

WHEREAS, The Department of Arizona has an extensive Awards Program; and

WHEREAS, The rules for the individual Awards have traditionally been very difficult to update and revise without seeking permission from original donors, their Unit, or families; and

WHEREAS, There are a significant number of donors that no one remembers, Units that have lost charters, and families that do not participate in American Legion Auxiliary Activities; and

WHEREAS, The current Awards do not have a common format and this leads to confusion; and

WHEREAS, National has made extensive changes to their Awards which are not being reflected at the Department level, leading to confusion; now therefore be it

RESOLVED, That Standing Rules Addendum #4 on Awards as updated and presented in the included attachment will be the new guideline for all Department Awards beginning after Convention in 2026; and be it further

RESOLVED, The entire revision of the complete Department Awards Manual may take several years to complete. During the "revision years" Department Chairmen utilizing "old" rules are asked to exercise their best interpretation of any set of "old" rules. Once a Department Award has undergone its revision and approval, that will be clearly marked on the individual Award Rules page, and that version will become the Rules to be followed in the future.

STANDING RULES ADDENDUM NUMBER 4 ON AWARDS (REVISED 2026)

NATIONAL AWARDS

NATIONAL REPORTS

The Unit Impact Report is to be completed by every Unit in the Department of Arizona and submitted to their respective District President. This is MANDATORY.

Every National Program has their Annual Reporting Guidelines and Program Awards under the appropriate committee on the National website. Read these carefully: they provide all requirements, rules, forms, and deadlines. Not all National programs have the same guidelines and awards. Each Department Chairman should carefully study those applicable to their program.

NATIONAL YEAR-END REPORTS AND OUTSTANDING DEPARTMENT PROGRAM IN EACH NATIONAL DIVISION

If requested in the National Program Engagement Plan for any Auxiliary Program, Department Chairmen are responsible for writing and submitting year-end reports summarizing the activities in the entire Department to their respective Western Division Chairman with a copy to the National Chairman of that program. Additionally, one Department in each Division is recognized as the Outstanding Department of the Division for that program. Please read National rules for year-end narratives and award submissions carefully, as they are TWO DIFFERENT THINGS.

OUTSTANDING UNIT PROGRAM IN EACH NATIONAL DIVISION

If included in the National Program Engagement Plan for any Auxiliary Program, one Unit from each National Division will be recognized as the Outstanding Unit of the Division for that program. The submission for this honor is the RESPONSIBILITY OF THE UNIT following the procedure and using the forms required by the National organization. Winning a Department Plaque no longer means that a Unit's "narrative" will automatically be advanced for a National Division Award, although the Department Chairman may give advice on a submission to any Unit requesting input. Any Unit in the Division may apply for an Outstanding Unit Award in any program, meaning there may be several submissions from different Units in one Department.

NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE

These Awards are made for activity in the Mission Outreach Programs: ALA Girls Nation, Americanism, Children and Youth, Community Service, Education, Junior Activities, Legislative, National Security, Poppy, and Veterans Affairs & Rehabilitation.

A **UNIT** can win this award by highlighting the amazing work accomplished while working the Mission Outreach Programs, with a maximum of five (5) Unit winners.

A **DEPARTMENT** can win this award by highlighting the amazing work accomplished while working the Mission Outreach Programs, with a maximum of One (1) Department winner.

DEPARTMENT AWARDS

DEPARTMENT YEAR-END REPORT FORMS

Creation of a Department Year-End Report Form for any program is the responsibility of the Department Chairman for that program. Year-End Report Forms will be distributed to the Units by uploading to the Department website. Some programs do not have required Year-End Report Forms.

Completion and return of every Year-End Report Form posted on the website to its Department Chairman is mandatory and is the responsibility of every Unit. In the event there was no activity in a particular program during the year, the form should be completed with a notation of "No Activity" and returned to the Department Chairman.

