>Chaplain</b>					
<b>Sergeant at Arms</b>					
<b>Sergeant at Arms</b>					
<b>Service Officer</b>					
<b>Judge Advocate</b>					

I hereby certify that each of the above officials are eligible for membership in The American Legion and that their current year membership dues have been paid, and they have the consequent right to serve in an Official capacity.

\_\_\_\_\_  
District Adjutant Signature

# **DISTRICT COMMITTEE CHAIRMAN FORM**

District No: \_\_\_\_\_ Date Elected: \_\_\_\_\_ Date Installed: \_\_\_\_\_

<b>TITLE</b>	<b>NAME &amp; ID #</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>Americanism</b>				
<b>Athletic Officer</b>				
<b>Badger Boys State</b>				
<b>Boy Scouts</b>				
<b>Oratorical</b>				
<b>Shooting Sports</b>				
<b>Blood Donor</b>				
<b>Camp American Legion</b>				
<b>Children &amp; Youth</b>				
<b>Legion Riders</b>				
<b>Legislative</b>				
<b>Publicity/Newsletter</b>				
<b>POW/MIA</b>				
<b>Public Relations</b>				
<b>Sons of The American Legion</b>				
<b>VA&amp;R</b>				

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# **SONS OF THE AMERICAN LEGION**

Thank you for making the commitment to charter a Sons of The American Legion (S.A.L.) Squadron at your post.

The S.A.L. is an important program which was created to support the aims and purposes of the parent organization, The American Legion. It is important to understand the relationship of the S.A.L. at all levels – from Post through the National level; the S.A.L. is a program of The American Legion and not an independent organization.

Like all programs and associated bodies, the S.A.L. must conform with five basic rules as outlined by the National American Legion Judge Advocate. These basic rules are:

1. All officers of your S.A.L. squadron must be confirmed by the Post.
2. Should any vacancies of the squadron offices occur, the new officers must also be confirmed by the Post.
3. The Squadron must provide a monthly report, which includes financial information, to the Post.
4. The Post Adjutant and/or Finance Officer must be signatory on all financial accounts.
5. The Constitution and Bylaws of the S.A.L. Squadron, and all amendments thereto, must be approved by the Post.

Department Headquarters is always ready to assist with any questions or concerns that may arise regarding your S.A.L. Squadron or any other of the Americanism and Children & Youth programs. You can contact Department Headquarters at (608) 745-1090- Fax (608) 745-0179- Detachment Web Site [www.wisal.org](http://www.wisal.org)- Detachment Email [adjutant@wisal.org](mailto:adjutant@wisal.org).

**Origin** The Sons of The American Legion was born during the 1930's in the midst of the Great Depression. The establishment of the Sons of The American Legion as a program was authorized by action of The American Legion's 14<sup>th</sup> National Convention held in Portland, Oregon on September 12-15, 1932. The 1933 National Convention officially changed the name of the program to “**Sons of The American Legion**”, authorized use of the abbreviation “**S.A.L.**” and levied annual membership dues of 25 cents.

**American Legion Program** The Sons of The American Legion has been defined as a legal, self-sustaining program of The American Legion, authorized by resolution. The National Constitution of the Sons of The American Legion provides for finances and revenues derived from annual membership dues. The Squadron must provide a monthly report, which includes financial information, to the Post. Squadrons Fall under the Post EIN and their financial activity is reported on the Post's Annual IRS Form 990.

**Recognition** The American Legion, Department of Wisconsin officially recognizes the Sons of The American Legion, in its Constitution and Bylaws.

**Sons of The American Legion, Detachment of Wisconsin** The Sons of The American Legion, Detachment of Wisconsin is duly organized and located at The American Legion, Department of Wisconsin Headquarters in Portage, Wisconsin. A detailed History of the Sons of The American Legion, along with literature pertaining to S.A.L. activities, membership and programs can be obtained at Headquarters or at [www.wisal.org](http://www.wisal.org).

**Squadron Organization** The Sons of The American Legion Squadrons shall be organized under the jurisdiction of the Local Post of The American Legion, and shall bear the name and number of the Post. There shall be no more than one Squadron sponsored by each American Legion Post. Those who desire to form a Squadron shall make application for a charter to the local Post of The American Legion in the area in which they reside. The minimum membership for the formation of a Squadron shall be ten (10). Squadrons may be organized into sections based upon age.

**Eligibility** All male descendants, adopted sons and stepsons of members of The American Legion; and such male descendants of veterans who died in service during World War I, World War II, Korean War, Vietnam War, Lebanon & Granada, Panama, Persian Gulf War or Iraqi war; during the delimiting periods set forth in Article IV, Section 1 of the National Constitution of The American Legion; or who died subsequent to their honorable discharge from such service; shall be eligible for membership in the Sons of The American Legion. There shall be no form or class of membership except an active membership.

**Administrative Program Manual** Issued by the Detachment of Wisconsin, this manual provides all of the administrative procedures and reporting forms necessary to properly administer the day to day activities of a chartered Sons of The American Legion squadron.

**The American Legion Post- Sons of The American Legion Squadron Advisor** The Department Constitution and Bylaws requires the Post Commander of an American Legion Post sponsoring a Sons of The American Legion Squadron, to appoint a committee of three or more members, to supervise the activities of their Squadron. **Note:** One of these committee members shall be designated “**Squadron Advisor**” and be listed on the S.A.L. Squadron Officers Report.

**The American Legion, Department of Wisconsin S.A.L. Program Chairman** The Department Commander shall annually appoint a Program Chairman for the Sons of The American Legion, Detachment of Wisconsin from the ranks of The American Legion, Department of Wisconsin. The Program Chairman for the Sons of The American Legion, Detachment of Wisconsin shall serve as a member of the Department Americanism Committee.

**The American Legion, Department of Wisconsin District & County Affiliation** District Commanders are strongly urged to appoint a coordinator for the purpose of overseeing Sons of The American Legion activities. It is recommended that coordinators give reports of their activities at the District Conferences. County Commanders are to appoint a Sons of The American Legion Chairman to oversee the activities, membership and programs of the Sons of The American Legion within their County and report to the County Council Meetings. It is further recommended that the Sons of The American Legion Squadrons be invited to attend meetings at all levels of The American Legion. Attendance at these meetings would greatly enhance the relationship between the S.A.L. and the Legion, and improve the visibility of the Sons of The American Legion amongst the Legionnaires.

**Starting a New Squadron** For information on how to charter a Sons of The American Legion Squadron, contact The American Legion, Department of Wisconsin for a squadron start up packet.

**Squadron Officers Report Form** Is to be used to report the Squadron Officers, Advisors, County and District Chairmen. This information is used for Detachment Mailings and Membership contacts. *(See next page for Squadron Officers Report Form)*

**How to Charter a Sons of The American Legion Squadron** The Post Commander, with the approval of the members, should appoint a committee of not less than three (3) members to investigate the possibility of organizing an S.A.L. Squadron within the Post. The committee should obtain all available information on the Sons of The American Legion from Department Headquarters P.O. Box 388, Portage, WI 53901 or call (608) 745-1090. The Post should call a meeting to discuss the possibility of forming a squadron. Invite someone from the Sons of The American Legion, Detachment of Wisconsin as a guest speaker to provide information about the organization and its activities.

The committee should survey the Post Membership to ascertain the number of sons, stepsons, adopted sons, grandsons, great grandsons, etc. eligible for membership in the Sons of The American Legion. Remember there is no age limit for membership in the Sons of The American Legion.

The committee should develop a program covering at least six months and establish a regular meeting day and time for the squadron at the Post home. All meetings must be conducted by the guidelines in the Squadron Handbook. At the first meeting of the Squadron, the Charter Application should be completed and sent to Department Headquarters. Be sure all four copies of the application are properly completed and signed. The committee should select temporary officers that will serve for a three month period, after which a regular election can be scheduled. The Charter Application should be submitted to Department Headquarters for submission to National Headquarters for preparation of the Charter. This process can take up to four weeks. Once the charter is received at Department Headquarters, membership cards will be prepared and sent to the Post Commander. Membership dues are then collected from eligible members and sent to Department Headquarters. Once membership is processed, the Charter will be sent to the Squadron. A ceremony should be planned for the purpose of presenting the Squadron Charter, initiating the new members and installing the Squadron Officers.

The Squadron Officers should prepare a report for each Post meeting outlining the accomplishments and goals of the Squadron.

The Post should notify the Squadron of all upcoming events, such as parades, Memorial Services and other functions of the Post in which the Squadron could take part. The Squadron should make itself useful in performing tasks that will assist the Post.

All efforts should be made to encourage Squadron Members to actively participate in all County, District and Detachment functions.



# **TROOP & FAMILY SUPPORT APPLICATION**

The American Legion, Department of Wisconsin's Troop and Family Support fund is open to all Veterans. This is a non-budgeted restricted fund supported by donations from both our members and the general public. Every penny donated to the fund is used to support Wisconsin veterans and their families who have been discharged "Under Honorable Conditions" or higher. Any administrative costs are covered by The American Legion, Department of Wisconsin.

## **MISSION**

- That every eligible veteran receives support from The American Legion, Department of Wisconsin.
- That the families left behind are taken care of.
- That every Wisconsin veteran returns home to a community of active support.
- That every Wisconsin veteran receives the help they need to enhance his or her everyday life.

## **GUIDELINES**

- The Department of Wisconsin's Troop and Family Support (TFS) fund will be administered through the Department's National & Homeland Security Committee. (NHSC).
- The "Goal" of the TFS fund is to offer temporary assistance to Wisconsin veterans and their families, and to assist with our National Headquarters "Operation Outreach" program.
- The NHSC will review all requests on a case-by-case basis.
- The NHSC will confirm the need for family assistance and will forward it as appropriate.
- The NHSC will approve requests for assistance by a simple majority of four (4) votes of its members.
- In the event the NHSC is unable to act within 48 hours, the request shall be deferred to the Department Commander for action.

**For the complete application go to [wilegion.org](http://wilegion.org).**

**For donations, please use the form on page 13 of this manual.**



# **WEBSITE INFORMATION**

There are three (3) Websites to be aware of:

1. **The Department Website** - [wilegion.org](http://wilegion.org)
2. **The National Website** - [www.legion.org](http://www.legion.org)
3. **The Membership Website** [www.mylegion.org](http://www.mylegion.org)

## **wilegion.org:**

This is the main website for The American Legion, Department of Wisconsin. You can navigate to the other two websites from here.

This website was developed to be up to date and mobile friendly, and like today's online world constantly changing. As a Legion Post, County and District you will find documents contained within this manual on the Members Tab under Resources and Manuals.

We recommend you get familiar with what is in each tab and contact Headquarters if you have any questions.

Please take the time to review the entire site. There are many resources that can be printed and used for administrative purposes, recruiting and fundraising for your post.

## **legion.org:**

This is the National website.

## **mylegion.org**

This is the National membership site. **All Posts, Counties and Districts should register** for this free site where you can manage your membership, and submit information and forms electronically. You can upload your Post image, newsletter, messages and calendar. Go to the site, click on the Authorization Form and follow the instructions. The Post Adjutant is the one who needs to do this, so make sure your up to date Officer forms are sent to Headquarters.

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# JULY

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **JULY**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

# **RECONNECT REPORT – JULY**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

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# **AUGUST**

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **AUGUST**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.



# **RECONNECT REPORT – AUGUST**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

# **ORATORICAL SCHOLARSHIP PROGRAM**

The American Legion Oratorical Contest exists to develop deeper knowledge and appreciation for the U.S. Constitution among high school students. Since 1938, the program has presented participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation's laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship.

Participants are required to give an 8 to 10 minute speech related to the United States Constitution, as well as a 3 to 5 minute presentation on an "Assigned Topic". The following scholarships are awarded:

- Each District winner will receive an Oratory Medal
- Each Regional participant will receive a **\$600.00 Scholarship**
- The winner of each Regional contest will receive a **\$1,000.00 Scholarship**
- The Department finalists will receive **\$2,000.00 for 1st and moves on to the National competition, \$1,500.00 for 2<sup>nd</sup> and \$1,000.00 for 3<sup>rd</sup>**
- Ripon College will award a **\$5,000.00 Scholarship** to Ripon to each of the three Department Finalists upon their enrollment at the college
- National finalists receive **\$25,000.00 for 1<sup>st</sup>, \$22,500.00 for 2<sup>nd</sup> and \$20,000.00 for 3<sup>rd</sup>**

Contestants in the Post contest may be selected from one or more high schools, including home school, within the Post area. This contest will be under the direction and supervision of the Post Commander or representative. Each Post may certify one (1) contestant to the County Level of competition.

The County Contest shall be limited to one (1) contestant from each Post in the County. This contest will be under the direction and supervision of the County Commander or representative. Each County may certify one (1) contestant into the District level of competition.

The District Contest shall be limited to one (1) contestant from each County in the District. This contest will be under the direction and supervision of the District Commander or representative. Each District may certify one (1) contestant into the Regional/State level of competition.

The Department Oratorical Chairman will announce the date and time (traditionally the 2nd week of February) of the Regional/State Contest. The Regional and State Final contests will be conducted on the same day and at the same location. The 12 Districts will be divided into three (3) Regional contests. The first place winners from each Regional contest will advance to the State Finals.

## **Oratorical Chairman**

An Oratorical Chairman should be appointed at the District, County and Post level. Appointment of the Oratorical Chairman should be based on interest, availability and qualifications. It is crucial that the Oratorical Chairman have contact with the local school to promote the program, communicate a description of the program, and the scholarships available to their students who participate. Every Post is encouraged to sponsor one contestant in the Oratorical contest.

**The Oratorical Rules, Guide Book and assigned topics can be found at [wilegion.org](http://wilegion.org) or contact Department Headquarters.**

# SEPTEMBER

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **SEPTEMBER**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

**MEMBERSHIP GOAL - SEPTEMBER**

**EARLY BIRD/NEF KICKOFF**

**60% GOAL**

**Traditionally the first week of September.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – SEPTEMBER**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

# **SHOOTING SPORTS**

## **The American Legion, Department of Wisconsin Junior Shooting Sports**

**What is The American Legion Junior Shooting Sports Program?** The American Legion Junior Shooting Sports Program is a gun safety education and marksmanship program that encompasses the basic elements of safety, education, enjoyment and competition.

**What is Shooting?** *Shooting is a skilled sport.* Skills learned in shooting are valuable in other aspects of life. Learning to be a safe shooter teaches responsibility. Learning to hit a difficult target teaches self-discipline and self-control. Learning to hold a firearm steady and hit the target teaches concentration. Knowing that the shooter alone is ultimately responsible for his or her performance teaches self-reliance and enhances individual esteem.

**Who is Eligible?** Boys and girls compete equally in shooting. Any students between 8 to 18 years of age are eligible to participate.

