

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA**

DEPARTMENT AWARDS
RULES AND REGULATIONS
FOR
DEPARTMENT AWARDS

Revision 2026

UNIT/CHAIRMAN COPY

STANDING RULES ADDENDUM #4 (2026)
DEPARTMENT OF ARIZONA AWARDS
with brief description of 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 will 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.

STANDING RULES ADDENDUM #4 (2026)
DEPARTMENT OF ARIZONA 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 will 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. Description of Award: Traveling Plaque, Individual Plaques, etc.
 - 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. As of 2026 all trophies have been replaced by plaques. Only the Bieri Award (sponsored by the American Legion, Department of Arizona) is a trophy.

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. Submission by electronic format is acceptable as long as it complies with due dates.

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”.

<u>WORDS WHICH ARE NOT TO BE USED</u>	<u>REPLACE THEM WITH THESE</u>
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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 will always be followed.

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

A narrative will 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 will 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 will be placed at the end of the entry.

18. Completed Department report forms will be included with ALL narratives.

19. Plaques with no competitive participation for a period of three consecutive years will be retired or rules reviewed and amended to increase participation by vote of the Department Executive Committee. This vote will be recorded in the minutes of the meeting.

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 plaques 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 a plaque will be responsible for the engraving and the return of the 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 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 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 plaque is returned to Department at a later date or time. If the fine is not paid by the due date given in the governing documents, the Unit or District will lose its vote and its right to win awards at the 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 will be judged by American Legion Auxiliary members.
28. Department special awards will 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.

RICHARD H. BIERI MEMORIAL COOPERATION TROPHY

This trophy is to be awarded to the Unit submitting the most complete year round narrative report on activity cooperation and between the Unit and Post. Report should not exceed 1,500 words and must contain ONLY functions that Units and Posts participate in together, using the scoring system below:

JOINT COOPERATION AND PARTICIPATION IN LEGION AND AUXILIARY PROGRAMS

Veterans Affairs and Rehabilitation (VAMC's, Field Service, Poppy, etc.)	25%
Children and Youth	20%
Legislative Activities	10%
Community Service	10%
Americanism (Boy and Girl States, patriotic holidays, etc.)	10%
Education	10%
Public Relations	10%
Post/Unit Community and Social Functions	<u>5%</u>
	100%

Report must be received by The American Legion Headquarters office by June 1st and signed by Unit President AND Post Commander and Post Adjutant of the competing Unit. All reports must have the following notation above the signature: "Approved by Unit Vote (Date), approved by Post Vote (Date)".

Judges will be a committee of qualified American Legion members appointed by the Department Commander, none being from the Post of a competing Unit.

A Unit winning the trophy three (3) consecutive years will retain said trophy and replace it of similar kind, with the name remaining the same.

A check for \$25.00 is to be awarded with the trophy and presented to the winning Unit at the Annual Convention of The American Legion and American Legion Auxiliary...Winning narrative will then be published in the next issue of the Arizona Legionnaire.

Recommendations from the American Legion Auxiliary Committee for Revision of Department Awards.

Rules adopted by The American Legion Trophies and Award Committee and the American Legion Auxiliary Department Trophies and Awards Revision Committee.

American Legion Chairman: Bill Bingham

American Legion Auxiliary Chairman: Monica Jarvis

(Revised 1990)

AMERICANISM PLAQUE

**Keske Americanism Plaque for Units 150 and under
Sawyer Americanism Plaque for Units 151 to 350
Stebbins Americanism Plaque for Units 351 and over**

Plaques to be awarded by the Americanism Chairman.

RULES:

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. The plaque MAY become the permanent property of the Unit winning it for three (3) consecutive years. If the permanent winning Unit keeps it they will place another plaque in the Department for competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the time of each Department Convention by a committee of three (3) appointed by the Department Americanism Chairman.
4. The Unit report form must accompany a narrative of not more than 1,000 words typewritten and received by the Department Chairman by Department deadline date.

SCORING:

Plaque given for the most outstanding Unit report in each membership class using the following Scoring System.

A. Unit program activities as outline in Department And National Plan of Work.	25%
B. Cooperation with The American Legion.	10%
C. Community projects.	25%
D. School participation.	30%
E. Public Relations.	10%

(Revised 1996 by Unit 32 action)

ELIZABETH ANN BROWN-PAXSON AMERICANISM AWARD
for the
Best Single Project Promoting Americanism by Junior Members *(REVISED 2026)*

Sponsoring ALA Program: Americanism

Eligibility: Any Unit in the Department of Arizona in good standing is eligible to submit for this award. To be submitted by the Unit Americanism Chairman.

Submission Type: Typewritten narrative not to exceed 1000 words. A copy of the Unit Americanism Annual Report must accompany the narrative.

Submission Due Date / Period Covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

Award Presentation: Traveling plaque presented at Department Senior Convention.

Award Criteria:

The judging of the Unit reports for the awarding of this plaque shall be made prior to the time of Department Convention by a committee of three (3) appointed by the Americanism Chairman of the Department.

1. The plaque will be awarded to the Unit whose Juniors, working in conjunction with the Unit Americanism Committee, were involved in the best single Americanism project each year.
2. The essay will report a single activity promoting the ideals of Americanism undertaken by a Junior member or members of the reporting Unit.
3. The plaque is to be awarded to the Unit submitting the best report to the Department Americanism Chairman.

PLEASE NOTE: National awards, if applicable, follow a separate process and must be submitted directly to the National organization.

As of 2026 there is no National Equivalent for this award.

Plaque placed in field November 1997

Patricia M. Lee – Gloria Elliott Memorial Plaque

AUXILIARY EMERGENCY/DISPLACE HOMEMAKER FUND AWARD

This award is open to ALL UNITS within the Department of Arizona.

The award will be presented to the Unit Chairman who submits the report which best describes the promotion of this program.

RULES:

1. All Department mandates for the current year shall be paid.
2. Monetary contributions shall have NO affect on the determination of this award.
3. Any Unit winning this award for three (3) years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as here in.
4. Judges shall be selected by the Department Chairman and their decision shall be final.

A narrative report shall be submitted detailing the way the AEF Program was promoted. The report shall be typewritten and is not to exceed 1,000 words.

(Renamed June 2008)

Paula Burgess
Auxiliary Emergency Fund
“President’s Plaque”

This award is open to ALL Units within the
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Auxiliary Emergency Fund.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest total contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated to the Department of Arizona Auxiliary Emergency Fund 30 days before Department Convention.

Paula Burgess
Auxiliary Emergency Fund
“Per Capita Award”

This award is open to ALL Units within the Department of Arizona.

The award will be presented to the Unit who raises the most funds donated per capita during the membership year to Department for the Auxiliary Emergency Fund.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated per capita to the Department of Arizona Auxiliary Emergency Fund 30 days before Department Convention.