DEPARTMENT AWARDS AND PLAQUES

Submission to the Department Chairmen of narratives, Prayer Books, History Books, Press Books, and Scrapbooks in order to be awarded a Department Plaque is not mandatory, but at the discretion of the Unit.

ACCEPTANCE OF DEPARTMENT AWARDS AND APPROVAL OF AWARD RULES

1. All new plaques/awards must be presented to the Department Executive Committee for approval. Printed rules for said plaque must accompany the request and must follow the format in #4 below.
2. If the Award title commemorates a person or a group, that person or group name will remain perpetually in the Award's title despite any other future revisions or updates to the title or the Award Rules.
3. Beginning in 2026-2027, the Department Awards Manual will begin undergoing an extensive update and revision. The entire revision of the complete Department Awards Manual may take several years to complete. During the "Revision Years" Department Chairmen utilizing "old" rules are asked to exercise their best interpretation of any set of "old" rules. Once a Department Award has undergone its revision, that will be clearly marked on the award rules page.
4. All new and revised Department Awards will follow a standardized format as listed here:
 - I. Complete Title including any Memorials or other Commemorations
 - II. Sponsoring ALA Program: Americanism, VA&R, etc.
 - III. Eligibility: Who can submit the award narrative or application to Department
 - IV. Submission Type: Narrative with word count if given; History Book / Prayer Book typewritten or electronic if allowed; Scrapbook; Press Book. A copy of the completed Department year-end report form for the program must be included with the submission if it is requested in the rules at this location.
 - V. Submission Due Date / Period Covered:
 - VI. Award Presentation: Department Jr. or Sr. Convention OR Both events. Plaque or Trophy.
 - VII. Award Criteria: Instructions on judging; Specific criteria by which the award will be judged.
 - VIII. PLEASE NOTE: Basic information on equivalent National Awards. Persons submitting for National Awards have to research the specific National Rules which pertain. They can and will differ from Department Rules for Awards.

(The best way to get the new Department Rules format correct is to look at another award whose revision has been completed.)

MAINTENANCE AND UPDATING OF RULES FOR DEPARTMENT AWARDS

5. Any proposed changes, updates, or corrections to a Department Award title or its rules will be submitted in writing to the Department Executive Committee for consideration and possible approval. The Department Executive Committee has the final word on all proposed changes, updates, or corrections to Department Awards Rules after Department Convention 2026.
6. After the acceptance of these new Department Award Rules, Standing Rules Addendum #4, in June 2026, the initial review and update process may take several years to achieve agreement between all Department Policies & Procedures and Award Rules, and National Program Engagement Plans and Award Rules. It will be an ongoing process in the future.
7. The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award submissions at the Officers and Chairmen meeting at the beginning of the new program year.
8. All trophies shall be replaced by plaques.
9. At the beginning of each program year, Department Officers and Chairmen shall review Department Awards for their program. This will include reviewing the Department Policies & Procedures, the National Program Engagement Plan, and any National Awards available for that program.

The goal is to make sure all Policies & Procedures and Award Rules for any program, both Department and National, are harmonious.

Not all Department programs are related to a National program and/or award, e.g., Past Presidents Parley and Cavalcade of Memories. In that case the review will be of items available.
10. If the Department Chairman feels any changes, updates, or corrections are needed to either Department Policies & Procedures and/or Award Rules, they will put these recommendations in writing and present them to the Department Executive Committee by Fall Conference for action at that time.

Recommendations for changes, updates, or corrections may also be presented in writing to the Executive Committee at the pre-Convention Executive Committee meeting.

Recommendations can also be submitted in writing to the Department Executive Committee by ANY MEMBER.
11. Changes, updates, and corrections to Department Award Rules can be approved at the Department Executive Committee Fall Conference meeting for use at the next Department Convention the following June.