**Create a Successful Program:** There are two options to become involved with the program. The first option is to start your own program at the Post. Things to consider are: space to shoot, insurance, qualified shooting leaders, rifles and equipment. An alternative to starting a program at your Post is to affiliate with an existing shooting program such as a 4-H club, ROTC, the Scouts or a Youth Sports club. To become a sponsor of an existing program is as simple as filling out the Junior Shooting Sports affiliation form found at [wilegion.org](http://wilegion.org).

**Three (3) Scholarships awarded annually:** To qualify for the scholarships, students must have participated in the Department Postal Match (Sporter Category). A \$1,000, \$750 and \$250 scholarship are awarded to the three (3) highest individual match scores in the Senior category (15-18 year olds). See *awards* on the following page.

**The future of The American Legion Junior Shooting Sports Program:** Depends on our ability to engage our youth and provide them with the fundamentals that lead to a feeling of success by:

- Promoting the safe and ethical use of firearms
- Providing a positive experience and positive message about shooting
- Keeping the program safe, interesting and fun!

### **3-Position Air Rifle (Sporter Category) Postal Match**

**Purpose:** A postal match offers junior air rifle shooters a competition designed to encourage and reward individual marksmanship skills. The match can be shot at a club range without a lot of expense or travel. NOTE: This Department match is separate from the National competition.

**Date of Competition:** Targets can be ordered from Headquarters beginning in October. Set target order requests will not be accepted after February 1st. Fired targets MUST BE postmarked and returned to Headquarters no later than March 1st. Order forms can be found at [wilegion.org](http://wilegion.org).

**Who May Compete:** Entry in either the Individual or Team Postal match is limited to competitors who are active members of a Jr. Shooting club sponsored by or affiliated with an American Legion Post. **A representative from a sponsoring post MUST be present when the match is fired.**

Any students between 8 to 18 years of age are eligible to participate. This postal match is for the Sporter category only.

Individual Age Categories: **3P Sporter – Beginner** – 8-11 years old  
**3P Sporter – Junior** – 12-14 years old  
**3P Sporter – Senior** – 15-18 years old

**Rules-Course of Fire:** The current National Standard Three-Position Air Rifle rules will apply. This is a 3X10 event. Ten shots in each position: prone, standing and kneeling. Rule books may be ordered, viewed or downloaded from the CMP website at: <http://www.odcmp.com/3P.htm>.

**Equipment:** The Sporter Air rifle is intended to be a low cost, entry-level rifle without specialized modifications. Sporter air rifles must be .177 caliber (4.5 mm) pneumatic, spring air, or compressed air or CO2 rifles with a muzzle velocity of 600 fps or less that comply with these requirements. See the National Standard Three-Position Air Rifle rule book for a complete list of approved rifles.

**Entry Fee:** \$5.00 per individual shooter, additional \$10 to enter four (4) shooters as a team. Only targets ordered from Headquarters will be accepted. Go to <https://wilegion.org/shooting-sports/> for target order form.

**Match Conduct:** All phases of the individual and Team postal match will be conducted in accordance with the Official Match program and the National Standard Three-Position air rifle rules.

**Awards:** Each competitor will receive a participation certificate from Headquarters. Trophies will be awarded for 1<sup>st</sup> place, 2<sup>nd</sup> place and 3<sup>rd</sup> place in each age category. A trophy will be awarded to the highest team score (total of top four scores from one club). Scholarships will be awarded to the 3 highest individual match scores in the Senior category (15-18 years old) as follows: 1<sup>st</sup> place- \$1,000; 2<sup>nd</sup> place- \$750; 3<sup>rd</sup> place- \$250.

**Integrity:** Postal tournaments are conducted with the expectation that each competitor will have the integrity to fire the match according to the rules. Any individual or team discovered taking advantage of tournament rules will be disqualified.

**For more information on the program or the Postal Match, contact the Department of Wisconsin at 608-745-1090 or email inquiries to [info@wilegion.org](mailto:info@wilegion.org). You can also visit the Department website at [wilegion.org](http://wilegion.org) or the National website at [www.legion.org](http://www.legion.org).**





# OCTOBER

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **OCTOBER**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

# **BADGER BOYS STATE**

**What it is:** Approximately 870 young men from every part of Wisconsin come together at Badger Boys State each June. Upon arrival at the UW Eau Claire campus, they will be grouped into cities and counties which will form a 51<sup>st</sup> state. For seven days, the citizens of the new state will carry out all the main functions of city, county and state government using basic laws and fundamental procedures of the State of Wisconsin as their guide. The program is designed to teach its citizens that the American form of government is stronger and more vital in today's world than ever before.

The citizens themselves will elect their own municipal, county and state officials. As an alder or county supervisors, they will frame, present and pass their own ordinances and laws, while their own police and sheriffs will enforce them; as attorneys, they will prosecute or defend; as judges, hear cases in their own courts. Through this program, these leaders of the future should develop a sense of individual obligation to the community, state and nation.

Citizens are not to bring with them any printed or other previously prepared campaign or election literature. Facilities and supplies for preparing such promotional material will be supplied at Boys State.

**Activities:** Every citizen is encouraged to participate in a wide variety of recreational activities designed to provide a wholesome relief from the fast pace of the day's routine. Those listed below are well established activities. Others may be organized as facilities become available and need and interest warrant.

- **Sports:** A competition schedule is arranged for softball, volleyball, soccer, basketball, tennis and cross country. Other activities available are swimming, weight lifting and ultimate Frisbee.
- **Music:** The Boys State band and chorus organize and perform throughout the week. Citizens wishing to participate in band should bring their instruments and music stands.
- **News:** The Badger Bugle Citizen is the official, daily news of BBS. Boys interested in editorial and work as reporters should talk to their city counselors.
- **Color Guard:** Responsible for handling the flags during BBS assemblies. This group is made up of citizens with or without prior color guard experience. They are the center of attention at the beginning and end of each evening gathering.
- **Discussion Session:** Due to the diversity of the staff at BBS, a wide variety of discussion sessions are offered to provide citizens insight and the opportunity to ask questions about different professions. Some examples are law enforcement, medical, engineering, education, ministry, political processes and ecology. These discussion sessions are held daily by outstanding professionals.

**Eligibility:** Students who have just completed their junior year in high school, and have their senior year remaining before graduation, are eligible to attend Badger Boys State. The student must be enrolled in a Wisconsin High School. Home schooled students are eligible, but must be considered among the pool of students in what would be their school district. Each student must be sponsored by or through an organization that pays all sponsorship fees. Badger Boys State does not discriminate on the basis of age, race, ancestry or membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin.

Badger Boys State is a program of The American Legion for students who are well adjusted, good students and display qualities of leadership in their school. Scholarship is important, but potential leaders are not always the top of their respective class. Boys to be selected should be from the upper half of the class.

**Selection of Participants:** Local American Legion Posts usually serve as the clearing center for sponsoring organizations. Other organizations will include fraternal, civic or patriotic organizations and individuals through such organizations. Please visit the sponsorship page at [www.badgerboysstate.org](http://www.badgerboysstate.org) for more information.

The selection of candidates to attend BBS is conducted in different ways depending on the sponsoring organization and the local school district's participation. Each sponsoring organization will usually work closely with their local school. Alternates should also be selected at the same time delegates are selected to replace students who may find themselves unable to attend. Your alternates are sometimes selected to attend when other schools cannot find a student to fill their slot.

**Orientations:** Informational meetings/orientations are held Online at <https://badgerboysstate.org/>.

**Contact:** For more information on the Badger Boys State program, contact The American Legion, Department of Wisconsin Headquarters at (608) 745-1090; [info@wilegion.org](mailto:info@wilegion.org) or visit <https://badgerboysstate.org/> or [wilegion.org](http://wilegion.org).



**MEMBERSHIP GOAL - OCTOBER**

**FALL MEETINGS**

**65% GOAL**

**Traditionally the second week of October.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – OCTOBER**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

Date of Event	# of Legionnaires Participating	Identify Military Organization	Purpose of Visit

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **NOVEMBER**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.



# ***EMPLOYMENT AWARD***

## ***EMPLOYMENT OF VETERANS***

**History:** The National Economic Commission expanded its Employer awards Program 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 a small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, Departments may submit a total of 3 nominations for this category for national consideration.

- **One** nomination for a small company with 50 or fewer employees
- **One** nomination for a medium company with 51 to 200 employees
- **One** nomination for a large company with 201 or more employees

**National Awards:** These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Award, nominees must meet the following criteria:

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

A Department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee **will not** be eligible for a national award.

Selections of the Employer of Veterans Awards are made by the National Economic Commission Award Subcommittee, which meets during the annual Washington Conference.

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

**Deadline:** The deadline for submission of nominations of employers of veterans is no later than December 15<sup>th</sup> to the Department. Nominations received after that date will not be eligible for consideration.

**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 and sends the nomination forms and supporting information for the winning employers to the National Economic Commission. Those nomination forms must be signed by either the Department Adjutant or Department Employment Chairman. Nominations that arrive without supporting information **will not** be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form, which is the same for all three employer size categories, can be found at [wilegion.org](http://wilegion.org).

**Award:** The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

# ***EMPLOYMENT AWARD***

## ***EMPLOYMENT SERVICE***

**History:** In 1990, a resolution established a national awards program to recognize outstanding Employment Service (ES) offices and employees.

Both the National Veterans Employment & Education Commission and the Internal Affairs Commission's Trophies and Awards Subcommittee conducted extensive studies and 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 of Award:** 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 specialist (DVOP) and one local Employment Service (ES) office. LVERs, DVOPs and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

**Deadline:** The deadline for submission of nominations of the ES office is no later than **December 15<sup>th</sup>** to the Department. Nominations received after that date will not be eligible for consideration.

**Procedure:** Nominations from Posts, ES employees or other sources must be sent to Department Headquarters. The Department then selects **one** nominee each in the LVER, DVOP and ES Office categories and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign those nominations. Nominations that arrive without supporting information **will not** be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form, which is the same for all ES office categories, can be found at [wilegion.org](http://wilegion.org).

**Award:** The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

# ***EMPLOYMENT AWARD EMPLOYER OF OLDER WORKERS***

**History:** In 1958, the National Veterans Employment & Education 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 last full week of each September.

The National Veterans Employment & Education Commission Believes that this particular award category will become increasingly important over the next few years. Several major studies have concluded that, as we move through the twenty-first century, 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 of Award:** To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers.

**Deadline:** The deadline for submission of nominations for Employer of Older Workers is no later than **December 15<sup>th</sup>** to the Department. Nominations received after that date will not be eligible for consideration.

**Procedure:** Nominations from Posts or other sources must be sent to Department Headquarters. The Department then selects **one** nominee and sends the winning nominations, with their supporting information, to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form can be found at [wilegion.org](http://wilegion.org).

**Award:** The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

# ***EMPLOYMENT AWARD***

## ***ENHANCE THE LIVES OF DISABLED PERSONS***

**Purpose of Award:** The purpose of the National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that improves the quality of life for disabled persons will be considered.

**History:** Since 1987, American Legion Posts have competed for prizes through the Awards Program, NOD will continue to award certificates to the winners, and all nominees and their Department will receive American Legion citations of appreciation.

**Criteria:** All entries must be accompanied by an official nomination form, and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

**Deadline:** The deadline for submission of nominations for the Enhance the Lives of Disabled Persons award is no later than **December 15<sup>th</sup>** to the Department. Nominations received after that date will not be eligible for consideration.

**Procedure:** Nominations from Posts, or other sources must be sent to Department Headquarters. The Department then selects **one** nominee and sends that winning nominations, with their supporting information, to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form can be found at [wilegion.org](http://wilegion.org).

**Award:** The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

**MEMBERSHIP GOAL - NOVEMBER**

**VETERAN'S DAY**

**75% GOAL**

**Traditionally the second week of November.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – NOVEMBER**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

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# ***CONSOLIDATED POST REPORT MONTHLY WORKSHEET***

## **DECEMBER**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

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**MEMBERSHIP GOAL - DECEMBER**

**PEARL HARBOR DAY**

**85% GOAL**

**Traditionally the second week of December.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – DECEMBER**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
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Portage, WI 53901  
Fax: (608) 745-0179

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# ***THE AMERICAN LEGION***

## ***BASEBALL PROGRAM***

American Legion Baseball enjoys a reputation as one of the most successful and tradition-rich amateur athletic leagues. American Legion Baseball is a summer program for boys 13-19 years old. Posts sponsor and financially support over 200 Wisconsin American Legion Baseball teams. The purpose of American Legion Baseball is to:

- Instill in youth a better understanding of the American way of life and to promote the principles of Americanism.
- Instill in the nation's youth a sincere desire to develop within themselves a feeling of citizenship, sportsmanship, loyalty and team spirit.
- Aid in the improvement and development of the physical fitness of our country's youth.
- Build for the Nation's future through our youth.

All games are played under the OFFICIAL BASEBALL RULES as published by The Sporting News of St. Louis, MO and is modified by the National American Legion Baseball Rule Book and the Wisconsin American Legion Baseball handbook.

All teams have to play at least 10 games against Legion Baseball teams to compete in regional play. There are seven (7) Regional tournaments played in each class statewide. The State Baseball Commissioner and the Board of Directors assign each team to a Regional Tournament.

Forty-Eight graduating seniors from across the state are selected to play an All-Star game. For over 40 years the Milwaukee Brewers franchise has supported the Wisconsin American Legion Baseball program and allowed the All-Star game to be played at Miller Park after a major league home game. Brewers' tickets are purchased through The American Legion, Department of Wisconsin.

**Scholarship Information:** An annual scholarship is awarded by the Wisconsin American Legion Baseball Association to a graduating senior who demonstrates outstanding leadership, scholarship, character and citizenship and who has a demonstrated need for funding to continue their education beyond high school. Players are nominated by their respective team managers in June, and the winner is selected by the Wisconsin American Legion Baseball Association each July.

### **Important Dates to Remember:**

- All teams must register, buy insurance and pay fees through National's electronic registration system at [www.legion.org/baseball](http://www.legion.org/baseball) prior to May 15th.
- A hardcopy of the Player Agreement (form 2) must be completed and signed prior to the team's first scheduled game.
- On-line team roster (form 1) must be completed by Mid-June at [www.legion.org/baseball](http://www.legion.org/baseball).
- All-Star Nomination forms must be returned to Department Headquarters by Mid-June.
- All-Star Game at Miller Park takes place in August.