**CENTENNIAL STEWART-HELEN STOUT
CAVALCADE OF MEMORIES
“PRESIDENT’S PLAQUE”**

This award is open to ALL Units within the Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Cavalcade of Memories Fund.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest total contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated herein.
4. Judging will be the total monetary amount donated to the Department of Arizona **Cavalcade of Memories Fund** 30 days before Department Convention.

11/2017

**CENTENNIAL STEWART-HELEN STOUT
CAVALCADE OF MEMORIES
“PER CAPITA AWARD”**

This award is open to ALL Units within the Department of Arizona

The award will be presented to the Unit who raises the most funds donated per capita during the membership year to Department for the **Cavalcade of Memories Fund**.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated herein.
4. Judging will be the total monetary amount donated per capita to the Department of Arizona **Cavalcade of Memories Fund** 30 days before Department Convention.

11/2017

SHARON ALLEY SERVICE TO GOD AND COUNTRY PLAQUE

Department Plaque to be awarded by the Department Chaplain.

This plaque is to be known as the "Sharon Alley Service to God and Country Plaque". The purpose is to promote a back to God movement within the Unit members and to encourage the use of religion in the programs, as the Units participate to give "Service to God and Country".

This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same. (Upon the death of the donor, the name on the plaque will be changed to read: "Sharon Alley Memorial Service to God and Country Plaque".)

RULES:

1. A narrative not to exceed 1,000 words will be submitted to the Department Chaplain by the date the Chaplain so states.
2. News clippings and pictures may be included but must be separate from the narrative; however they can be in the same folder if folder is used.
3. The narrative must be typewritten with the fly leaf sheet which will contain the names, number of Unit, Department of Arizona, name and address of Unit Chaplain.

(Revised 1989)

CRISLER PRAYER BOOK PLAQUE

The Department Chaplain will present the Plaque.

1. Prayers are to be inter-faith and non-denominational.
2. Original prayers should be signed by Unit member submitting them.
3. Original prayers by members should be in one section by themselves.
4. Prayer Book should be divided into sections for other prayers collected such as Christmas prayers, Patriotic prayers, Blessing on the food, Mother's prayers, Children's prayers etc. Please use as many sections as you wish, however, each section should be names by divider pages. These prayers do not require a signature unless they were composed by a member for a particular section of the Prayer Book. Give author of copies or selected prayers, if possible. This is a very important rule in compiling your book.
5. Pictures or drawing may be used on the divider pages.
6. The prayers should be typed on proper paper and have one inch marginal edges. The flyleaf should have name and location of Unit, number of members submitting original prayers and the year typed on it. The signature of the Unit President and Unit Chaplain should be on the flyleaf.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ (standard loose leaf size) nor smaller than 7 x 9 ½ (size of the official Unit Guidebook). The book is to be furnished by the Unit and should have the American Legion Auxiliary Emblem on the cover. Nothing shall be above the Emblem. This cover may be printed, stamped, or painted.
8. Only one Senior Prayer Book from each Unit may be submitted.
9. The Prayer Books are to be brought to the Department Convention or mailed to the Department Chaplain prior to the convention. The winning Book of Prayers will be taken to the National Convention for display per instructions of the National Organization.
10. The Prayer Books will be judge before the Department Convention by judges selected by the Department Chaplain, using the following point system to determine the winner:

A. Contents of Book	50%
B. Arrangement and neatness	20%
C. Number of prayers for special occasions, holidays, etc., inspirational verses and favorite Scriptures.	15%
D. Percentage of Unit members submitting original prayers signed with their own signature	15%
11. This plaque shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

(Revised 1989)

EVELYN HOFF
Junior Prayer Book Memorial Plaque (REVISED 2026)

SPONSORING ALA PROGRAM: CHAPLAIN

ELIGIBILITY: Any Junior group of a Unit in the Department of Arizona in good standing is eligible to submit for this award.

SUBMISSION TYPE: Book of Prayers

SUBMISSION DUE DATE/Period covered: Due at or before the Junior Convention, covering the period from the Unit's Junior Installation of Officers through the end of their term.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. The Department Plaque for the Junior Prayer Book award will continue as a traveling plaque to be kept with the Junior group's Unit for the next year. The individual Junior member responsible for creating the Jr. Prayer Book will receive a small plaque to keep.

AWARD CRITERIA:

Awards will be judged by a committee of 2 selected by the Department Chaplain with the Department Chaplain breaking a tie.

1. Prayers shall be inter-faith and non-denominational.
2. Original prayers shall be signed by the Junior and Senior members submitting them.
3. Original prayers by Junior members shall be in one section, Senior members in another.
4. Prayer book shall be divided into sections for other prayers collected such as Christmas, Patriotic, Blessings, Mothers, Children, etc. Each section will be named by divider pages. These prayers do not require a signature unless composed by a member. Give authors of prayers, if possible.
5. Non-denominational religious pictures or drawings may be used on divider pages.
6. Prayer book must be compiled by the Honorary Junior Chaplain (supervised by Junior Activities Chair or Senior Chaplain).
7. Prayers may be hand-printed or typewritten on paper with no lines and have a 1 inch margin (age considered).
8. Size of the book cover shall not be larger than 9.5" by 11.5 inches (standard loose leaf size).
9. The book will be furnished by the Junior member's Unit. It shall have the ALA emblem, Unit name, location and "Department of Arizona" on the cover. Cover may be printed, stamped or painted. Nothing placed above the emblem.
10. Only one prayer book from each Junior group of any Unit shall be submitted.
11. Judging:

Contents	40%
Arrangement and Neatness	15%
Number of Prayers	20%
Percentage of Junior member prayers submitted and signed	25%

PLEASE NOTE: National Awards, if applicable, follow a separate process and must be submitted directly to the National organization.

As of 2026 Prayer Books do not have a National Award equivalent.

AMERICAN LEGION AUXILIARY

DEPARTMENT OF ARIZONA

BETTY SMITH DISTRICT PRAYER BOOK PLAQUE

RULES:

1. The Department Chaplain will present the plaque.
2. Original prayers should be signed by members submitting them.
3. Prayer Book should be divided into sections (original prayers, Patriotic, Holiday, Table, Children, Inspirational, Sympathy, etc.). Each section should be named by a divided page.
4. Pictures or drawings may be used on the divider pages only.
5. Prayers should be typed and have at least one inch marginal edges.
6. There shall be a flyleaf containing the District #, date, total membership, the District Chaplains' name and address, number of members submitting original prayers, the signature of the District President and the signature of the District Chaplain.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ nor smaller than 7 x 9 ½.
8. Only one District Prayer Book from each District may be submitted.
9. The Prayer Books are to be mailed to or brought to the Department Chaplain prior to the start of the Department Convention.
10. The prayer books will be judged by judges selected by the Department Chaplain, using the following point system:
 - a. Contents of the book 50%
 - b. Arrangement and neatness 30%
 - c. Percentage of members submitting original prayers signed with their own signatures 20%
11. This plaque will be traveling plaque and will not become the permanent property of any District.