At Fall Conference the Department Executive Committee will assign a person to write a Resolution for changes, updates, and corrections to Department Policies & Procedures if the revision to the Award Rule requires Policy changes, as these must be considered and voted on separately at the June Convention by delegates. (In other words, the Department Executive Committee cannot give final approval for Department Policies & Procedure changes, only Award Rules changes.) Any changes to the Department Policies & Procedures are not active until the program year following the Convention Delegate vote.
12. It is the responsibility of the Department Officers and Chairmen to explain and promote participation in their program, including distribution of pertinent Award Rules, especially if they have been approved for revision by the Department Executive Committee at Fall Conference. These will be the active Award Rules for the upcoming Department Convention.
13. All reports post-marked prior to or on the deadline date will be judged for applicable awards.

14. Wherever rules require typewritten narratives, computer type can be used, but no color or special graphics is permitted.

15. Narratives are to be written in the "third person".

WORDS WHICH SHOULD NOT BE USED

REPLACE THEM WITH THESE

I, me

this Chairman, the Chairman

my, mine

this Chairman's, their

we, us

the Unit

our, ours

the Unit's

16. Some awards have specific rules for margins, spacing, cover pages/fly sheets, signatures, etc., and the specific rules should always be followed.

If the rules do not address these things, then the following are to be followed.

A narrative should have a cover page/fly sheet giving:

The specific name of the award for which it is written

The Unit's name and number

The Chairman's name and address

The date

The Unit's membership total at the time of writing (permissible to separate as Sr. and Jr. totals)

Narrative should be double spaced with 1 inch margins at top, bottom, and sides of page.

The Chairman and President sign the narrative.

17. Word count of the narrative should be placed at the end of the entry.

18. Completed Department report forms should be included with ALL narratives if asked for in the rules. The Department Chairman should include a space for the narrative word count on the Department report form.

19. Plaques with no competitive participation for a period of three consecutive years should be retired or rules reviewed and amended to increase participation.

JUDGING AND PRESENTATION OF AWARDS

20. No Chairman or Department Officer shall divulge the name of recipient or Unit winner prior to their report on the Convention floor.

21. All trophies must be awarded even when only one Unit enters competition, provided said entry conforms to rules.

22. Department awards are based on actual Unit membership at the time of reports.

23. Any Unit winner of trophy or plaque must be responsible for the engraving and the return of the trophy or plaque prior to the opening of the next Convention session. They shall be turned in to the Department Trophies and Awards Chairman no later than 8:00 am on the Friday of Convention.

24. Any Unit or District not returning a trophy or plaque must reimburse the Department the cost and engraving of a new plaque. Beginning with Department Convention 2022, any Unit or District not returning a trophy or plaque by the close of said Convention will be fined \$55. The fine will be payable at the time that the Unit or District pays any mandates for the new year, and be reflected on the mandate list distributed in the August monthly mailing. This fine is still payable and nonrefundable even if the trophy or plaque is returned to Department at a later date or time. If the fine is not paid at least 30 days before the next ensuing Department Convention, the Unit or District will lose its vote at that next ensuing Department Convention.
25. Units winning plaques with rules requiring replacement after three consecutive wins shall have the option of retaining and replacing the plaque or returning the plaque to the field for future recipients.
26. When a plaque becomes “full” then Department is responsible for its replacement.
27. If possible, and unless specified in the rules, Unit reports should be judged by American Legion Auxiliary members.
28. Department special awards should be made at Department Convention by appropriate chairman to recipients or sponsoring Units, (e.g.) Education Chairman to National President’s Scholarship winner.
29. Chairmen shall attach percentage scoring page or sheet to Unit entries returned at Department Convention.
30. Personal awards ARE NOT given at Conference, except by prior permission of the Department President.
31. Personal awards from Chairmen given at Convention shall be approved by the Department President at the beginning of the year. The time of presentation will be determined by the President.

PLEASE SEE DEPARTMENT AWARDS RULES AND REGULATIONS MANUAL FOR A LISTING OF ALL DEPARTMENT AWARDS AND THEIR INDIVIDUAL INSTRUCTIONS AND REQUIREMENTS.