## ***WISCONSIN AMERICAN LEGION SOFTBALL***

**American Legion Softball came to Wisconsin in 2023. The Wisconsin American Legion Softball League is sanctioned by the American Legion, Department of Wisconsin and mirrors that of Wisconsin American Legion Baseball. Offering a program for high school softball players, will help teams develop during the summer and keep teams together. Recruitment rules are similar to American Legion Baseball which will keep the teams community based and avoid the creation of 'super teams', but will still allow for team co-op. If you are interested in forming a team and/or would like updates on the status of this new program, please submit your contact information and we will be in contact as plans progress. Registration opens on October 15! Visit [wilegion.org](http://wilegion.org) for more.**

# ***CONSOLIDATED POST REPORT MONTHLY WORKSHEET***

## **JANUARY**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

# ***THE AMERICAN LEGION EAGLE SCOUT OF THE YEAR***

**Eligibility Requirements:** The nominee must be a registered, active member of a Scout Troop, Varsity Scout Team, or Venturing Crew and the child or grandchild of a Legionnaire or Auxiliary member.

## **AND**

- Received the Eagle Scout Award.
- Be an active member of his religious institution and must have received the appropriate Boy Scout religious emblem.
- Have demonstrated practical citizenship in church, school, scouting and community.
- Have reached his 15<sup>th</sup> birthday and be enrolled in high school at the time of selection. Eagle Scouts still in high school who reached their 18<sup>th</sup> birthday during the nomination year remain eligible if otherwise qualified.
- Reside in the Department (state) to which they are applying.

## **Scholarships**

**Department:** The Department chooses one Eagle Scout of the Year as the Department winner. This winner receives a \$1,000.00 scholarship and is forwarded on to the National competition for consideration.

**National:** The American Legion Eagle Scout of the Year winner will receive a \$10,000.00 scholarship. Three runner-up scholarship awards will be granted in the amount of \$2,500.00 each. The Eagle Scout of the Year will join the youth champion delegation, and participate in, the Annual National Convention.

The scholarship recipients will be eligible to receive their scholarship immediately upon graduation from high school (public, parochial, military, private or home school) and must utilize the total award within four years of their graduation date, excluding active military duty or religious mission.

The scholarship may be used to attend a school selected by the student provided it is state accredited, above the high school level and within the continental limits of the United States, except in the case where the student may be from a possession of the United States, in which case he can select a school in that possession or in the continental United States.

Disbursement from the scholarship fund will be made jointly to the student and the school at the beginning of each semester or quarter. Only one request will be honored per semester or quarter.

***For the Eagle Scout of the Year application go to [wilgion.org](http://wilgion.org).***

**MEMBERSHIP GOAL - JANUARY**

**MIDWINTER**

**90% GOAL**

**Traditionally the third week of January.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – JANUARY**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179



# ***THE AMERICAN LEGION***

## ***DEPARTMENT OF WISCONSIN***

### ***SCHNEIDER-EMANUEL SCHOLARSHIP***

**Introduction:** The American Legion, Department of Wisconsin Schneider-Emanuel Scholarship goes to three (3) deserving graduates of any accredited Wisconsin high school. Those chosen will receive \$1,000.00 to be applied to the cost of continuing education at any degree granting college or university within the United States of America. The first scholarships were awarded in 1968.

**Eligibility:** The scholarship is open to Wisconsin students only and the applicant must be either:

- **A Veteran and a current member** of The American Legion, Department of Wisconsin at the time of application. (Self)
- **A Son/Daughter** whose Father, Mother or Legal Guardian is living and a current member of **The American Legion, The American Legion Auxiliary** or the **Sons of The American Legion** at the time of application.
- **A Grandson/Granddaughter** whose Grandfather, Grandmother or Legal Guardian is living and a current member of **The American Legion, The American Legion Auxiliary** or the **Sons of The American Legion** at the time of application.
- **Applicant** is a current member, in good standing in the **Sons of The American Legion** or the **American Legion Auxiliary/Junior Auxiliary** at the time of application.

In addition to the above eligibility requirements, the applicant must have participated in one or more of the following American Legion sponsored activities:

- Attendance at a complete session of Badger Boys State
- Attendance at a complete session of Badger Girls State
- Participation in the County Youth Government Day Program
- Competed in The American Legion High School Oratorical Contest (Post, County, District or State level)
- Took The American Legion Americanism and Government Scholarship Test
- Participated in an American Legion sponsored Band and/or Drum and Bugle Corps
- Played for an American Legion Baseball Team or American Legion Softball Team
- Member of an American Legion sponsored Scout Troop
- Participated in an American Legion sponsored Junior Shooting Sports Program
- Attended the Wisconsin American Legion Law Enforcement Career Academy

Applicant must be awarded a high school diploma or its equivalent and must have maintained an academic average of “B” or better for a period of seven (7) high school semesters, based upon the standard of the institution granting the diploma. The academic average is based on their seven (7) semesters prior to the second semester of the Senior year. They further must meet the following additional requirements:

- Complete and submit the application with the following supporting documents:
  - a. Transcript of grades
  - b. Four (4) rating sheets
  - c. ACT score
- Documents must be sent by March 1<sup>st</sup>
- Be willing to sign, along with parent or guardian, the “Agreement” portion of the application.

No application is considered complete unless all questions are fully answered and transcripts and rating sheets must be mailed, bypassing the applicant to:

The American Legion, Department of Wisconsin  
Attn: Programs Coordinator  
P.O. Box 388  
Portage, WI 53901-0388

If an applicant is in college, he/she must submit a transcript of eight (8) semesters of high school and also the last complete semester of college transcript.

Previous award winners are not eligible for consideration for a second scholarship.

The following factors shall be considered by the judges in deciding the relative merit of applicant and in arriving at final selection:

- Moral Character – Commitment to the American way of life and its institutions, and applicant's seriousness of purpose.
- Academic excellence of the applicant
- Participation and accomplishment in American Legion affiliated activities.
- Personality, leadership and participation in general extra-curricular activities

**General Information:** There shall be a two (2) week grace period between March 1<sup>st</sup> and March 15<sup>th</sup> whereas no new applications will be accepted, but where the applicant will be notified that certain materials are missing, not directly the applicant's fault.

The Education and Scholarship Chairman shall select the finalists and announce the same to the Department Commander and Department Adjutant before the Department Spring Meeting in May. The Department Programs Coordinator will contact the high school regarding their awards ceremony and then contact the local Post and let them know of the presentation so their officers can attend. The winners will be invited to the Annual Department Convention to be recognized.

Simultaneously the Education and Scholarship Chairman shall pick three (3) alternates: First Alternate, Second Alternate and Third Alternate, who shall, in that order, be awarded a scholarship should either of the original winners default. Should it be necessary, the Department Commander may appoint a competent screening committee who shall, in preliminary judgment, narrow the field to twenty-five (25) applicants.

**Judges:** The judging shall be conducted by the Department Education and Scholarship Chairman.

In all cases, the Department Education and Scholarship Chairman reserves the right to check the accuracy and authenticity of any information submitted by an applicant including eligibility of the scholarship itself; membership card numbers of self, mother, father, grandparent or guardian; military or school record; marital status, especially "legally separated" of applicant and/or family.

***For the application go to [wilegion.org](http://wilegion.org).***

# ***THE AMERICAN LEGION & SCOUTING***

## **SQUARE KNOT AWARD**

**Purpose:** This award is designed to recognize American Legion, American Legion Auxiliary or Sons of The American Legion members who are actively involved in the Scouting Program. This award is not meant to be a selective or limited award, but one that is available to any American Legion, American Legion Auxiliary or Sons of The American Legion member who completes the requirements for the award. The award is meant to recognize dedication and work required by an American Legion, American Legion Auxiliary or Sons of The American Legion member to assist in furthering the Scouting Program in The American Legion.

The award consists of a gold and purple square knot, which may be worn on the scout uniform, a certificate and a congratulatory letter from the National Commander of The American Legion. It is expected that American Legion, American Legion Auxiliary or Sons of The American Legion members will work to provide the maximum impact of The American Legion's support of the Scouting Program and to achieve maximum visibility.

### **A. Service**

1. Be a current member of The American Legion, American Legion Auxiliary or Sons of The American Legion.
2. Be registered in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or as a Unit Commissioner.

### **B. Training:**

If serving as a Unit Leader complete five of the following:

1. Complete the Cub Scout Leader Basic Training course.
2. Complete the Scouting or Sea Scout Leader Basic Training course.
3. Complete the Venture Leader Basic Training course.
4. Complete the Commissioner Basic Training course.
5. Be current in "Youth Protection" training.
6. Be current in American Red Cross "First Aid and CPR"
7. Earn the Scouter's "Training Award".
8. Attend and complete a Woodbadge or Seabadge training program.
9. Attend a Philmont training course.

If serving as a Chartered Organizational Representative (COR), or as a District/Council Member-at-Large, or as a Unit Commissioner complete three of the following:

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

### **C. Tenure**

1. Serve a total of three consecutive years in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or as a Unit Commissioner.

#### **D. Performance**

While serving in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or a Unit Commissioner complete a minimum of five of the following:

1. Serve a minimum of two years as a Post Chartered Organizational Representative for scouting and demonstrate success with your units in terms of growth in program.
2. Assist your Post, District or Department to raise funds to support scouting. Participate with a local BSA District or Council Friends of scouting fundraising effort.
3. Participate as member of a BSA District or Council Membership/Relationships committee and represent The American Legion.
4. Assist in organizing or reorganizing a Cub Pack, Scout Troop, Sea Scout Ship or Venture Crew chartered by an American Legion Post.
5. Participate in the Eagle Scout of the Year program at the Post, District or Department level.
6. Make contact with Scout Troops and Venture Crews in your area through visits, roundtables or other means and solicit their participation in the National High School Oratorical Contest, Junior Shooting Sports Program, Boys State, American Legion Baseball and other Americanism programs and document the results of your efforts.
7. Recruit manpower from your Post or District to support a scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further American Legion recognition in support of the Scouting Program.
8. Develop and carry out or participate in an American Legion program to recognize the leaders of Scouting Programs in your Post, District or Department.
9. Promote and coordinate the development of a network of Department American Legion Scouting Team members to assist in the development of Scouting within The American Legion.
10. Earn the Cubmaster Award, Cub Scouter Award, Den Leader Award, Den Leader Coach Award or Tiger Cub Coach Award.
11. Earn the Scoutmaster Award of Merit.
12. Earn the Crew Advisor Award of Merit.
13. Earn the Scouter's Key, Scouter's Training Award, or Distinguished Commissioner Service Award.

#### **E. Approval**

1. Submit appropriate documentation (membership card, photocopies of course completion certificates, narrative of accomplishments, etc.) in order to fully document the attainment of the requirements as outlined in sections A, B, C and D above.
2. Obtain the written endorsements of your American Legion Post Commander, American Legion Auxiliary Unit President or Sons of The American Legion Squadron Commander and the Department Scouting Chairman, Department Adjutant and Department Commander that you have satisfactorily completed the requirements for this award. Mail your awards packet to The American Legion, Department of Wisconsin, P.O. Box 388, Portage, WI 53901.
3. The Department will forward the documents onto the National American Legion for consideration.
4. Application packets that lack the appropriate documentation or written endorsements will be returned.

#### **F. Awarding Process**

The Department will arrange for presentation of The American Legion Square Knot, certificate and congratulatory letter at an appropriate place and time.

For more information go to [wilegion.org](http://wilegion.org).

# ***THE DEPARTMENT OF VETERANS AFFAIRS***

## ***VOLUNTARY SERVICE PROGRAM (VAVS)***

**Background:** The American Legion has been a staunch supporter and active participant in the Veterans Affairs Voluntary Service (VAVS) program since its inception. Today, as the largest centralized volunteer program in the federal government, VAVS is tremendously successful. It has developed an exciting and challenging concept of volunteer service within the VA health care system. Significant volunteer contributions in terms of donated hours of service, as well as gifts and donations, assist direct patient care programs and support activities and services that may not be fiscal priorities from year to year.

The success of the VAVS program is due to the enthusiastic efforts on the part of many organizations such as The American Legion, and especially through the efforts of individuals displaying determination and dedication to help veterans using VA services.

**Volunteer Activity:** Volunteers assist veteran patients by augmenting staff in such diverse settings as VA medical centers, nursing homes, hospice programs, foster care, community-based volunteer programs and veterans outreach centers. Opportunities also exist within the National Cemetery Administration and the State Home Program. Through the expanded volunteer services that follow the veteran back into the community, every American Legion Post, no matter how remote, can participate and make a valuable contribution to this humanitarian service. For example, as outpatient clinics have been established to bring services closer to veterans, and home services have been developed to allow veterans to be monitored or treated at home, volunteers are needed to support these efforts. By design, these outpatient clinics and home-based programs are geographically dispersed, encompassing areas well beyond the traditional campuses of the VA medical centers. Similarly, as veterans gain access to health care information and their health care records via computers, volunteers are needed to teach veterans the requisite computer skills. Services that offer ideal opportunities for Post participation include planning and conducting group socials and recreational activities, special events and projects, assisting veterans to find employment and providing transportation as needed. Posts also can participate by offering their facilities and their manpower to the VAVS program, sponsoring youth volunteers, or partnering with local businesses and agencies to provide services to veterans.

Volunteers bring companionship, renewed hope and comfort to veteran patients, serve as a bond to the outside world and help disabled veterans learn new vocations to overcome their disabilities.

For information concerning individual or Post participation contact the VAVS Program Manager at your nearest VA medical center, your local VAVS Representative, Department Service Officer or write to: The American Legion, National Veterans Affairs and Rehabilitation Commission, 1608 K Street, N.W., Washington D.C. 20006. Information is also available online at [www.va.gov/volunteer](http://www.va.gov/volunteer).

**Awards:** VAVS awards will be presented to volunteers who have met the eligibility standards as outlined in The American Legion VAVS Handbook. The appropriate form can be found at [wilegion.org](http://wilegion.org) under the Members tab and then awards, and must be signed as indicated and returned to the Department Adjutant at P.O. Box 388, Portage, WI 53901.

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# **FEBRUARY**

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# ***AMERICANISM AND GOVERNMENT***

## **SCHOLARSHIP PROGRAM**

**Purpose:** The purpose of the program has remained the same for over 20 years. Students are given the opportunity to receive recognition and scholarships by taking an on-line test comprised of 50 multiple choice, true and false questions followed by an essay question of 300 words or less.

**Eligibility:** The program is endorsed by the State Superintendent of Public Instruction and is open to any Wisconsin student in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade. Anywhere there is internet access and a computer, students can log in and take the test. The classroom is still the preferable method of taking the test, but not necessary. The test location is only limited to internet access.

**Scholarship Opportunities:** Eleven (11) 12<sup>th</sup> grade students receive \$750 scholarships; eleven (11) 11<sup>th</sup> grade students receive a \$300 scholarship; eleven (11) 10<sup>th</sup> grade students receive \$250 scholarships. Annually 33 scholarships are issued totaling \$14,300.

**Mechanics:** Students are tested on their knowledge of U.S. citizenship, the U.S. Constitution, Federal, State and Local government, as well as U.S. Flag etiquette. There is an essay question that the student must answer in order for the test to be valid and considered for a scholarship. Students register on-line prior to beginning the test.

This is not an open book test and students are not allowed to use outside resources to take this test.