(Plaque placed in field 11/95)

ARIZONA CHILD WELFARE PLAQUE

Department Plaque presented by the Children and Youth Chairman. Awarded to a Unit with membership of 151 and over.

Units must comply with the following rules:

1. It shall become the permanent property of any Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
2. Judges shall be appointed by the Department Children and Youth Chairman and two (2) other experienced in Child Welfare activities.
3. A type narrative, not exceeding 1,000 words, attached to the Department and National Official Children and Youth Report forms, will be submitted to the Department Children and Youth Chairman for an entry to be eligible. The narrative will contain an outline of activities of the Unit's Children and Youth program.
4. Judges will use the percentages shown in the Basis of Award to select the winner.

BASIS OF AWARD:

- | | |
|---|-----|
| A. Report forms filled in completely
(Department and National) | 10% |
| B. Legislative activity | 5% |
| C. Cooperation with local Post Chairman | 10% |
| D. Cooperation with and contributions to other
Welfare organizations | 20% |
| E. Utilization of Local, County or Federal welfare facilities | 20% |
| F. Special Child Welfare program in cooperation with Post
Child Welfare Chairman for The American Legion Child
Welfare month which is April | 15% |
| G. Community activity for children | 20% |

(Revised 1989)

JEANNE McQUOWN MEMORIAL CHILD WELFARE PLAQUE

Department award presented by the Children and Youth Chairman.

Awarded to a Unit with membership of 150 and under in the Department, complying with the following rules.

1. Judges to consist of three (3) members: Department Children and Youth Chairman and two (2) other experienced in Child Welfare activities.
2. Size of Unit participating and Child Welfare problems of the area to be taken into consideration.
3. All reports to be on official form and in the hands of the Department Chairman on the date specified.
4. This plaque shall become the permanent property of the Unit having won it three (3) consecutive years. The permanent winner will place another plaque in the Department of competition, rules and name remaining the same.
5. Activities shall be judged according to the Child Welfare Manual for Unit Chairman.
6. Basis of Award:

A. Legislative activities	10%
B. Cooperation with Legion Chairman	25%
C. Contribution and cooperation with other Welfare organizations	25%
D. Utilization of local welfare facilities	25%
E. Report forms of Department and National filled out completely	15%

(Revised 1989)

MARY BEAN CHILDREN AND YOUTH PLAQUE

Department Plaque presented by the Children and Youth Chairman.

Awarded to the Unit for the most outstanding Children and Youth program during the month of April.

Units must comply with the following rules:

1. Plaque at all times shall be known by its original name.
2. It shall not become the permanent property of any one Unit at any time.
3. Judges to consist of three (3) members: Department Children and Youth Chairman and two (2) others experienced in Children and Youth activities. Judging to be completed before the Department Convention.
4. Reports must be in narrative form on a 8 ½ x 11 inch paper, typed, not to exceed 1,000 words, bound in a folder and including the following:
 - A. Newspaper clippings, pictures and other materials.
 - B. Speakers and their subjects.
 - C. Other organizations represented.
 - D. List of material distributed.
 - E. Legislative activity.

(A to E SEPARATE FROM THE NARRATIVE)

5. Basis of Award:

- | | |
|--|-----|
| A. Cooperation with local Post Chairman | 30% |
| B. Contributions and cooperation with other organizations. | 25% |
| C. Community activity with Children. | 30% |
| D. Legislative activity. | 15% |

(Unit reports will be judged on Children & Youth programs and activities during the month of April.)

(Revised 1991)

CARLOTTA PACE COMMUNITY SERVICE AWARD

The merits of the Carlotta Pace award shall be based upon the National program for Community Service with the following rules applying in the Department of Arizona.

1. At least one project for community improvement in each Unit each year. Emphasis is to be given to projects completed with the American Legion Post of the Unit. (Projects may be in cooperation with other organizations or they may be done independently.)
2. All undertakings beneficial to the welfare of the community are to be appraised. The size of the Unit and community and conditions in the area must be considered. Any Unit regardless of size may compete for this plaque.
3. A narrative must be typewritten, not to exceed 1,000 words, on the accomplishments of "Our Unit" in community service. It must be on 8 ½ x 11 inch white paper and a fly leaf page must state: The Department of Arizona, the name, number, location and membership of the Unit, the name and address of the Unit Chairman.

THE DEPARTMENT OF ARIZONA ENTRY CAN INCLUDE newspaper clippings, pictures of the project and persons participating to illustrate the project.

THE ENTRY FOR NATIONAL COMPETITION CANNOT include newspaper clippings, pictures of the project, only the report form and narrative.

Keep the backup material totally separate of the narrative.

4. The Carlotta Pace Community Service Award shall NOT become the permanent property of any Unit at any time.
5. Unit entries shall be judged by the Department Chairman of Community Service and their committee, consisting of two (2) other persons interested and experienced in community undertakings. Reports and narrative must be in the hands of the Department Community Service Chairman by date specified by the Chairman.

6. SCORING:

A. Project completed with Post in one year.	30%
B. Project completed with other organizations.	20%
C. Project completed	10%
D. Best work and publicity coverage of program to Include improved education, health, recreation And safety	25%
E. Best overall report	15%

(Revised 1989)

**FRED HILBURN ACTIVITIES PLAQUE
SUNNYSLOPE ACTIVITIES PLAQUE**

**Fred Hilburn Plaque to Unit with membership of 151 and over
Sunnyslope Plaque to Unit with membership of 150 and under**

Awarded by the Community Service Chairman

RULES:

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. The plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the Department Convention by a Committee of three (3) appointed by the Department Community Service Chairman.
4. The Unit report submitted must include a narrative of not more than 1,000 words typewritten.
5. To qualify in competition for these plaques, the Unit must report some activity on each of the requirements on the scoring system below. The purpose of the award is to stimulate interest and activity in a well rounded program.

Community Service	10%	Past Presidents Parley	5%
Veterans Affairs &		Foreign Relations	5%
Rehabilitation	10%	Juniors	5%
Children & Youth	10%	Legislative	5%
Girls State	5%	Public Relations	5%
Membership	10%	Additional points for	
National Security	5%	outstanding activities	5%
Poppy	5%	Appearance and arrangement	
Americanism & Music	10%	of Narrative	5%

(Revised 1989)

ZEITA M. JOHNSON MEMORIAL PLAQUE

To be awarded for outstanding Community Service to older citizens. Judging to be done by the Community Service Chairman and a committee of two appointed by the Community Service Chairman.