Once students begin the test, they have 1 hour. NOTE: Experience is it will easily fit into class periods and does not require an entire hour. They will not be able to restart or pause the test. Their answers will be final and they will not be able to go back and change them. Students are not allowed to skip back and forth to answer the questions. Failure to answer the essay question will disqualify them from being eligible for a scholarship. During the test if the student signs out of the site, closes the browser or hits the back button the test will terminate. Students can see how many minutes they have left to complete the test, the number of words they used to answer the essay question (word counter) and their score upon completion of the test. They also have the option of printing a certificate of Achievement from The American Legion, Department of Wisconsin upon completion.

Test questions and the essay change every year. Students may take the test consecutive years and be considered for scholarships.

**Test Link/Date:** The on-line test is accessible at [wilegion.org](http://wilegion.org) with dates to be announced.

**Scoring:** Students see their test scores upon completion of the test. At Department level ONLY, the student's name, school name, test score and essay answer are viewable in an easy to download format. The essay answer is used as a tiebreaker when the committee is selecting the scholarship recipients. The essay answer is scored on whether it is logical, convincing, and the arguments presented are clear and complete with examples.



**Scholarship Selection:** The Department A&G Chairman schedules a date and time to meet at Department Headquarters with the selected committee to choose the scholarship recipients. The Department will provide a breakdown of student participation by grade and ranking by test score from each District. The committee will review any ties and select one (1) winner from each grade to be considered for a scholarship. The Committee then determines the recipients of the 33 scholarships.

**Program Timeline:**

**February:** The Department Programs Coordinator sends an email to all public, private and parochial schools promoting the program and test dates. The District Commanders, County Commanders and A&G District Chairmen are copied on the email. A personal contact or follow-up by the Chairman or Post to the local high school is recommended. Work with your schools to implement this program. Once accepted by the schools, the program is very straightforward.

**March:** Second email, promotional flyer sent of the upcoming test date to all public, private and parochial schools. The District and County Commanders along with the A& G District Chairmen are copied on the email.

**April:** The Department A&G Chairman, with the selected committee, chooses the scholarship recipients as soon as possible after the test dates. All student scores are to be treated as confidential until the Department judging is final.

The Department Programs Coordinator will contact the schools to verify the scholarship recipients are in good standing and deserving of the scholarships.

NOTE: The Department will no longer send out certificates to the top two (2) highest student scores in each grade from each participating school. Students now will have the option of printing their own certificate on-line after completing the test.

The Department Programs Coordinator will email a list of scholarship winners to the District and County Commanders. Local Posts are encouraged to contact the school and offer to make the scholarship presentation during awards night.

News Release is written for publication in the *Badger Legionnaire*.

For further information on the A&G Scholarship Program contact the A&G Chairman at the Post, District or Department level.

# ***CONSOLIDATED POST REPORT MONTHLY WORKSHEET***

## **FEBRUARY**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

**MEMBERSHIP GOAL – FEBRUARY**

**PRESIDENT’S DAY**

**95% GOAL**

**Traditionally the second week of February.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – FEBRUARY**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

# **STATE BOWLING TOURNAMENT**

The American Legion, Department of Wisconsin State Bowling Tournament is held each year, usually during March and April. All members of the Wisconsin American Legion Family in good standing are eligible to enter the tournament. Members of the Sons of The American Legion may participate providing they are 18 years of age or older. Being a member of the United State Bowling Congress USBC is not required.

The American Legion, Department of Wisconsin State Bowling is always welcoming bids to host this tournament. If you are interested in hosting a tournament please contact Department Headquarters for the appropriate contact person. They will assist you as much as possible. Some of the requirements are as follows:

1. The Association shall be managed by a Board of Directors consisting of eight (8) Legionnaires from various Posts in the state of Wisconsin. No city is represented by more than one member. Any Post that had a team in the last State Tournament may nominate a candidate for Director, if nomination is made before October 14<sup>th</sup>.
2. The Board of Directors shall have full control and disposition of all matters pertaining to the State Association and the Annual State Tournaments.
3. The Board of Directors, by a majority vote of the members at the Spring Meeting, shall select the next tournament city two (2) years in advance. Such city must have at least twelve (12) regulation lanes under one roof, and have available such other lanes as the Board of Directors deem necessary for the conduct of the Annual Tournament. Representatives of any Post may appear before the Board and bid for the tournament. In the event a bid is presented from a city having more than one Post, the County Council shall designate the Post in such city to whom the tournament may be awarded.
4. The Annual Tournament shall be conducted by the Post to which it is awarded. A President, Vice-President, Secretary-Treasurer and other tournament officers shall be chosen by such Post. The names of such officers and the number and location of the proposed tournament lanes shall be reported to the Association Secretary prior to the Fall Meeting, and be subject to the approval of the Board of Directors.
5. The Board of Directors at the Fall Meetings shall approve the tournament officers, lanes and other details necessary for the conduct of the tournament.
6. The tournament shall be conducted under the moral support sanction in accord with the regulations of the United State Bowling Congress (USBC). A duplicate of the financial statement required by the United States Bowling Congress shall be furnished to the Association Secretary within thirty (30) days following the completion of the tournament.

For more information, or to place a bid contact Department Headquarters for Board contact information.

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# MARCH

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# ***CONSOLIDATED POST REPORT MONTHLY WORKSHEET***

## **MARCH**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

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# **COUNTY YOUTH GOVERNMENT DAY**

**Purpose:** To give more students a practical study of county government.

**Guidelines:**

1. Set up a good working committee from your county organization. County officials should be contacted and understand the importance of their part in this program. At the discretion of the county officials, a date should be selected for the students to appear at the County Courthouse.
2. Each school in the county should be contacted, in person (preferably the civics teacher), to explain the program and help them in any way. After the county officials have set the dates and the schools have agreed to participate, the classroom plans should be exclusively in the hands of the school authorities. In the past, many schools had this course for either juniors or seniors, with the thought that they would soon be eligible voters and would better be able to participate in the election process. Since a civic type program that covers county government is being taught at various grade levels, it was determined that the class that is given this course should be selected by the school administration.
3. Teachers are asked to get students involved in a class-wide election process for the county offices. A suggested time should be allotted for learning about the various offices and their responsibilities, a time for nominations, for campaigns and for real elections that would create much interest and understanding of government. The possibilities for innovative teachers to bring reality into the study of government are endless. Once students decide to become candidates, have campaigned, and have been duly elected, they would represent the school and the students at the County Youth Government Day.
4. If the school has foreign exchange students, ask them to be present also, not as candidates for an office, but as interested individuals eager to learn about county government.
5. The program for the day may vary with each county. With registration followed by a general assembly, the students should then be allowed to visit with their counterparts to learn the many duties of the office. At noon, there is a luncheon. The sponsoring units should share the expense of this, as well as transportation, if any. If possible, allow the students to sit in on a portion of a County Court session or County Board session. Close out the day with another general assembly, which would be an ideal time to hand out their citations, as well as the citation for the county officials.
6. Your student representatives will bring back a deepened understanding of the government process because they will have experienced it. Hopefully, the school would be able to benefit from an increased interest and involvement in government, which would translate to greater involvement in the school's student governing body. All students should benefit by the early experience of government, the election process, and by sharing experiences of "real" government with their classmates.
7. There is very little textbook material on county government in our schools however, a good outside source is found in *The Framework of Your Wisconsin Government*, a publication offered by the Wisconsin Taxpayers Alliance (WTA) at a nominal cost. It can be ordered from <http://wispolicyforum.org/research/>. The site provides an excellent resource, not only on county government, but also that of towns, cities, villages, school districts and state levels of government. The WTA also provides speakers for free lecture service for assemblies and individual classes.

8. Do not forget PUBLIC RELATIONS. Get pictures of the groups during the day and have them published, along with a good story. Give your elected officials proper credit for their time and assistance. Do not forget a letter of thanks to the school officials. This program has met so much acclaim from both public officials and school instructors that we feel sure you will be rewarded greatly for having carried out a COUNTY YOUTH GOVERNMENT DAY PROGRAM.

**County Government:** The County has always played an important part in Wisconsin government. It was a unit of government even before Wisconsin became a state in 1848. In that year there were only 29 counties. By 1901, the number had grown to 71. In 1961, the newest county of Menominee was created from the territory that made up the Menominee Indian Reservation. This brought the total number of counties to the current 72.

With few exceptions, the form of county government has not changed much since the early days. The services provided by the county have expanded greatly, however, and it has become a very important unit of local government.

**The County's Dual Role:** The County actually served two purposes. It provides certain services at the local level for the state, and it is a unit of local self-government.

The county assists the state in many ways. The **County Sheriff** enforces state laws, including state traffic regulation. The **County District Attorney** represents the state in prosecuting those who break state laws. The **County Highway Department** maintains the state trunk highways within its borders. The **County Register Of Deeds** keeps certain records required by the state, such as property records, marriage licenses, and birth and death certificates. The **County Clerk** handles elections and sells hunting and fishing licenses. These are just a few examples of the way the county acts as an arm of state government.

As a unit for local self-government, the county has been given powers to handle certain matters that are of local interest, but the county may do only those things specified by state law. For example, the county may build parks, keep up county forests, take care of county highways, provide mental health services, and maintain nursing homes for the aged. While the county may provide only those services that are required or permitted, it does have some control over how the government is organized and administered.

**County Board of Supervisors:** The county board of supervisors passes ordinances (laws) and resolutions, and it may have the same responsibility for running county government if there is no county executive or county administrator.

Most boards are divided into **Committees** to handle their duties. Some examples of board committees are finance, personnel, agriculture, highways, parks and zoning. The committee must solve problems that arise in its area of responsibility. Sometimes it does this by recommending that the board, as a whole, take necessary action. The board usually follows its recommendations. In counties without an executive or administrator, the committee also supervises the department that relates to its field. For administration may be called government by committee.

Each Supervisor on the county board is **elected** from a supervisory district. The county's population should be divided about equally among the districts. If necessary, following the federal population census conducted every ten years, the county board must redraw the district to be sure they are equal in population.

All supervisors are elected on a **nonpartisan** basis for two-year terms, except in Milwaukee County where the term is four years. The maximum number of supervisors on the county board is limited by state law depending on the population of the county; however, the board may have fewer members if it chooses. Based on population, the range is 25,000 or less, 21 maximum supervisors. If the population were at least 100,000 but less than 500,000 the maximum number of supervisors would be 47.

Two counties, Milwaukee and Menominee, have county boards based on a different system of representation. The board determines the size of the Milwaukee County Board. Currently, it has 25 supervisors.

In Menominee County, which has only one town, the entire town board also serves as the county board of supervisors. Thus, the Menominee County Board has seven members.

County boards are **required by law** to meet at least twice a year. The April meeting is an **organizational meeting** in which the board elects its officers and names its committees. The purpose of the fall meeting in October or November is to **adopt the annual county budget**. Other meetings are held as often as necessary. Many county boards meet at least once a month.

**County Executive, County Administrator:** As county duties and services became more complex, state law was changed to permit selection of a single officer to manage county government. **If elected**, this official is called a County Executive. **If appointed** by the county board, the title is County Administrator.

A 1962 constitutional amendment authorizing an elected county executive in Milwaukee County was the first step toward this type of county government administration. Under state law, Milwaukee County must have an executive. A later constitutional amendment, ratified in 1969, allows all Wisconsin counties to create the position of executive or administrator if they choose.

In many respects, the duties of the two positions are similar. Both the executive and administrator, administer the affairs of the county, submit an annual budget and make certain appointments to office. There are some differences, however. A county executive is elected on a nonpartisan ballot by the people for a four-year term and is a more independent officer. The executive has the power to veto county board actions, including a partial veto on appropriations.

On the other hand, a county administrator is selected by the county board to serve at its pleasure for an indefinite term and has no veto power. In 1995, there were nine County Executives and eight County Administrators.

In counties that do not have either, an executive or administrator, an “**Administrative Coordinator**” must be appointed by the county board. In eight counties the Administrative Coordinator has been granted most of the powers of an executive or administrator. In most cases, the County Clerk or County Board Chair has been designated Administrative Coordinator. State law does not specify the powers of duties of the office.

**Other County Officials:** Each county is required by the state constitution or state law to elect certain officials whose duties are set forth by state law. These are District Attorney, Sheriff, Clerk, Treasurer, Register of Deeds, Clerk of Circuit Court, Coroner (unless there is a medical examiner system) and Surveyor (unless that officer is appointed). Milwaukee County does not elect a Coroner or Surveyor. Although the District Attorney is elected by county voters, it is designated a state office and the state pays the salary.

In contrast to County Supervisors, these county officials are elected on a **partisan** basis for **two-year** terms. They run on a party ticket in the November general election and receive party support for their campaigns.

**The County Clerk serves as Secretary** to the county board and performs some general management duties. In counties without an executive or administrator, the clerk may compile the budget requests for the board to review and keep financial records on income and expenditures.

Another elected official is the **Treasurer**, who handles all county government funds. The treasurer must receive and record all revenues coming into the county treasury and pay money out.

Several criticisms have been raised about the organization of county government. Some say that the county board should be concerned with lawmaking and not be burdened with administrative details. They would like to see wider use of a County Executive or Administrator with broad powers. Others have complained that having so many independently elected county officers splits responsibility.

**Conclusion:** Filling dual roles as both an arm of state government and a unit of local self-government, county government has served Wisconsin over many decades. Today, many counties are faced with demands for new or improved service, which cover broad geographical areas. The part that counties play in directing and coordinating government services in the future will depend on the responsibilities assigned to them by the State Legislature. Source: *The Framework of Your Wisconsin Government 1995*.

**Items needed to run your County Youth Government Day:** Your manual can be found at [wilegion.org](http://wilegion.org) under Programs/County Youth Government Day. The manual contains the following:

- Letter to the High School Principal
- Sample of Follow-Up Letter to the schools
- Form regarding participants
- County Youth Government Day Report
- Certificate of Appreciation Order Form

**APPLICATION FOR THE AMERICAN LEGION, DEPARTMENT OF WISCONSIN**  
**Past National Commander Denise H Rohan Educator of The Year Award**

It is the educators in our local communities that we go to in promoting American Legion programs like: Badger Boys State, County Youth Government, Oratorical Scholarships, A & G Testing, Law Enforcement Career Academy, Flag Education, Patriotism and other individual Post Programs.

We depend on principals, guidance counselors, individual teachers and school staff to promote participation in these programs. This award will show appreciation for the important role these individuals play in promoting our Americanism & Youth Programs.

Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Recommended by Post No. \_\_\_\_\_ of The American Legion located in \_\_\_\_\_

Number of years working in Education: \_\_\_\_\_

Present position (include grade level) \_\_\_\_\_

Name and Location of School/District \_\_\_\_\_

**PLEASE NOTE:**

1. The candidate must be currently employed in grades K – 12 at a public, private, parochial, charter or academy in the state of Wisconsin recognized by the Wisconsin Department of Education.
2. The candidate may be a classroom teacher/instructor, administrator or other school employee who has helped further the cause of The American Legion amongst the students and staff.
3. The candidate must be endorsed by the Superintendent or Principal through a letter of recommendation attached to the nomination form.
4. The Post endorsed nominee shall be forwarded to the County Chair for further consideration in the County, and the County winner will be submitted to the District. (Posts in Districts 4 & 5 will forward their application directly to the District.) It is suggested all Counties have their applications submitted to the District by April 1st.
5. The Department Americanism Committee will review the winning district nominees and selected the winner of the Past National Commander Denise H. Rohan Educator of the Year
6. The Educator of the Year will be invited to department convention and be presented a crystal apple award (or other appropriate award) and an honorarium (in the form of a check) with the amount being based on the endowment fund's investment.

To assist you in completing your candidate's application/narrative, please include the following information:

1. Outline Educational and Teaching Career
2. Educational Honors, Awards, Recognitions
3. What Makes this Educator Exceptional?
4. Other Achievements to be considered
5. Include letter of recommendation from Superintendent or Principal
6. Include additional narrative from nominating Post
7. Certified Post winners are due to the District by April 1st; certified District winners are due to the Department by May 1st

Past National Commander Denise H Rohan  
Educator of The Year Award

CERTIFICATION OF POST

This recommendation is submitted by \_\_\_\_\_ Post No. \_\_\_\_\_

The American Legion, Department of Wisconsin, located in the \_\_\_\_\_ District.

_____ Post Adjutant	_____ Post Commander
_____ Date	_____ Post Americanism Chairman

CERTIFICATION OF COUNTY (where available)

This recommendation is submitted by \_\_\_\_\_ County.

The American Legion, Department of Wisconsin, located in the \_\_\_\_\_ District.

_____ County Adjutant	_____ County Commander
_____ Date	_____ County Americanism Chairman

CERTIFICATION OF DISTRICT

This recommendation is submitted by the \_\_\_\_\_ District of  
The American Legion, Department of Wisconsin.

_____ District Adjutant	_____ District Commander
_____ Date	_____ District Americanism Chairman

In the event this candidate is declared the department winner, will the candidate be available to appear at the Department Convention?    Yes    No

# **EDWARD J. ORMSBY LAW AND ORDER AWARD**

## **OFFICIAL GUIDELINES**

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Edward J. Ormsby Law and Order Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Law Enforcement Officer of Wisconsin”.

Guidelines for choosing the outstanding Law Enforcement Officer:

1. Posts within the Department of Wisconsin shall use the application on [wilegion.org](http://wilegion.org) which the Post’s certification for the award winner is to be listed. *(Prior Versions of the application will not be considered)*
2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County and the County winner will be submitted to the District. It is suggested all Counties have their winning applications submitted to the District by **APRIL 1<sup>st</sup>** of each year.
3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.
4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District Winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarter for processing and the selection of a Department winner at the Annual Department Spring Meetings.
5. The selection and certification of the District winners shall be forwarded to Department Headquarters by **MAY 1** of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts when determining the Department winner.
6. The District winner may be recognized on the District level, although the award will be presented to the winner at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.
7. In making a recommendation, Posts should bear in mind that the Law Enforcement Officer recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to that officer who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same officer might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.
8. The declared winner of the EDWARD J. ORMSBY LAW AND ORDER AWARD will be invited to attend the Department Convention.

9. A candidate for this award must be an active Law Enforcement Officer attached to a Wisconsin Law Enforcement Agency and residing in the State of Wisconsin on the date of the application.
10. A candidate for this award need not be a Legionnaire or veteran to qualify.
11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District application.
12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level, shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgment of the Department applications.

The committee will select the EDWARD J. ORMSBY LAW AND ORDER AWARD winner who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good Law Enforcement Officer; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, applications should be as thorough as possible before submitting them to the District.

**The application can be found at [wilegion.org](http://wilegion.org).**



# **EMERGENCY MEDICAL TECHNICIAN AWARD**

## **OFFICIAL GUIDELINES**

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion Emergency Medical Technician (EMT) Award Program. A yearly award established to be given at succeeding Convention to the "Emergency Medical Technician of Wisconsin".

Guidelines for choosing the Emergency Medical Technician:

1. Posts within the Department of Wisconsin shall use the application on wilegion.org which the Post's certification for the award winner is to be listed. *(Prior Versions of the application will not be considered)*
2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County, and the County winner will be submitted to the District. Posts in Districts 4 & 5 will forward their application directly to their Districts. It is suggested all Counties have their applications submitted to the District by **April 1<sup>st</sup>** of each year.
3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.
4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman, whose duty it will be to screen all applications and determine the District winner, each contestant will be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters for processing and the selection of Department winner at the Annual Department Spring Meetings.
5. The selection and certification of District winners shall be forwarded to Department Headquarters by **MAY 1<sup>st</sup>** of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts.
6. The District winner may be recognized on the District level, although the award will be presented to them at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.
7. In making a recommendation, Posts should bear in mind that the EMT recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to that EMT who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same EMT might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.
8. The declared winner of the Emergency medical Technician Award will be invited to attend the Department Convention.

9. A candidate for this award must be an active EMT attached to an Emergency Agency and residing in the State of Wisconsin on the date of the application.
10. A candidate for this award need not be a Legionnaire or veteran to qualify.
11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgement of the District applications.
12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgement of the Department applications.

The committee will select the EMT of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good EMT; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, application should be as thorough as possible before submitting them to the District.

**The application can be found at [wilegion.org](http://wilegion.org).**

# **FIREFIGHTER AWARD**

## **OFFICIAL GUIDELINES**

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion Firefighters Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Firefighters of Wisconsin”.

Guidelines for choosing the Outstanding Firefighter of Wisconsin:

1. Posts within the Department of Wisconsin shall use the application on [wilegion.org](http://wilegion.org) which the Post’s certification for the award winner is to be listed. *(Prior Versions of the application will not be considered)*
2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County, and the County winner will be submitted to the District. Posts in Districts 4 & 5 will forward their application directly to their Districts. It is suggested all Counties have their applications submitted to the District by **APRIL 1<sup>st</sup>** of each year.
3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.
4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters for processing and the selection of a Department winner at the Annual Department Spring Meetings.
5. The selection and certification of the District winners shall be forwarded to Department Headquarters by **MAY 1<sup>st</sup>** of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts when determining the Department winner.
6. The District winner may be recognized on the District level, although the award will be presented to them at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.
7. In making a recommendation, Posts should bear in mind that the firefighter recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to the firefighter who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same firefighter might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.
8. The declared winner of the Outstanding Firefighter Award will be invited to attend the Department Convention.

9. A candidate for this award must be a full-time or volunteer firefighter attached to a Fire Department and residing in the State of Wisconsin on the date of the application.
10. A candidate for this award need not be a Legionnaire or veteran to qualify.
11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District applications.
12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgment of the Department applications.

The committee will select the Outstanding Firefighter of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good firefighter; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, applications should be as thorough as possible before submitting them to the District.

**The application can be found at [wilegion.org](http://wilegion.org).**

# **LEGISLATOR OF THE YEAR**

## **OFFICIAL GUIDELINES**

The Wisconsin Legislator of the year Award is presented on an annual basis to a U.S. Senator, State Senator, U.S. Representative or a member of the State Assembly by The American Legion, Department of Wisconsin.

Guidelines for choosing the Legislator of the year:

1. Each Post Commander in the Department of Wisconsin may use the application found at [wilegion.org](http://wilegion.org) to make a recommendation for the Wisconsin Legislator of the year award.
2. The Post winner's application shall then be forwarded to the District Commander by **APRIL 1<sup>st</sup>** of each year.
3. In making a recommendation, Posts should bear in mind that the legislators recommended need not be judged on only one year's performance, but can be judged on performance over a longer period of time.
4. It shall be the duty of the District Commander to appoint a committee, with a representative from each County in the District, to serve with the District Legislative Chairman. It shall be the committee's responsibility to screen all applications and then determine the District winners. The District winners may be endorsed by the District Membership. The winning applications in each District shall then be forwarded to Department Headquarters for the attention of the Department Legislative Committee.
5. The selection of the District winners shall be completed and certified to Department Headquarters by **MAY 1<sup>st</sup>** of each year. Only one (1) winner from the U.S. Senate, State Senate, U.S. Representatives or the State Assembly will be recognized from each District by the Department Legislative Committee. If none of the Districts submit a nomination, the Legislative Committee shall review the District nominations from the previous year and select a Department award recipient from that list. The previous year recipient is not to be considered. The members of the Committee shall have the District winners one week prior to Spring Meetings.
6. Upon certification of the District winners to the Department Legislative Committee, said committee should then report the Department winners during the annual Department Spring Executive Committee Meeting.
7. The declared winners of the Department Legislative Award will be invited to the Department Convention. An appropriate award will be presented to the Legislator of the year at said convention.

**The application can be found at [wilegion.org](http://wilegion.org).**

# **NATIONAL GUARD/RESERVIST AWARD**

## **OFFICIAL GUIDELINES**

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion National Guard/Reservist Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Enlisted National Guard/Reservist of Wisconsin”.

Guidelines for choosing the outstanding National Guard/Reservist:

1. Posts within the Department of Wisconsin shall use the application on [wilegion.org](http://wilegion.org) which the Post’s certification for the award winner is to be listed. *(Prior Versions of the application will not be considered)*
2. It will be the duty of each Post Commander to appoint a Selection Committee of members of their Post, whose duty it will be to select an entry for the award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the District. It is suggested that winning applications be submitted to the District by **APRIL 1<sup>st</sup>** of each year.
3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.
4. It shall be the duty of each District Commander to appoint a committee of Legion members of the District (one from each County whenever possible) including a District Selection Chairman, whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters to the attention of the Department National and Homeland Security Committee.
5. The selection and certification of the District winners shall be forwarded to Department Headquarters by **MAY 1<sup>st</sup>** of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts.
6. The judging and selection of the Department winner shall be made by the National and Homeland Security Committee at the Department Spring Meetings and the award shall be made at the Annual Department Convention.
7. The declared winner of the Outstanding Enlisted National Guard/Reservist of Wisconsin Award will be invited to attend the Department Convention.
8. In making a recommendation, Posts should bear in mind the National Guard/Reservist recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to the National Guard/Reservist who, for a number of years, has turned in an outstanding performance of his or her duties. This does not rule out the possibility that this same National Guard/Reservist might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.
9. A candidate for this award must be an active part-time National Guard/Reservist attached to a National Guard or Reserve Unit in the Department of Wisconsin on the date of application, or is a resident of Wisconsin and through necessity serves in a unit outside of the Department.

10. A candidate for this award need not be a Legionnaire.
11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District applications.
12. Any member of the National and Homeland Security Committee for the Department, finding their name in competition on the Department level, shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Selection Committee prior to judgment of the Department applications.

The committee will select the Outstanding National Guard/Reservist of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good Soldier, Airman, Sailor, Marine or Coast Guardsman. In making recommendations, only one person will be the eventual winner and the Department National and Homeland Security Committee will make the selection. Thus, application should be as thorough as possible before submitting them to the District.

**The application can be found at [wilegion.org](http://wilegion.org).**

# **PUBLIC RELATIONS APPRECIATION AWARD**

## **OFFICIAL GUIDELINES**

### **I. ESTABLISHMENT**

In accepting the report of the Department Policy Committee which contained a recommendation pertaining to a request from the Department Public Relations Committee (Now the Marketing & Communications Committee), the Department Executive Committee did, on July 18, 1964, at Wausau, Wisconsin, and as amended by the Public Relations and Executive Committee on October 2, 1971, on May 5, 1990, January 20, 1995 and January 24, 1997, approve the following prescribed awards:

The Department Communications Committee (formerly the Public Relations Committee) may annually recommend five (5) recipients for an American Legion "PUBLIC RELATIONS APPRECIATION AWARD" that the committee feels merit special recognition in the news media and "Certificates of Appreciation" to other deserving media.

### **II. MEDIA**

The awards shall be confined to one (1) award each annually for the following:

OUTDOOR ADVERTISING	RADIO	TELEVISION
CABLE TELEVISION	PRESS	

### **III. RECIPIENTS**

The Press, Radio, Television, Cable Television and Outdoor Advertising merit special recognition for informing the general public on the ideals and deeds of The American Legion, therefore, an American Legion "PUBLIC RELATIONS APPRECIATION AWARD" will be presented for publicizing Wisconsin American Legion programs and activities on any one or all levels of the Department (Post, County, District, Department). "Certificates of Appreciation" shall be awarded to additional media that have participated in support of The American Legion programs throughout the year.

### **IV. TYPE**

The awards shall be appropriately lettered plaques, with the design and lettering selected by the Department Communications Committee, and the Certificate of Appreciation to be printed at nominal cost, the same to be absorbed by the Department Communications Committee budget.

### **V. NOMINATIONS**

Award nominations are to be sent to Department Headquarters, and can be made by any Public Relations Officer, Post Commander, County Commander or District Commander within the Department of Wisconsin.

- The individual offering a nomination for the award shall be responsible for obtaining all necessary documentation and supporting evidence.
- This documentation should indicate exactly what the nominee did or provided for the good of The American Legion. This documentation should include the dates, events or descriptions of American Legion activities that the nominees provided coverage of.



- Coverage or services provided to The American Legion for a period of a full year, for example, will receive more consideration from the judges than coverage for one event.

## **VI. DEADLINE – MAY 1<sup>st</sup>**

All nominations, fully clarified, shall be available for perusal by the Department Communications Committee no later than **MAY 1<sup>st</sup>** for judging. The program will be based on the prior year. Judging will be done by the Department Communications Committee at the Department Spring Meetings.

## **VII. CONSIDERATION**

All nominations received prior to the deadline date, and in proper order, shall be considered by members of the Department Communications Committee who, after reviewing same, shall cast five (5) votes by secret ballot for the selection. Only one vote cast in a specific ballot by a member of the committee present for a nominee.

## **VIII. PRESENTATION**

Awards shall be presented at The American Legion, Department of Wisconsin Annual Department Convention to the recipients thereof, or a representative of the media selected for an award shall be invited to be present at that time. Travel, lodging and other costs will be incurred at the recipient's expense.

**MEMBERSHIP GOAL – MARCH**

**LEGION BIRTHDAY**

**100% GOAL**

**Traditionally the second week of March.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **RECONNECT REPORT – MARCH**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

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# APRIL

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **APRIL**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

# **ELECTIONS**

## **Post:**

*Article VII, Section 3 of the Department Bylaws states, “Post officers shall be elected annually by each Post in the Department at an election to be held after May 1. The newly-elected officers are to be installed and assume their respective duties at such time as determined by the Post, but not later than September 20 of each year.”*

## **County:**

*Article X, Section 3 of the Department Bylaws states, “All officers of County Councils, except those selected to fill vacancies, shall be elected and installed between June 1 and September 20 of each year. Within one week after such installation, the Department Adjutant and the District Commander shall be notified of the names and addresses of all of the officers of the County Council.”*

## **District:**

*Article III, Section 4 (d) and (e) of the Department Constitution states, “(d) Each District shall elect one District Commander and may elect or appoint one or more District Vice Commanders for each District from among the active Legionnaires of such District. Their respective terms of office shall commence immediately upon the adjournment of the annual Department Convention after their election and shall end at the adjournment of the second next succeeding annual Department Convention. Their election or appointment shall be subject to ratification by the Department Convention following their election. The odd numbered Districts shall elect District Commanders and either elect or appoint District Vice Commanders during even numbered years, and the even numbered Districts shall elect District Commanders and either elect or appoint District Vice Commanders during each odd numbered year. The District Constitution may provide for the election or appointment of additional District officers, except that the District Adjutant shall be appointed by and hold office at the discretion of the District Commander.”*

*“(e) The District Commander and District Vice Commanders and such other elective District officers as the District Constitution provides shall be elected at a District meeting held between the first day of April and the first day of July in any year at such time as may be designated by the District Commander. The District Commander shall notify each Post Commander in his District, through Department Headquarters, by mail at least thirty (30) days prior to the date of such election meeting. The number of delegates and alternates to which a Post is entitled at any District meeting at which District officers are elected shall be ascertained and computed on the paid-up membership of such Post as reported to Department Headquarters thirty (30) days prior to such meeting. The names of the delegates and alternates to such meeting shall be certified to by the Post Adjutant and submitted to the District Commander prior to such meeting.”*

**Immediately following your election, or any time during the year that changes occur, please use the forms found on pages 21-27 of this manual to report your officers as indicated on the forms.**

**MEMBERSHIP GOAL – APRIL**

**CHILDREN & YOUTH**

**105% GOAL**

**Traditionally the second week of April.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**



## **POST EXCELLENCE AWARD**

To qualify for the American Legion's Post Excellence Award, a post is required to achieve excellence in four areas: membership, submission of the Consolidated Post Report (CPR), attaining a 90% renewal rate, and community activity.

The purpose of this award is membership growth, exposure of American Legion values to the community, and increased visibility of the American Legion Family through service projects. A post achieving this qualification will have had numerous post members involved in planning and achieving these goals. Many posts are already active in these areas and will qualify without extra effort. Others, however, will need to increase their efforts in one or more areas to qualify for the award.

The standard to be achieved in each area is as follows:

**Membership:** The post must attain at least 103% of their membership goal. At least one post officer attends district meetings.

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

**90% Renewal Rate:** The post must renew at least 90% of their members that were on the 2023 roster.

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

**Certification for the award:** The district commander responsible for the post will certify a post as having achieved the four specified criteria. The district commander will submit a list of posts meeting the criteria to department headquarters. That list should include the post name, phone number, address and commander's name. If possible, accompany the last two criteria with copies of press releases submitted to the local media about the projects to show that the projects were not only accomplished but that an attempt was made to enhance the image of The American Legion through local media. The copy submitted should include a date and time stamp showing receipt by the media outlet.

***For the Post Excellence Award Form go to [wilegion.org](http://wilegion.org).***

# **RECONNECT REPORT – APRIL**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

# MAY

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# **AMERICANISM AWARDS**

The Department Americanism Awards are distributed each year at the Department Convention. To compete for the Americanism Awards fill out the award form and Certification form for each award that you are competing for and submit no later than **JUNE 1<sup>st</sup>** of each year. All forms can be found in Appendix C.

The Americanism Awards are as follows:

- **Cooper Award:** To be awarded annually to that Post of The American Legion, Department of Wisconsin doing the most consistent service in the interest of the boys between the ages of 8 and 18.
- **McCoy Americanism Award:** To be awarded annually to that Post of The American Legion, Department of Wisconsin whose membership is 151 or more, doing the most work in Americanism, providing the membership of that Post is no less than eighty percent of its membership of the preceding year.
- **O.W. Rolfe Americanism Award:** To be awarded annually to that Post of The American Legion, Department of Wisconsin whose membership is 150 or less, doing the most work in Americanism, providing the membership of that Post is no less than eighty percent of its membership of the preceding year.
- **Pendill Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 200 or more, accomplishing the greatest civic achievement for the preceding year.
- **Harvey V. Higley Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is between 15 and 199, accomplishing the greatest civic achievement for the preceding year.
- **Athletics and Sports for Spalding Victory Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin sponsoring the most intensive program of diversified sports.
- **Jessel S. Whyte Memorial Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin that has been outstanding in the promotion of The American Legion School Award Program in its community.
- **The Henry C. Oakey Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 199 or less, doing the best service work.
- **The James F. Burns Award:** To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 200 or more, doing the best service work.
- **National Americanism Awards:** Each year a **Distinguished Service Citation** is awarded to an American Legion Post in each Department that conducts the most outstanding Americanism and Community service Activity. A **Meritorious Service Citation** is awarded to the runner-up in each Department. Every Post that conducts a satisfactory Americanism Program may receive an annual **Americanism Citation**.
- **Joseph R. Meeks Gung-Ho Award:** Awarded annually to a Member of The American Legion, American Legion Auxiliary or non-member who exhibited an effort in working with, and towards, any or all objectives and principles of the Department Americanism Committee.

**For all Americanism Awards go to [wilegion.org](http://wilegion.org).**

## **CHILDREN & YOUTH AMBASSADOR AWARD**

Each year, Posts carry on many and varied programs dealing with Children & Youth. This award encompasses the period of June 1 through May 31. Programs such as Child Safety, Trunk and Treat, or Operation Military Kids are some examples of traditional programs that a Post may be involved with for Children & Youth. However, many Posts have programs that are tailored to their communities, “thinking outside of the box”, ie: creative execution of Cyber Safety, Be the One Youth Program, or the Department Commanders Initiative...etc. Please annotate your Post activities on this form, using extra sheets as needed.

- **Any Post to be considered for the Children & Youth Ambassador Award must have completed the Consolidated Post Report Form (CPR) and have submitted it to Department Headquarters no later than JUNE 1.**
- **The Children & Youth Ambassador Award form MUST be submitted to Department Headquarters no later than JUNE 1.**

Awards: The Children & Youth Ambassador Award winners will receive both a Department and National Award. Winners will be invited to receive their award at the Annual Department Convention. Awards to be presented as follows:

- **Category I:** The Post with membership of 15-99 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category II:** The Post with membership of 100-299 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category III:** The Post with membership of 300-499 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category IV:** The Post with membership of 500 or more members who has conducted the most outstanding Children & Youth Program within the Department.

**The annual Children & Youth form for awards can be found at [wilegion.org](http://wilegion.org).**

# ***CONSOLIDATED POST REPORT***

## ***ANNUAL REPORTING***

**Purpose:** To obtain and tabulate quantitative reports from Posts on major National Programs.

**Procedure:** The Department Adjutant provides the Posts with a preprinted form to fill out. Instructions follow on how to prepare the form.

**Deadline:** Posts are to fill out the complete form in the areas that apply to the Post. Posts must return the first two copies to the Department Adjutant by **JUNE 1<sup>st</sup>**. This report should normally cover the 12 month period from **June 1<sup>st</sup> to May 31<sup>st</sup>**. The Post Commander and Adjutant should complete this report with assistance from the Post Officers and Committee Chairman. The Consolidated Post Report can be filed electronically through your mylegion.org account or you can access the form at <https://wilegion.org/post-resources/>. Posts utilizing the Consolidated Post Report Monthly Worksheet will be able to easily complete the Annual Consolidated Post Report.

**Instructions:** The Consolidated Post Report is perhaps the most important document you Post can submit. This information will be compiled with all other Posts that submit forms, put into a summary and presented to congress. This summary is used by the National Commander when testifying to congress to show what The American Legion does to ensure the continuation of The American Legion's non-profit status.

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 needs to file other reports for the Department and your completion of the Consolidated Post Report will assist your Post in completion of those reports. For example, if your Post submits the Children & Youth Post Narrative Report Form, they are only eligible for the awards if their Post also submitted the Consolidated Post Report.

1. There are three (3) copies of the form; the first two copies get sent to Department Headquarters by **JUNE 1<sup>st</sup>**. The Post keeps the third copy for their records. The Consolidated Post Report can be filed electronically through your mylegion.org account or you can access the form at wilegion.org.
2. Some questions can be answered by putting an "X" in the box; an "X" means "Yes" and leaving it blank means "No".
3. Many of the questions call for figures, such as the number of cases handled by the Post Service Officer.
4. Some questions request dollars spent and are indicated with a dollar sign. **These figures should be rounded to the nearest dollar and not include cents.**
5. Please type or print clearly using a dark colored ink.
6. If your Post did not participate in a program listed on the report, or cannot get the information by the requested date, leave the section blank. It will be a very unusual Post that has something to report on every line.

**Other Post Projects:** If your Post has projects that cannot be adequately covered on the Consolidated Post Report Form, attach a narrative report to the National and Department copies. The narrative report will be reviewed by National Headquarters staff responsible for specific programs and may be passed on to the editor of The American Legion Magazine. Narrative reports are helpful to the Department Adjutant and the Department Program Committees in selecting Posts for various Department and National Program Awards. Be sure to identify the Post Number, District Number and Department.

# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **MAY**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

## **COUNTY COMMANDER OF THE YEAR AWARD**

**Purpose:** To recognize, each membership year, the County Commander who has exemplified themselves with outstanding traits of initiative, enthusiasm, loyalty and leadership above and beyond the normal duties of that office in keeping with the principles of The American Legion.

**Action Required:** No later than **JUNE 1<sup>st</sup>** of each membership year, the District will be allowed and encouraged to submit to Department Headquarters, the name and credentials of one County Commander nominee that the District considers for this prestigious award. Each candidates resume will be reviewed by a committee appointed by the Department Commander to select one outstanding recipient.

Programs, activities and areas of responsibilities to be considered in this selection will include, but not limited to:

1. County's percentage of membership achieved.
2. County conducts, and reports on, County Youth Government Day.
3. County conducts County Council meetings.
4. County Commander attends all (unless excused) District conferences/meetings as required.
5. County Commander supervises and ensures that each Post under his control completes and timely submits to the Department Headquarters the mandatory Consolidated Post Report and other reports as mandated by the Department/National Headquarters.
6. Any other relevant activities to be considered (Oratorical Contest, Shooting Sports, A&G Testing etc.)

Individual Department recognition will be in the form of a plaque to be presented to the recipient, or a representative at The American Legion, Department of Wisconsin's Annual Department Convention.

Districts are encouraged to appropriately recognize their respective candidate during a separate District activity.

**The nomination form can be found on [wilegion.org](http://wilegion.org).**



# **HISTORIAN'S INFORMATION**

## **DEPARTMENT HISTORIAN**

Historian Workshops are conducted by the Department Historian during the Midwinter Conference. *Not every year, watch [wilegion.org](http://wilegion.org) for Midwinter training updates.* Historians are encouraged to join the Wisconsin Historians Association (WHA). Information about WHA will be available during the Department Convention and the Midwinter Conference.

The Department Historian can be contacted through Department Headquarters, P.O. Box 388 Portage, WI 53901 or by email at [info@wilegion.org](mailto:info@wilegion.org).

The Department Historian will accept photos from Post Historians of the Department Commander's visit their Posts. Please submit these to [badger@wilegion.org](mailto:badger@wilegion.org).

## **POST HISTORIAN'S RESPONSIBILITIES**

The Historian records the current events of their Post, with the help of their Post Leadership, Public Relations team and anyone else who takes pictures of Post Activities. By recording what the Post activities, there will be the necessary information needed to help complete the required reports and assist the membership team in their recruiting efforts. At the same time, you are preserving the history of your Post.

Scrapbooks are one way to record the Post history, but there are also other ways, for example:

- Display a collage of pictures of recent events.
- Put up a poster listing your donations back to the community.
- Create a slide show of pictures to run on your Post televisions during events. Perhaps it could also run on your public access channel.
- If you have a website, place pictures and narratives for the world to see.
- Create a "brag book" and leave it lying around the clubhouse or carry it with you when recruiting new members.
- Keep a calendar of what is happening at the Post. Make sure to record when the Boy Scouts or other non-profit organizations are using the Post building. These free rentals count on your end of the year reports.
- Create a binder or folder for each Post activity. Record the information necessary to allow a new chairman to take over the next year, make sure to record expenditures for your reports to Headquarters.

## **HISTORIAN AWARDS**

The rules for entering the Historian yearbook or narrative competition are in the "Officers Guide and Manual of Ceremonies". The "Post Histories" section of the manual explains in detail how to create a Post Narrative and a Post Yearbook. A copy of this manual is included in the post packets handed out at your District Caucus during the Department Convention. You can download additional copies at [www.legion.org](http://www.legion.org) and search key work "Officer's Guide".

All submissions for the competition must be to Legion Headquarters in Portage by 3:00 PM on the second Friday in June. **Submissions must be identified as a *Narrative* or a *Yearbook*.** The Department currently has awards for Post and District books, there is not a competition for County Histories, but you are encouraged to keep County Council records.

Department awards are presented during the Department Convention. The Department winner of the Post Narrative and the winner of the Post Yearbook will be forwarded to National Headquarters in Indianapolis for judging in October. Judging at National is done by members of the National Association of Department Historians of The American Legion (NADHAL).

History books will be on display during the Department Convention and must be picked up by noon Sunday, the last day of Convention. Books not picked up Sunday will be taken back to Department Headquarters in Portage and you will need to make arrangements to pick the book up there. ***Books will not be mailed.***

Other sources of information include:

- National Headquarters website [www.legion.org](http://www.legion.org)
- Emblem Sales website [www.emblem.legion.org](http://www.emblem.legion.org)
- Department Headquarters website [wilegion.org](http://wilegion.org)

# **MARTHA MARLOWE POST CHAPLAIN AWARD**

## **PURPOSE:**

The purpose of the Martha Marlowe Post Chaplain Award is to bring RECOGNITION to Post Chaplains.

## **AWARDS:**

Submissions will be awarded as follows:

- 1<sup>st</sup> Place Award - Plaque
- 2<sup>nd</sup> Place Award - Framed Citation
- 3<sup>rd</sup> Place Award - Citation

## **APPLICATION:**

The Martha Marlowe Post Chaplain Award Application can be found at [wilegion.org](http://wilegion.org).

## **DEADLINE:**

All applications submitted for consideration need to be postmarked by June 15<sup>th</sup> of each year.