RULES:

1. Any Unit in the Department of Arizona may receive this plaque.
2. This plaque shall become the permanent property of the Unit winning it for three consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

BASIS OF AWARD:

The most outstanding report covering:

Overall help of aging such as visits, day-care center for those living with family, taking to get groceries, or to medical appointments, or any other services given. A narrative typewritten of not more than 1,000 words giving a description of the main program or most unique service to elderly, especially those NOT institutionalized.

Furthering of education of those thought too old to learn new skills. Provision of easy part-time work for older people, "Foster Grandparents", work in connection with the Federal program, assisting Medicare Nurses, and gifts and supplies for the aging.

(Revised 1989)

JEAN BATLEY PLAQUE

Units with membership of 150 and under.

The purpose of this award is to stimulate interest in good participation in the Education Program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

RULES:

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.

CHRYSTEEN FRITZINGER PLAQUE

Units with membership of 151 and over.

The purpose of this award is to stimulate interest in good participation in the Education program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

RULES:

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.
6. A narrative report of the work accomplished in this program must be included with the report to be eligible for this award. The narrative must be typewritten, not to exceed 1,000 words. Newspaper clippings, pictures, programs, etc. may be included in a separate section from the narrative.

YVONNE GRAINGER MEMORIAL GIRLS STATE PLAQUE

This Girls State Plaque will be awarded to the Unit (any membership category), submitting the Best Year Round Report and related activities in the program.

Plaque shall NOT become the permanent property of any Unit at any time, with name of plaque remaining the same as state above.

To qualify, a typewritten, double-spaced narrative not exceeding 1,000 words must accompany Annual Girls State report, and sent to Girls State Director by deadline reporting date.

Up to four (4) pages of supplemental material (pertinent new releases, photos, etc.) may be included in binder form with narrative.

JUDGING GUIDELINES:

1. Activity Content	40%
2. Community Involvement (Includes schools and contributors)	20%
3. Girls State Citizen's Involvement	20%
4. Program Promotion (Publicity, new releases)	10%
5. Post Cooperation & Involvement	10%

Barbara Matteson

Arizona Girls State

“Directors Plaque”

This award is open to ALL Units within the
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Arizona Girls State.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest monetary contribution not including Girls State Delegate Fees will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated to the Department of Arizona Girls State 30 days before Department Convention.

11/2013

Barbara Matteson Arizona Girls State “Per Capita Award”

This award is open to ALL Units within the
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Arizona Girls State.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution, not including Girls State Delegate Fees, will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the highest amount donated per capita to the Department of Arizona Girls State 30 days before Department Convention.

HISTORY AWARD

Helen Blakeslee Memorial Plaque to Units with membership of 150 and under.

Any Unit in the Department of Arizona may receive this plaque in their respective membership category.

The plaque will become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place another plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of Unit Histories. The judging shall be done at the Department Convention, prior to the Department Historian's report with sufficient time for judging.

RULES:

A Appearance – 10 points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
 - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
 - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
 - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

B Arrangement – 10 points

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

C Introduction – 10 points

1. Title Page:
 - a. History of Unit (Name and Number).
 - b. Department of Arizona.
 - c. Date (20__ - 20__).
 - d. Total Membership: _____
 - e. Unit Historian Name and Address should be in the lower right hand corner of this page.
2. Foreword or Dedication.
3. Photograph of Unit President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed Unit Officers for current administrative year.
2. List of Unit Chairmen and committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by Unit members.
4. List Department Awards and Citations won by the Unit at the previous Department Convention.
5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
7. Index (optional).

Deadline:

Unit Histories MUST BE RECEIVED at Department Convention NO LATER than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

HISTORY AWARD

Betty Kent Plaque to Units with membership of 151 and over

Any Unit in the Department of Arizona may receive this plaque in their respective membership category.

The plaque will become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place another plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of Unit Histories. The judging shall be done at the Department Convention, prior to the Department Historian's report with sufficient time for judging.

RULES:

A Appearance – 10 points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
 - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
 - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
 - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

B Arrangement – 10 points

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

C Introduction – 10 points

1. Title Page:
 - a. History of Unit (Name and Number).
 - b. Department of Arizona.
 - c. Date (20__ - 20__).
 - d. Total Membership: _____.
 - e. Unit Historian Name and Address should be in the lower right hand corner of this page.
2. Foreword or Dedication.
3. Photograph of Unit President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed Unit Officers for current administrative year.
2. List of Unit Chairmen and committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by Unit members.
4. List Department Awards and Citations won by the Unit at the previous Department Convention.
5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
7. Index (optional).

Deadline:

Unit Histories MUST BE RECEIVED at Department Convention NO LATER than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

CONNIE ERICKSON MIDDLEBROOK
Junior History Award Plaque (REVISED 2026)

SPONSORING ALA PROGRAM: History

ELIGIBILITY: Any Junior group of a Unit in the Department of Arizona in good standing is eligible to submit for this Unit award.

SUBMISSION TYPE: Typewritten History Book submitted on paper or electronically. Any typewritten entry must be in a soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.

SUBMISSION DUE DATE/Period covered: Due at or before the Junior Convention, covering the period from the Unit's Junior Installation of Officers through the end of their term.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. The Department Plaque for the Junior History will continue as a traveling plaque to be kept with the Junior group's Unit for the next year. The individual Junior member responsible for creating the Jr. History will receive a small plaque to keep.

AWARD CRITERIA:

Awards will be judged by a committee of 2 selected by the Department Historian with the Department Historian breaking a tie.

The entries will be judged and scored according to the following criteria:

- I. Introduction, Inclusions (10 scoring points) *Single-spaced and centered in the middle of the page.*
 1. Title Page
 - a. American Legion Auxiliary Unit Name & Number _____ Junior History
 - b. ALA department administrative year mo/yr to mo/yr
 - c. Name of Honorary Unit Junior Historian
 2. Foreword or dedication
 3. A prayer
 4. Pledge of Allegiance to the Flag of the United States of America
 5. First verse of "The Star Spangled Banner"
 6. Preamble to the Constitution of the American Legion Auxiliary
- II. Unit Information (10 scoring points) *Single-spaced and centered in the middle of the page.*
 1. List of elected and/or appointed Honorary Unit Junior officers for the current administrative year
 2. Photograph of Honorary Unit Junior President (optional, black & white or color, not to exceed 5 x 7 in.)
 3. List of Honorary Unit Junior Chairmen and committee appointments for the current administrative year
 4. List of Honorary Department Junior Offices and Chairmanships held by Unit Junior members
 5. List of Department Awards and Citations won by the Junior Group of the Unit at the previous Department Junior Convention
 6. Index (optional)

III. Appearance (10 scoring points)

1. For electronic submissions, be sure to use the letter size document. If a typewritten entry, use plain, white paper, 8.5 x 11 in.
2. Page Setup:
 - a. Margins - Left and right margins will be 1.25 in.; top and bottom margins will be 1 in.
 - b. Pagination - Page numbers will begin on the first page of the historical content. They will be centered and placed 0.5 in. from the bottom of the page.
3. Spacing: Paragraphs may be indented or in block form.
4. Text: 12 point font, Times New Roman or Arial style font.

IV. Content (70 scoring points) *Double-spaced. The typed name/title and written signature (typed signature if submitting it electronically) of the Honorary Unit Junior Historian will immediately follow the final paragraph of the history.*

1. The ALA Unit Junior History shall be written as a factual narrative beginning with the installation of Unit Honorary Junior officers and ending with the summary of end-of-year reports and closing events for that administrative year.
2. The history shall be written in the third person.
3. Use clear, concise language with correct spelling.
4. Do not include or use computer graphics, pen or ink drawings, illustrations, extra material, newspaper clippings, or other embellishments.
5. You may include up to five (5) photo images placed throughout the history. (optional)
6. Be original and unique in thought and presentation.
7. Be sure the Unit annual Junior History truly represents an historical account of the Junior group of the Unit – what the Unit Juniors accomplished. A Unit Junior History lists those who served as leaders and mentions notable awards of individual achievements. It is not a travelogue or diary of any officer or individual's itineraries. The content is about the Junior group of the Unit and its collective members' mission achievements.

PLEASE NOTE: National awards, if applicable, follow a separate process and must be submitted directly to the National organization.

As of 2026, individual Unit, Junior, and District History Books do not have a National Award equivalent.

As of 2026, the National Junior History Contest is ONLY for the Department Junior History Book created by the Honorary Junior Department Historian. The Honorary Junior Department Historian and the Headquarters office are responsible for submitting the Department Junior History to National for judging.

HISTORY AWARD

The Rasmussen District History Plaque.

Any District in the Department of Arizona may receive this plaque.

The plaque will become the permanent property of the District winning it for three (3) consecutive years. The permanent winner will place another plaque in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place other plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of the District Histories. The judging shall be done at Department Convention prior to the Department Historian's report, with sufficient time for judging.

RULES:

A Appearance – 10 points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
 - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
 - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
 - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

B Arrangement – 10 points

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

C Introduction – 10 points

1. Title Page:
 - a. History of District (District Number).
 - b. Department of Arizona.
 - c. Date (20__ - 20__).
 - d. District Historian Name and Address should be in the lower right hand corner of this page.

2. Foreword or Dedication.
3. Photograph of District President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed District Officers for current administrative year.
2. List of District Chairmen or committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by District members.
4. List Department awards received at the previous Department Convention.
5. The History shall be written as factual narrative beginning with the Installation of District Officers at Department Convention, and ending with closing events for that administrative year.
6. The signature block of the District President and District Historian should immediately follow the final paragraph of the history.
7. Index (optional).

Deadline:

District Histories **MUST BE RECEIVED** at Department Convention **NO LATER** than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

JUNIOR ACTIVITIES PLAQUE (REVISED 2026)

Department Junior Activities Plaque to Unit with membership of 150 and under Kitchen Junior Activities Plaque to Unit with membership of 151 and over

Sponsoring ALA Program: Junior Activities

Eligibility: Any Unit in the Department of Arizona in good standing is eligible to submit for this award in their membership classification. To be submitted by the Unit Junior Activities Chairman.

Submission Type: Typewritten narrative not to exceed 1000 words. A copy of the Unit Junior Activities Annual Report form must accompany the narrative.

Submission Due Date / Period Covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

Award Presentation: Traveling Plaques presented at Department Senior Convention.

Award Criteria:

The judging of the Unit reports for the awarding of these plaques shall be made prior to the time of Department Convention by a committee of three (3) appointed by the Junior Activities Chairman of the Department.

Judging will be based on the following factors:

1. Americanism 35%
2. Veterans Affairs & Rehabilitation 25%
3. Community Service 25%
4. General Activities 15%

PLEASE NOTE: National Unit Awards in this category follow a separate submission process and must be submitted directly by the Unit or the Unit Chairman (NOT THE DEPARTMENT CHAIRMAN OR DEPARTMENT HEADQUARTERS) to the National organization.

Submission by a Unit for a Department award is not required for National submissions.

Please contact the appropriate Department Chairman or see the National website (www.alaforveterans.org) for information about National Unit Awards and the process for submission.

As of 2026 one UNIT in each Division will receive the award for the Most Outstanding Unit Junior Activities Program.

All membership sizes apply for the one Unit award in their Division.

Entries for National Department Awards are submitted by the Department Chairman.

As of 2026 one DEPARTMENT in each Division will receive the award for the Best Department Junior Activities Program.

BARBARA FREDA JUNIOR INVOLVEMENT AWARD *(REVISED 2026)*

Sponsoring ALA Program: Junior Activities

Eligibility: Any Unit in the Department of Arizona in good standing is eligible to submit for this award. To be submitted by the Unit Junior Activities Chairman.

Submission Type: Typewritten narrative not to exceed 1000 words. A copy of the Unit Junior Activities Annual Report form must accompany the narrative.

Submission Due Date / Period Covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

Award Presentation: Traveling plaque presented at Department Senior Convention.

Award Criteria:

The judging of the Unit reports for these submissions shall be made prior to the time of Department Convention by a committee of three (3) appointed by the Department Junior Activities Chairman.

1. Award presented to a Unit in the Department submitting a report based solely on how many ways the Unit involved Junior members in its Unit/Post and community activities.
2. Cover sheet of report needs to include Unit name and number, Junior Activities Chairman's name and address and the name of the Department.

Please Note: National Awards in this category follow a separate submission process and must be submitted directly by the Unit or the Unit Junior Activities Chairman (NOT THE DEPARTMENT CHAIRMAN OR DEPARTMENT HEADQUARTERS) to the National organization.

Submission by a Unit for a Department award is not required for National submission.

Please contact the appropriate Department Chairman or see the National website

(www.alaforveterans.org) for information about National Unit Awards and the process of submission.

As of 2026 one UNIT in each Division will receive the award for the Most Outstanding Unit Junior Activities Program.

All membership sizes apply for the one Unit award in their Division.

Entries for National Department Awards are submitted by the Department Chairman.

As of 2026 one DEPARTMENT in each Division will receive the award for the Best Department Junior Activities Program.