Mail submissions to:

The American Legion, Department of Wisconsin Attn:  
Martha Marlowe Award  
P.O. Box 388  
Portage, WI 53901

**MEMBERSHIP GOAL – MAY**

**ARMED FORCES DAY**

**110% GOAL**

**Traditionally the second week of MAY.**

**Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.**

**For exact dates please see the Membership Appendix at the end of this manual.**

# **POST HONOR GUARD AWARD**

## **PURPOSE:**

The purpose of the Post Honor Guard Award is to recognize a Post Honor Guard and the members for their years of service.

## **AWARDS:**

Certificates for each member, with the number of years they have served, will be distributed at the Department Convention during the District Caucuses. Certificates will be awarded to each Legionnaire or squad determined by the percentage of times the individual falls out when asked. At least 60-75% participation is requested before submitting for an award.

## **APPLICATION:**

The Post Honor Guard Award Application can be found at [wilegion.org](http://wilegion.org).

## **DEADLINE:**

In order for your certificates to be ready for distribution at your District Caucus during the Department Convention; please submit by June 1<sup>st</sup> of each year.

Mail submissions to:

The American Legion, Department of Wisconsin  
Attn: Post Honor Guard Award  
P.O. Box 388  
Portage, WI 53901

# **RECONNECT REPORT – MAY**

## REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

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# **CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

## **JUNE**

<b>PROGRAMS</b>	<b>ACTIVITIES</b>	<b>EXPENSES</b>	<b>MAN HOURS</b>	<b># OF PARTICIPANTS</b>
<b>VA&amp;R:</b> Cases Handled, Funds Disbursed, Volunteer at VA Hospital				
<b>National Security:</b> # of Blood Donors & Pints, ROTC Medals				
<b>Public Relations:</b> Community Events, Mention in Radio, TV, Cable, Newspaper				
<b>Uniformed Groups:</b> Funeral Honors, Cost of Uniforms				
<b>Economics:</b> Referred to LVER or DVOP, placed in Employment, Job Training				
<b><u>Americanism ~ Children &amp; Youth</u></b>				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Education Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
<b>Community Service:</b> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.				
<b>Administrative Costs:</b> Paper, Equipment, Postage, etc., List Program				
<b>Contributions:</b> Hall rental for Red Cross, other civic activities				
<b>Other:</b>				

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

# **RECONNECT REPORT – JUNE**

REPORT OF POST ACTIVITIES WITH  
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date of Event</b>	<b># of Legionnaires Participating</b>	<b>Identify Military Organization</b>	<b>Purpose of Visit</b>

Please summarize all military visits/meetings monthly.

Send completed report to:  
The American Legion, Department of Wisconsin  
Attn: Reconnect Report  
P.O. Box 388  
Portage, WI 53901  
Fax: (608) 745-0179

# Wisconsin American Legion Law Enforcement Career Academy (WALLECA)

The Wisconsin American Legion launched the first WALLECA in 2017 because law enforcement agencies across the state as well as across the country are constantly in need of quality applicants who are entering the law enforcement field. WALLECA is a 5-day academy and is designed to provide first hand experiences and insight into law enforcement to high school juniors and seniors who are in good academic standing and are beginning to plan their career goals.

The participants are 52 (26 female & 26 male) high school juniors and seniors. Students should be of good moral character and possess a desire to learn about law enforcement as a potential career. The instructors are current or retired law enforcement professionals. The WALLECA staff are currently working or recently retired from a career in law enforcement or a related field and are current Wisconsin American Legion members.

A panel of law enforcement professionals who are also current Wisconsin American Legion members review the applications that will determine the cadets who will attend the academy. Applications are available January through March for the July academy. The applications are available on the Wisconsin American Legion's website - [wilegion.org/WALLECA](http://wilegion.org/WALLECA).

WALLECA is funded by our sponsors and supporters who understand the importance of developing our next generation of law enforcement professionals. Our sponsors' logos displayed on the back of the cadet uniform t-shirts and in the Cadet Manual to recognize their support.

WALLECA offers physical fitness training coupled with classroom instruction and hands-on experiences. Curriculum includes: Confidence Team Building, Crime Scene Investigation, Crash Investigation, Defensive and Arrest Tactics (DAAT), De-escalation and Peer Support, Department of Natural Resources, Drug/OWI Enforcement, Firearms, Emergency Vehicle Operations Course (EVOC), Ethics, Human Trafficking, Probation/Parole, Sex Offender Registry, PCS and Vehicle Contacts, Tactical Response and more.

The Wisconsin American Legion has partnered with the Wisconsin State Patrol to hold WALLECA at their training academy at Fort McCoy. The Wisconsin State Patrol provides trooper and inspector staff who serve as squad leaders for our cadets. Many of the instructors for WALLECA are Wisconsin State Patrol instructors.

The cadets arrive at the academy on Monday morning. During registration they will receive 2 uniform t-shirts to wear during class room instruction and graduation. They also receive the Cadet Manual which provides the cadet with their schedule and standard operations procedures.

A graduation ceremony is held on Friday at the end of the academy to recognize the cadets who have completed the program. Cadets are allowed to invite family and friends to attend the ceremony.



# **MEMBERSHIP APPENDIX**

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# **MEMBERSHIP AWARDS**

## **DEPARTMENT INDIVIDUAL AWARDS**

1. ***“I Got 1” Pin Award.*** In an effort to bring **NEW MEMBERS** into The American Legion, and “I Got 1” pin is available to any Legionnaire, Auxiliary or SAL member who enrolls at least one new legion member during the membership year. This award is given on a one-pin basis per recruiter, regardless of the number of members recruited. The Department will provide these pins and attachments to the District Commanders for distribution.
2. ***Badger Big Ten Pin.*** This pin will be awarded to any individual who recruits 10 or more new members in any membership year. To apply for this award the individual must send the name and ID number of the individual they recruited to the Department Membership Coordinator for approval and distribution.

## **DEPARTMENT POST AWARDS**

1. ***All-Time High Post Membership Award.*** A framed certificate will be presented to each Post that has attained an all-time high in membership thirty (30) days before the Department Convention.
2. ***Greatest Percentage Awards.*** A framed certificate will be presented annually to the five posts in their respective membership categories attaining the greatest percentage over the previous year’s goal by December 31<sup>st</sup>. The five categories, based on membership are as follows: 15-50 Members, 51-100 Members, 101-200 Members, 201-400 Members, 401 Members and over.

## **DEPARTMENT COUNTY AWARDS**

1. ***County Commander 100% Pin Award.*** This pin is awarded to those County Commanders who have reached their assigned membership goal thirty (30) days prior to Department Convention. This award will be a blue over white pin with an inscription of 100% centered on the pin. **All awards will be delivered to the District at Department Convention.** All County 100% pins are distributed by the District Commanders. Please do not request the awards personally from Department Headquarters.
2. ***100% County Commander Awards.*** A plaque will be awarded to each County Commander who has reached his/her assigned membership goal by the official membership cut-off date of thirty (30) days before Convention.

## **DEPARTMENT DISTRICT AWARDS**

1. ***Walter DeWeese Award:*** An individual plaque will be awarded to the first District Commander to reach 100% of his/her assigned membership goal 30 days before the Department Convention. The plaque will be awarded at the Department Convention.
2. ***District Commander Incentive:*** The First District that reaches 100% of their membership goal 30 days before convention will be awarded a suite at convention to enable several District members to attend the convention without having to pay.

## DEPARTMENT VICE-COMMANDER AWARDS

1. **100% Vice Commander Award:** The first Department Vice Commander that reaches 100% of his/her membership goal thirty (30) days prior to the Department Convention will receive a plaque. The award will be presented at the Department Convention.

**Department Vice Commander Outstanding Achievement Pins:** This pin is awarded to Department Vice Commanders who have reached their assigned membership goal thirty (30) days prior to the Department Convention.

## NATIONAL INDIVIDUAL MEMBERSHIP AWARDS

1. **Silver Brigade Award:** Any Legionnaire who recruits 25-49 NEW MEMBERS (**transfers do not count**) in The American Legion by the May target date will qualify for enrollment in the Silver Brigade. Those who qualify will receive a silver pin and certificate.
2. **Gold Brigade Award:** Any Legionnaire who recruits 50 or more NEW MEMBERS (**transfers do not count**) in The American Legion by the May target date will qualify for enrollment in the Gold Brigade. Those members who qualify will receive a specialty jacket, cap, pin, patch and certificate.
3. **National "Recruiter of The Year":** The individual certified with the highest number of new members from among all of the Departments will be declared National Membership Recruiter of The Year and will receive an expense paid trip for two to the National Convention. The second place winner will receive a \$1,000.00 Emblem Sales certificate. Then (10) third prize winners will receive \$150.00 certificates and fifteen (15) fourth place winners receive \$100.00 certificates.

## NATIONAL POST AWARDS

1. **Post Honor Ribbon:** Honor Ribbons will be awarded to all Posts whose membership as of December 31<sup>st</sup> equals or exceeds their final membership.
2. **Certificate of Meritorious Service:** This certificate will be awarded to all Posts who have, by December 31<sup>st</sup>, enrolled an advance membership equaling or surpassing the Posts previous All-Time-High membership.
3. **Five or More Consecutive Years All-Time-High Post Award:** This citation will be awarded to each Post who have recorded five or more consecutive years all-time high in membership. A Minimum of five consecutive years is necessary to qualify.
4. **100% Post Commander Certificates:** National will present a certificate to each Post Commander who achieved 100% of their Department goal. The National office will mail the award directly to the Post.

## NATIONAL DISTRICT AWARDS

1. **District Commander Achievement Award and District Honor Ribbon:** All District Commanders whose membership, by the May target date, exceeds the previous year's membership by at least the number of Posts in the District will be awarded the District Commanders Achievement Framed Certificate Award. In addition, the District will receive Honor Ribbon for its District Colors.

2. **District Commander's New Post Achievement Award:** District Commanders who achieve the goal of creating new American Legion Posts in their respective Districts, and have the new Post Temporary Charter Application on file at National Headquarters by the May target date qualify.
3. **District Commander "Race to the Top":** Competition will be divided into five categories based on the membership of the district without regard to geographic locations. District Commanders will compete in each of the following categories based on the previous year's final totals.

<b>Category I</b>	<b>15-1499 members</b>
<b>Category II</b>	<b>1500-2999 members</b>
<b>Category III</b>	<b>3000-4999 members</b>
<b>Category IV</b>	<b>5000-7499 members</b>
<b>Category V</b>	<b>7500+ members</b>

The Department Adjutant will certify that the District Commander has attained at least 100% of the District's assigned membership objective by March 31, and has transmitted the information to National for receipt by the April Target date.

The National Convention trip will be presented to the District Commander and guest in each category whose District membership, transmitted to National no later than the April target date, represents the greatest percentage over the final membership of the previous year.

**These awards are the annual awards at the National and Department levels. PLEASE NOTE: Additional awards may be added upon election of the National and Department Commanders. Most forms are generated after the elections and will be available at [wilegion.org](http://wilegion.org) on the home page slide show.**

**CERTIFICATION FORM**  
**“SILVER BRIGADE” NEW MEMBER RECRUITER AWARD**

**POST: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: DEPARTMENT HEADQUARTERS ON OR BEFORE MAY TARGET DATE**

The following member in the Department of WISCONSIN qualifies for the “Silver Brigade” Award for enrolling 25 to 49 **NEW MEMBERS** into The American Legion by the **May Target Date**. Silver Brigadiers receive a Silver Pin and a Silver Certificate.

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ Number of **NEW MEMBERS** enrolled (25 to 49) \_\_\_\_\_

\_\_\_\_\_  
Department Adjutant (Signature)

\_\_\_\_\_  
Post Adjutant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Date \_\_\_\_\_

**USE ADDITIONAL SHEETS IF NECESSARY**

**MUST BE SUBMITTED TO DEPARTMENT BY THE 3RD WEEK OF MAY**



# CERTIFICATION FORM

## “GOLD BRIGADE” NEW MEMBER RECRUITER AWARD

**POST: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: DEPARTMENT ON OR BEFORE THE MAY TARGET DATE**

The following member in the Department of WISCONSIN qualifies for the “Gold Brigade” Award for enrolling 50 or more **NEW MEMBERS** into The American Legion by **May Target Date**. (*Please attach the list of names with each nomination form*).

First time qualifiers for the “Gold Brigade” receive:

“Gold Brigade” cap pin, certificate, a Gold Brigade patch, and **choice of a jacket, or sweater, or polo shirt** with the “Gold Brigade” logo.

Second time qualifiers for the award receive:

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

**PLEASE CHECK THE APPROPRIATE BOX(ES):**

This “Gold Brigade” award will be my:

A. First “Gold Brigade” award

B. Other (Specify 2nd or 3rd time qualified) \_\_\_\_\_

**If you checked either box “A” or “B”, circle one:**    **jacket**        **sweater**        **polo shirt**

**(Circle size) Size:** (S, M, L, XL, XXL, XXXL)

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

City

State

ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ Number of **NEW MEMBERS** enrolled (minimum 50) \_\_\_\_\_

\_\_\_\_\_  
Department Adjutant (signature)

\_\_\_\_\_  
POST ADJUTANT (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE (Cannot be after May Target Date)

**USE ADDITIONAL SHEETS IF NECESSARY**

**MUST BE SUBMITTED TO DEPARTMENT BY THE 3RD WEEK OF MAY**

# CERTIFICATION FORM

## GOLD BRIGADE, FIFTH CONSECUTIVE YEAR AWARD

Departments: Send to National Headquarters by last day of May.

The following member of the Department of WISCONSIN qualifies for the prestigious fifth consecutive year "Gold Brigade" Award for enrolling fifty or more New Members into The American Legion by the May Target Date.

A Legionnaire may only qualify for this award once every five years.

*This Navy Blue Blazer replaces the Gold Blazer of previous years.*

(Circle One)

**Man's Blazer:** (Cut) Short, Regular, Portly (Stout), Long, Extra Long, Extra Extra Long

**PLEASE SPECIFY EVEN SIZES 34-54 \_\_\_\_\_ Size**

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

**PLEASE SPECIFY EVEN SIZES 4-20 \_\_\_\_\_ Size**

(Please Type or Print)

Name \_\_\_\_\_ Post No. \_\_\_\_\_ Mem. ID \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Years of being a Gold Brigadier 20\_\_\_\_ - 20\_\_\_\_

**Certified:**

\_\_\_\_\_  
*Department Adjutant (signature)*

\_\_\_\_\_  
*Date*

**MUST BE SUBMITTED TO DEPARTMENT BY THE 3RD WEEK OF MAY**

**CERTIFICATION FORM  
GOLD BRIGADE  
SIXTH CONSECUTIVE YEAR OR MORE AWARD**

The following member of the Department of WISCONSIN qualifies for the sixth consecutive year or more “Gold Brigade” Award for enrolling fifty or more New Members into The American Legion by the May Target Date.

This award is a \$150 check and “Master Recruiter” Legion cap.