KORY LYNN JARVIS
Junior Member of the Year (JMOY) & Rising Star Junior (RSJ) Plaques (REVISED 2026)

SPONSORING ALA PROGRAM: Junior Activities

ELIGIBILITY:

- JMOY: Applicant must have been a Junior member at the start of the current ALA administrative year and be between the ages of 14-17.
- RSJ: Applicant must have been a Junior member at the start of the current ALA administrative year and be between the ages of 8-13 at the start of the current administrative year.
- All applicants must be Junior members in good standing of the American Legion Auxiliary.

SUBMISSION TYPE: Typewritten narrative supported by photos and other evidence of activities.

SUBMISSION DUE DATE/Period covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. The Department Plaques for the Kory Lynn Jarvis Junior Member of the Year (JMOY) and Rising Star Junior (RSJ) will continue as traveling plaques to be kept with the winning Junior members' Units for the next year. The individual Junior members receiving the awards will receive a small plaque to keep.

AWARD CRITERIA (JMOY & RSJ)

Submissions will be judged by a committee of three (3) selected by the Department Junior Activities Chairman prior to the Junior Convention.

- Applicant's narrative will detail the Junior member's ALA participation and activities during the past year. Only activities from the last 12 months will be considered.
- Document with photographs, screenshots, and other evidence of Junior's ALA participation and activities.
- Narrative will be the applicant's original composition and may be checked for the use of AI. Narratives deemed 20% or more written by AI will be disqualified.
- Completed cover sheet will contain the name, age and address of Junior, Unit name and number, Unit membership total Senior and Junior at time of submission.

PLEASE NOTE: National awards in this category follow a separate process and must be submitted directly by the Junior member or her Unit (Not the Department Chairman or Department Headquarters) to the National organization.

Submission for a Department award is not required for National submissions.

Please contact the appropriate Department Chairman or see the National website (www.alaforveterans.org) for information about National awards and process for submission.

As of 2026:

National awards one (1) National Junior Member of the Year (JMOY) a \$5000.00 scholarship, an engraved plaque, a trip to the next National Convention, and authorization to attend the next National Junior Meeting in their Division at National's expense.

National also awards four (4) Divisional Junior Members of the Year (JMOYs) a \$1000.00 scholarship each, a citation plaque each, and authorization for each to attend the next National Junior Meeting in their Division at National's expense.

National chooses five (5) Rising Star Juniors, one (1) from each division. All 5 receive a citation plaque and are authorized to attend the next National Junior Meeting in their Division at National's expense.

VERY IMPORTANT: Submission for JMOY and RSJ National awards are to cover the period from June 1 of the previous calendar year through May 31 of the current calendar year. This differs from the period covered in the Department award.

LAVAN ERICKSON LEADERSHIP PLAQUE

RULES:

1. Any Unit in the Department of Arizona may receive this plaque.
2. This plaque shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
3. Engraving should include the Unit Chairman's name, Unit number and year of winning.
4. The Department Leadership Chairman will judge the entries and award this plaque.

BASIS OF AWARD:

1. The greatest percent of Unit members, Seniors, Juniors and Legionnaires attending the Seminar.
2. A narrative report of no more than 1,000 words. Include number of Leadership sessions held in your Unit meetings, include materials used and their sources. Do not include pictures, clippings, scrapbook, folders of any kind.
3. All entries to be to Department Leadership Chairman by the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.

Due Date revised June 2018

**THE VICKEY J. ZWALL
MENTOR OF THE YEAR PLAQUE (REVISED 2026)**

Sponsoring ALA Program: Leadership/Mission Training

Eligibility: Any member can be placed into nomination for the Mentor of the Year Plaque, and can be nominated by any Auxiliary member.

Submission Type: A not-to-exceed 1000 word resume of the nominee's activities for the current year must be submitted.

Submission Due Date / Period covered: The resume will be sent to the Department Leadership Chairman no later than the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.

Award Presentation:

An annual plaque will be awarded to the Mentor of the Year. This plaque will be awarded at the American Legion Auxiliary, Department of Arizona, Department Convention and will be retained by the recipient. A new plaque will be furnished each year, financed by Vickey J. Zwall.

Award Criteria:

The Department Leadership Chairman will choose a committee of three (3) individuals to assist in judging.

1. Current Membership of the nominee must be paid.
2. Revisions to this plaque can only be done by Vickey J. Zwall or a relative.

PLEASE NOTE: National awards, if applicable, follow a separate process and must be submitted directly to the National organization.

As of 2026 there is no National Equivalent for this award.

Plaque placed in field June 2006

UNIT MEMBER OF THE YEAR

A Unit should choose their Auxiliary Unit Member of the Year according to the following guidelines from National:

1. Each Unit is limited to one nomination.
2. Selection should be based on the contribution the member has made through a program and/or project for the CURRENT administrative year.
3. Nominations are limited to Senior members in good standing.
4. Nominees must not have served in an appointed or elected office higher than Unit President. However, it is not necessary to have served as Unit President.
5. Length of membership is not a criterion.
6. Each Unit will submit to the Department President and Department Leadership/Mission Training Chairman the following information.
 - A. Name and complete address of nominee.
 - B. Narrative of not more than 1,000 words describing the nominee's accomplishments/achievements during the CURRENT administrative year.
 - C. Nomination form must be signed by the Unit President and the Unit Secretary. Deadline for submission is May 1st.

Moved to Leadership/Mission Training Program by National 2021-2022 (*Previously part of Past President's Parley Program*)

JARVIS PLAQUE

AUXILIARY MEMBER OF THE YEAR

To be presented annually to the Unit to which the selected Auxiliary Member of the year is a member in good standing.

This will be a traveling plaque.

The receiving Unit shall be responsible for engraving the recipient's name and year received on said plaque.

This plaque will not become the permanent property of any one Unit.

Upon the filling of said plaque with names, plaque will be returned to the Department Headquarters for safe keeping and displayed, if possible. Method to replace plaque will be determined at that time.

(Revised 1989)

Moved to Leadership/Mission Training Program by National 2021-2022 *(Previously part of Past President's Parley Program)*

LEGISLATIVE PLAQUES

JESSIE GRIBBLE MEMORIAL PLAQUE to a Unit with membership of 151 and over
BETTY KENT LEGISLATIVE PLAQUE to a Unit with membership of 150 and under

RULES:

1. Any Unit in the Department of Arizona, within the membership category, may win this award.
2. This award shall become the permanent property of the Unit which wins it three (3) consecutive years. The permanent winner of this plaque will place another one in the Department for competition following the same rules and retaining the original names.
3. A committee of three shall be appointed by the Department Legislative Chairman for the judging of Unit reports. The judging shall be done prior to the Department Convention, and shall meet at the call of the Chairman and have sufficient time for fair judging.
4. The plaque will be awarded for the most outstanding Unit Legislative narrative, typed, and not to exceed 1,000 words.
5. The scoring shall be as follows:

UNIT PROGRAM ACTIVITIES:

A. Subscriptions to The Dispatch	15%
B. Letters or telegrams to Congressmen	20%
C. Replies received and forwarded to the Department Legislative Chairman	20%
D. Special meeting with Post and Speaker on Legislation Open to the Public	20%
E. Amount of information give Unit members on the Legislative program	10%
F. Contact with other organizations on Legislative programs	5%
G. Radio, press or other means of informing public	5%.
H. Special activities	5%

(Revised 1992)

DEPARTMENT MEMBERSHIP AWARDS

Awarded to the Unit for the greatest percentage of gain over previous year in each classification:

Department of Arizona Cup to Unit with membership goal of 60 and under

Tony F. Soza Unit 41 Plaque to Unit with membership goal of 61 to 125

Mark A. Moore Cut to Unit with membership goal of 126 to 274

Ofelia Soza Plaque to Unit with membership goal of 275 and over

Awarded to the Unit with the highest percentage of their Post's membership:

Tillie Fine Membership Cup to any size Unit

Department awards presented by the Department Membership Chairman.

The above awards are to be permanent possession of the Unit whose name appears on it for three (3) years, not necessarily consecutively. The plaque will be replaced by the Unit but the above names, classifications and rules will remain the same.

ALWINE ST. GERMAIN MEMORIAL NEW MEMBER AWARD

This award is open to all Units within the Department of Arizona.

This award will be awarded to the Unit who signs up the most new members in one year.

RULES:

1. All Department mandates for the current year must be paid.
2. The judging of this award shall be made prior to the Department Convention by a committee of three (3), appointed by the department Membership Committee Chairman.
3. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will replace it with another one in the Department of Arizona for competition following the same rules. The name of this plaque shall always remain the same each year.
4. Basis of Award:
 - A. How many Unit members signed up new members?
 - B. Did any Unit member sign up 10 new members?
 - C. Did a Junior Auxiliary member sign up any new members?
5. A narrative report shall be submitted to the Department Membership Chairman detailing the way new members were recruited. The report shall be typewritten and is not to exceed 1,000 words.

(Plaque placed in field June 1996)

MARTHA BARRON DISTRICT MEMBERSHIP AWARDS

Classifications:

1. Districts with membership goal of 501 and over
2. Districts with membership goal of 550 and under

One trophy to be presented to the first District to reach goal in each membership classification.

One trophy to be presented to the District with the highest percentage of goal thirty (30) days prior to Department Convention in each membership classification.

Awards to be presented at the Annual Department Convention with membership verification by Department Executive Director of Operations. The purpose of the awards is to promote continued District interest and activity in the Membership Program.

Award to be presented to Outgoing District President, or representative, and to be placed in the Unit Home of the Outgoing District President AND in other Unit Homes in the District where it will best promote the Auxiliary Membership Program. It shall be the responsibility of the winning District to have the trophy engraved and to return the trophy for presentation at the next Department Convention.

This is a permanent traveling trophy and, as such, will NOT become the permanent property of the recipient winning it three or more times (unless there are extenuating circumstances and approval of the donor has been granted).

MONICA JARVIS DISTRICT MEMBERSHIP AWARDS

PLAQUE I:

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded at Department Convention to the first District to have reached membership goal.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

PLAQUE II:

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded to the District with the highest percent of membership goal registered with the Executive Director of Operations of the Department of Arizona Auxiliary thirty (30) days prior to the Department Convention.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

RONNIE STIRLING
Junior Recruiter of the Year Plaque *(REVISED 2026)*

SPONSORING ALA PROGRAM: Membership

ELIGIBILITY: Any Junior member of the Department of Arizona in good standing is eligible to submit for this award. One award submission per Unit, written by the Junior with help from Senior member if required.

SUBMISSION TYPE: Typewritten narrative not to exceed 1000 words.

SUBMISSION DUE DATE/Period covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. The Department Plaque for the Ronnie Stirling Junior Recruiter of the Year will continue as a traveling plaque to be kept with the winning Junior member's Unit for the next year. The individual Junior member receiving the award will receive a small plaque to keep.

AWARD CRITERIA:

The judging of the submissions for this award shall be made prior to the time of the Junior Convention by a committee of three (3) appointed by the Department Junior Activities Chairman.

- Number of new Junior members recruited
- How Junior member promoted membership
- How Junior member recruited new members
- Completed cover sheet will contain the name, age and address of Junior member, Unit name and number, Unit membership totals, Senior and Junior, at time of submission.

PLEASE NOTE: National awards follow a separate process and must be submitted directly to the National organization.

As of 2026 there is no National equivalent for this award.

Plaque placed in field November 2002

**MELISSA SHAW MEMORIAL PLAQUE
GREATEST NUMBER OF NEW JUNIORS**

This plaque will be a traveling plaque to be passed on each year. It shall become the permanent property of the Unit winning it three (3) consecutive years if they desire. The permanent winner will place another plaque in the Department for competition, rules and name of the plaque to remain the same.

1. This plaque will be awarded to the Unit with the GREATEST number of NEW JUNIORS registered with the Department Executive Director of Operations and Department Office Coordinator of the Department of Arizona Auxiliary 30 days prior to the Department Convention.
2. The plaque is to be awarded at the Department Convention by the Department Membership Chairman.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Norma Shaw, member of Unit 36)

Salute To Female Veterans Plaque

This plaque will be awarded to the Unit who signs up the most Female Veterans in one year. The plaque will become the permanent property of the Unit winning it for three consecutive years, if they so choose. The permanent winner will place another plaque in the Department for competition, with rules and name of the plaque remaining the same.

1. This plaque will be awarded to the Unit with the greatest number of new Auxiliary members who register as Female Veterans with the Department of Arizona Auxiliary, 30 days prior to Department Convention.
2. This plaque will be awarded at the Department Convention by the Department Membership Chairman.

Award placed in field by Yolanda Bonilla, Unit 35, 2016-2017.

MUSIC PLAQUES

Frances Aros Memorial Music Plaque awarded to Unit with membership of 151 and over
Millicent Kasun Music Plaque awarded to Unit with membership of 150 and under

RULES:

1. Any Unit in the Department of Arizona may receive these awards within their respective membership category.
2. These awards shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the time of each Department Convention by a committee of three (3) appointed by the Department Music Chairman.
4. This committee shall be appointed prior to the opening of each annual Department Convention and shall meet at the call of its Chairman in order that sufficient amount of time and number of meeting may be held for the fair and just judging of the reports of competing Units.