(Please Type or Print)

Name \_\_\_\_\_ Post No. \_\_\_\_\_ Mem. ID \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Years of being a Gold Brigadier 20\_\_\_\_ - 20\_\_\_\_\_

**Certified:**

\_\_\_\_\_  
*Department Adjutant (signature)*

\_\_\_\_\_  
*Department Adjutant(Print)*

**MUST BE SUBMITTED TO DEPARTMENT BY THE 3RD WEEK OF MAY**

**NOMINATION FORM**  
**“RECRUITER OF THE YEAR”**

**\* POST ADJUTANT SEND TO:**  
**DEPARTMENT HEADQUARTERS**

**\*\* DEPARTMENT ADJUTANT SEND TO:**

*MEMBERSHIP DIVISION*  
*P.O. BOX 1055*  
*INDIANAPOLIS, IN 46206*

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

1. NAME \_\_\_\_\_ POST \_\_\_\_\_ MEMBER ID NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Number of NEW MEMBERS enrolled (minimum 10): \_\_\_\_\_

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

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

1. NAME \_\_\_\_\_ POST \_\_\_\_\_ MEMBER ID NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Number of NEW MEMBERS enrolled (minimum 10): \_\_\_\_\_

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

\_\_\_\_\_  
*Post Adjutant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Adjutant*

\_\_\_\_\_  
*Date*

**DO NOT FORGET TO NOMINATE YOUR TOP RECRUITERS!**

**MUST BE SUBMITTED TO DEPARTMENT BY THE 3RD WEEK OF MAY**

**2023 - 2024**  
**MEMBERSHIP TARGET DATES**

<b>EARLY BIRD/NEF KICKOFF</b>	<b>SEPTEMBER 14, 2023</b>	<b>60%</b>
<b>FALL MEETINGS</b>	<b>OCTOBER 12, 2023</b>	<b>65%</b>
<b>VETERANS DAY</b>	<b>NOVEMBER 8, 2023</b>	<b>75%</b>
<b>PEARL HARBOR DAY</b>	<b>DECEMBER 13, 2023</b>	<b>85%</b>
<b>MID-WINTER</b>	<b>JANUARY 18, 2024</b>	<b>90%</b>
<b>PRESIDENT’S DAY</b>	<b>FEBRUARY 14, 2024</b>	<b>95%</b>
<b>LEGION BIRTHDAY</b>	<b>MARCH 13, 2024</b>	<b>100%</b>
<b>CHILDREN &amp; YOUTH</b>	<b>APRIL 10, 2024</b>	<b>105%</b>
<b>ARMED FORCES DAY</b>	<b>MAY 18, 2024</b>	<b>110%</b>
<b>DELEGATE STRENGTH</b>	<b>30 DAYS PRIOR TO NATIONAL CONVENTION</b>	

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week.

Since Labor Day and Columbus Day fall on Monday, the September and October target dates will be on a Thursday.

To maximize the December renewal notice, the January target date will be on the third Thursday of the month.

# AMERICAN LEGION MEMBERSHIP 2022-2023 RENEWAL SCHEDULE

## CUTOFF DATES

MAY 16, 2022

SEPTEMBER 19, 2022

OCTOBER 21, 2022

DECEMBER 16, 2022

FEBRUARY 17, 2023

APRIL 18, 2023

## RENEWAL DATES

JULY 1-8, 2022

OCTOBER 7-14, 2022

NOVEMBER 10-18, 2022

JANUARY 6-12, 2023

FEBRUARY 27-MARCH 3, 2023

APRIL 28, 2023

Transmittals received after a cutoff date will not prevent a subsequent note from being delivered at or around the renewal date.

Please note, renewals transmitted and received by the cutoff (which is also a National Target Date) will be updated prior to printing renewal notices, assuming they can be successfully scanned. Membership that must be hand-keyed (new members and renewals that can't be scanned) will take longer to process. Please transmit as early and as often as possible in advance of the Target Dates to help avoid delays in processing.

All Online membership processing transmittals submitted through myLegion by the end of business on the cutoff date, will suppress printing of renewal notices.



**WISCONSIN AMERICAN LEGION**

**P.O. BOX 388  
PORTAGE, WI. 53901**

**POST MEMBERSHIP TRANSMITTAL**

**From:** Post # \_\_\_\_\_ District # \_\_\_\_\_ Date \_\_\_\_\_

**Membership Transmittal Number:** \_\_\_\_\_ **Membership Year:** \_\_\_\_\_

**Enclosed are** \_\_\_\_\_ **Membership Cards.**

**Total PUFL Memberships:** a \_\_\_\_\_ (Only add once per calendar year)

**Total From Last Transmittal:** b \_\_\_\_\_

**Total Paid On This Transmittal:** c \_\_\_\_\_ X \$30.00 = \$ \_\_\_\_\_

**On Line Deduction's -** \_\_\_\_\_

**Total Check amount \$** \_\_\_\_\_

**Total paid online since last transmittal:** d \_\_\_\_\_

**Total paid Holding Post Transfers:** e \_\_\_\_\_

**Total number of members to date:** f \_\_\_\_\_

(Add line a + b + c + d + e = f)

**Check number** \_\_\_\_\_ **Payable to WISCONSIN AMERICAN LEGION**

**Include only the membership cards that you are making remittance for.**

**Cards forwarded on this transmittal are as follows:**

<u>Name &amp; ID #</u>	<u>Name &amp; ID #</u>	<u>Name &amp; ID #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional cards can be recorded on reverse or add additional sheets**

**Signed:** \_\_\_\_\_  
Post Officer, (Phone Number)

<u>Name &amp; ID #</u>	<u>Name &amp; ID #</u>	<u>Name &amp; ID #</u>

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INSTRUCTION FOR FILLING OUT MEMBERSHIP TRANSMITTALS**

- Fill in the Post #, District # and Date
- Fill in the Transmittal Number for your Post (Transmittals are to be numbered, starting with 1.)
- Fill in the Year of the membership cards you are submitting (Use a different form for each year).
- Fill in number of membership cards transmitted with this transmittal
- Fill in total of PUFL memberships for this year listed on bottom of Post Green Bar printout (as of August 1<sup>st</sup>). This number stays the same for this year
- Fill in total of previously paid members from the last transmittal that was submitted.
- Fill in the total number of members paid on this transmittal (X by \$30.00 to get total amount of dues to be paid.)
- Fill in total number of members to date - (Add line a (one time) + b + c + d+ e = f)
- Fill in the check number
- List all names and membership card numbers submitted with this transmittal.
- Remarks, any special instruction for a membership card i.e. member is deceased or change of incorrect membership years on the cards.
- **When transmitting different membership year, make out separate transmittal one for each years.**
- **When making changes to the membership card use only #2 Pencil and don't make any changes to the upper scan line, as National's computer will only kick it back if you make changes in the scan line or use something other than a #2 pencil.**
- **Do not use white out on the membership card either. National must first remove all of it for the card to be processed through the computer, a considerable amount of time is required for do this and it also holds up the entire Department Transmittal while they do this. It can also cause the scanner and computer to be jammed or damaged.**
- **The computer will NOT pick up address changes on membership cards; use a member data from #13-001 for submitting these transactions. It is suggested that you also submit a member data form for notice of death, unknown members, changes of membership years and changes of name and address. (For Posts with Internet access change of name and address can be done over the Internet mylegion.org.)**

**Please prepare in duplicate & retain 1 copy for your post records.**





**SONS OF THE AMERICAN LEGION**

**P.O. BOX 388  
PORTAGE, WI. 53901**

**SQUADRON MEMBERSHIP TRANSMITTAL**

From: Squadron # \_\_\_\_\_ District # \_\_\_\_\_ Date \_\_\_\_\_

Membership Transmittal Number: \_\_\_\_\_ Year: \_\_\_\_\_

Enclosed are \_\_\_\_\_ Membership Cards.

**Total From Last Transmittal:** a \_\_\_\_\_

**Total Paid On This Transmittal:** b \_\_\_\_\_ X \$12.00 = \$ \_\_\_\_\_

**Total Number of Members to date:** c \_\_\_\_\_  
(Add line a + b = c)

Check number \_\_\_\_\_ Payable to SONS OF THE AMERICAN LEGION

**Include only the membership cards that you are making remittance for.**

Cards forwarded on this transmittal are as follows:

ID	First Name	Mid	Last Name	Suf	DOB	Email

*Additional cards can be recorded on reverse or add additional sheets*

Signed: \_\_\_\_\_  
Squadron Officer, (Phone Number)

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please prepare in duplicate & retain 1 copy for your squadron records.

### INSTRUCTION FOR FILLING OUT MEMBERSHIP TRANSMITTALS

- Fill in the Squadron #, District # and Date
- Fill in the Transmittal Number for your Squadron (Transmittals are to be numbered, starting with 1).
- Fill in Year of the Membership cards you are submitting.
- Fill in number of membership cards transmitted with this transmittal
- **(Line a)** Fill in total of previously paid members from the last transmittal that was submitted. – (line c of previous transmittal).
- **(Line b)** Fill in the total number of members paid on this transmittal **(X by \$9.00 to get total amount of dues to be paid)**
- **(Line C)** Fill in total members to date - **(add lines b, & c together to get total for the year submitted)**
- Fill in the check number
- List all names and membership card numbers submitted with this transmittal.
- Remarks, any special instruction for a membership card i.e. member is deceased or change of incorrect membership years on the cards.

#### ADJUTANTS:

- **When transmitting different membership years, make out a separate transmittal, one for each year.**
- When making changes to the membership card use only #2 Pencil and don't make any changes to the upper scan line, as National's computer will only kick it back if you make changes in the scan line or use something other than a #2 pencil.
- Do not use white out on the membership card either. National must first remove all of it for the card to be processed through the computer, a considerable amount of time is required for do this and it also holds up the entire Department Transmittal while they do this. It can also cause the scanner and computer to be jammed or damaged.
- The computer will NOT pick up address changes on membership cards; use a member data from #00-007 for submitting these transactions. It is suggested that you also submit a member data form for notice of death, unknown members, changes of membership years and changes of name and address. (For Squadrons with Internet access change of name and address can be done over the Internet on The American Legion Homepage under the membership section.

# **SONS OF THE AMERICAN LEGION** **SQUADRON INFORMATION FORM**

THIS INFORMATION WILL BE PUBLISHED ON WWW.WISAL.ORG

SQUADRON #: \_\_\_\_\_ DISTRICT #: \_\_\_\_\_ COUNTY: \_\_\_\_\_

SQUADRON NAME: \_\_\_\_\_

ADDRESS OF SQUADRON OR MEETING LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

SQUADRON EMAIL: \_\_\_\_\_

ANNUAL DUES: \$ \_\_\_\_\_

MEETING DATE: \_\_\_\_\_ MEETING TIME: \_\_\_\_\_

## **PRIMARY SQUADRON CONTACT PERSON**

(All Squadron mail and Membership information will be sent to this person)

MEMBERSHIP ID#: \_\_\_\_\_ TITLE: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ M.I. \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PERSON SUBMITTING THIS FORM (PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SUBMIT COMPLETED FORM TO:

Sons of The American Legion  
P.O. Box 388  
Portage, WI 53901

# **SQUADRON OFFICER INFORMATION FORM**

Squadron No. \_\_\_\_\_ District No. \_\_\_\_\_ County \_\_\_\_\_

Squadron Name: \_\_\_\_\_

Squadron Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Squadron Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Squadron email: \_\_\_\_\_

Annual Dues: \$\_\_\_\_\_ Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Address of Meeting Location: \_\_\_\_\_

Squadron Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## **Information for Detachment Mailings**

Squadron Commander: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Squadron Adjutant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Mail Membership Cards to: \_\_\_\_\_

Person submitting this form: \_\_\_\_\_ Phone: \_\_\_\_\_

**Submit completed form to the Sons of The American Legion ~ P.O. Box 388, Portage, WI 53901**

## **Post On line Transmittals**

### **INTRODUCTION**

The “Process Membership” feature in myLegion allows American Legion Post Officers to renew, add new members and transfer-in existing members from other Posts. **(NOTE: Posts can only transfer-in members that dues are being paid for.)** This feature utilizes electronic payment methods via myLegion, and eliminates the need for Post Officers to send the National/Department portion of the (3-part) membership cards and paper-checks to the Department Headquarters office.

*Electronic check (Echeck) is the only payment method available when using this feature. The account must be a valid business checking or savings account held with a US Bank. Credit card payments are only accepted for foreign Posts outside of the US that do not have a checking/savings account with a US Bank.*

Each dues payment charged for a member is the sum of the National Per Capita plus Department Per Capita in effect at the time of the transaction. National Headquarters will handle payment of the Department Per Capita back to the Department Headquarters office.

### **ELECTRONIC CHECK (Echeck) PROCESSING GUIDELINES**

The processing time for Echecks is 5-8 business days. During the 5-8 business day period, a “Pending” charge will be placed on the funds in the checking/savings account designated by the American Legion Post. In addition, the batch status in myLegion will also show a “Pending” status for the 5-8 business day period. After a successful transfer of funds to the bank at National Headquarters, the transmittal status of the batch will change to “Closed”, and the member information will be applied to the National Database.

Credit card transactions should clear within 24-hours

### ***Declined Echecks***

If a Post submits payment for a batch of transactions and the Echeck is declined, the transmittal status of the batch in myLegion will be set to “Declined”. Common reasons for declined Echecks are:

- 1) Insufficient funds
- 2) Bank Account has been closed
- 3) Invalid Bank Information

In the event a membership batch is declined, the Post Officer will be notified via email, and the batch will NOT be applied to the National database. Declined batches can be re-submitted within 14-days.

**If not re-submitted within the 14-day period, the batch will be deleted.**

The Post will be charged all penalty fees levied by the ACH (Automated Clearing House) processor for declined Echecks. The American Legion National Headquarters reserves the right to suspend the “Process Membership” feature for a Post at any time due to a high volume of declined transactions, or malicious use of the myLegion site.

## **Directions to sign on for the new mylegion.com**

My Legion.org:

The first and biggest new thing regarding myLegion.org changes is that you have to use YOUR personal email. The days of the old system of using a common email or a post email are gone. 90% of all issues accessing the site is that people want to use their old username and password. Also, you will not get access unless you have an email.

**Two people cannot use the same email address.**

The next change is that the Commander and Adjutant now have access, however, again, they need to use their own email. Access is given based on title so this makes it even more important to complete the Officer Reporting Forms after elections. If you are a new Commander and don't have access, verify with the Adjutant that the forms were submitted.

What about other members who need access to the program? The Commander and/or Adjutant can give access, however anyone they give access to must use their personal email to get into the program.

As this is a new program, you will need to enter your bank account information again in order to process membership. It will take about 10-14 days to process. Once this transmittal is approved, you will not have to enter it again.

After getting into the program, most of the actions you were able to do in the old program are available in the new. There is a different look but it does flow fairly well.

There are helpful How-To guides at <https://wilegion.org/membership/>.