SCORING:

1. Report covering most of Unit program promoting each phase as much as possible; example, Americanism, important holidays, emphasized program: Children and Youth, etc. 20%
Reports must have the majority of questions answered according to Units having facilities and resources available to promote music in the Unit. "Star Spangled Banner" must be sung or some other patriotic hymn at all meetings. If a piano is not available, the hymns can be sung without piano. Units must be resourceful – music can help membership. 20%
2. Report indicating promotion of music in community, church, school, club or some other community project, always emphasizing American Legion Auxiliary program and its importance in the community. 20%
3. Report showing contribution of musical programs to some hospitals, Veterans having preference. Report emphasizing special musical promotion in Junior activities. 20%
4. Report indicating trios, sextets, quartets, choral singing, glee club, soloist instrumental playing. 20%

A typewritten narrative of not more than 1,000 words must accompany the report form.

The committee studying the reports involving all the Units must always take into consideration the aspects in awarding the Plaques. Must realize the membership of the Unit and facilities that they have available in promoting music.

(Revised 1989)

NATIONAL SECURITY PLAQUES

Steffen Memorial Plaque for Units with membership of 150 and under
Speth Plaque for Units with membership of 151 and over

PURPOSE:

To promote, stimulate, and activate a strong National Security Program within the Unit and Community.

RULES:

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. Either plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.
3. A committee of three shall judge entries prior to the Department Convention; judges being the Department National Security Chairman, donor if possible, and/or former National Security Chairmen.
4. Entry must be in narrative typewritten form not to exceed 1,000 words and included with Department report by deadline date.

BASIS FOR AWARDS ARE:

1. All around National Security program as outlined by the National Plan of Works for current year: 50%
2. Unit participation in Welcome Home for Troops: 5%
3. Unit contribution to USO: 5%
4. Unit participation: Military Family Readiness Groups: 5%
5. Unit participation: Operation Homefront: 5%
6. Unit activities: POW/MIA program: 5%
7. Unit participation: Yellow Ribbon program: 5%
8. Unit participation: National Security/Children and Youth Conference: 5%
9. Unit participation: Blue Star/Gold Star Banner Program: 5%
10. Unit participation: Operation Comfort Warriors: 5%
11. Unit Support of ROTC/JROTC: 5%

(revised 2017)

HELEN JOHNSON BONE

CIVIL PREPAREDNESS (CERT) PLAQUE

PRESENTED BY THE DEPARTMENT NATIONAL SECURITY CHAIRMAN

This plaque will be a traveling award to be passed on each year.

If any Unit should win the plaque three consecutive years, they may retain it, but would be required to place another plaque of like size and wording in the field.

AWARD TO BE JUDGED:

Entries must include the award cover sheet.

- For the Unit having the highest percentage of members participating in Civil Preparedness: 40%

- Entry narrative report or spread sheet of members' CERT training dates, number of participants registering for the program, and number of participants completing the program: 50%

- Number of Junior participation: 10%

- Entries must be sent to the Department National Security chairman postmarked by date established by said chairman.

(revised 2017)

THE AAPP PLAQUE

(ARIZONA'S ACTIVE PAST PRESIDENTS PLAQUE)

An annual plaque will be awarded to any active Auxiliary Past President.

There are many past Unit, District, and Department Past Presidents who continue to serve and are dedicated to the Auxiliary Programs and should be recognized for continuous dedication.

This plaque will be awarded at the annual Department Convention and will be retained by the recipient. A new plaque will be furnished each year, financed by John P. Burns Unit 36 Past Presidents Parley.

The active past president will be selected by their Unit, and a not-to-exceed 1,000 word resume of their activities for the current year will be submitted by the Units Past Presidents Parley, and signed by the Chairman and the Unit President. The resume will be sent to the Department Past Presidents Parley Chairman who will choose a committee of three to assist in judging.

QUALIFICATIONS:

1. A Past Unit, District, or Department President.
2. Active in various activities/programs.
3. Attend meetings on a regular basis.
4. Current membership paid.

(Revised 1989)

CORA GRIGG PAST PRESIDENTS PARLEY PLAQUE

This plaque will be a traveling plaque to be passed on each year.

It shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department competition of like size, rules and name remaining the same.

A narrative typewritten report not to exceed 1,000 words must be included with the Past Presidents Parley Report.

Grading will be based on:

Nursing and Health Occupation Scholarships	50%
Assistance to Women Veterans	25%
Membership work in the Unit	15%
Narrative and neatness of report	10%

LITTLE MISS POPPY PLAQUE (REVISED 2026)

SPONSORING ALA PROGRAM: Poppy

ELIGIBILITY: Any Junior member between 6 and 12 years of age as of June 1 of the current administrative year in the Department of Arizona and in good standing is eligible for this award. (eg administrative year 2025-2026 would be June 1, 2025.

To be submitted by the Unit or the Junior Member.

SUBMISSION TYPE: Traditional or electronic Scrapbook to include narrative and photos

SUBMISSION DUE DATE/Period covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. There is no traveling Unit plaque for Little Miss Poppy. The individual Junior member receiving the award receives a plaque to keep.

AWARD CRITERIA:

Awards will be judged by a committee of 3 selected by the Department Poppy Chairman.

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

PLEASE NOTE: National Awards in this category follow a separate submission process and must be submitted directly by the Unit or the Junior member, (NOT THE DEPARTMENT CHAIRMAN OR DEPARTMENT HEADQUARTERS) to the National organization.

Submission by the Unit or Junior member for a Department award is not required for National submissions.

Please contact the appropriate Department Chairman or see the National website (www.alaforveterans.org) for information about National Awards and the process for submission.

As of 2026 there is one (1) National winner chosen as Little Miss Poppy. The National winner will receive the honor of a special invitation to the National Convention at her own expense.

MARIE TOWNSHEND PLAQUE

To be awarded by the Department Poppy Chairman.

This plaque is to be known at all times as the Marie Townshend Plaque.

The purpose of the award is to stimulate interest and activity in a well-rounded program in the usage of the Poppy.

1. Any Unit in the Department may compete for this award, provided it complies with the following provisions:
 - A. A minimum of 100 Poppies are ordered by September 30 of the year it enters the competition.
 - B. The Unit annual Poppy report is forwarded to the Department Poppy Chairman by the deadline date.
 - C. A typewritten narrative report of not more than 1,000 words listing the usage of poppies the year round on a month to month basis is forwarded to the Department Chairman at the time of the annual Poppy report.
2. Judging of the reports for this plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman and shall meet prior to each Department Convention in order that sufficient time is given for the fair and equitable judging of the reports of competing Units.
3. This award shall become the permanent property of any Unit that shall win it three (3) consecutive years. The permanent winner must place another plaque in the Department competition, rules and name shall remain the same.

MARIE COONEY MEMORIAL PLAQUE

Awarded by the Department Poppy Chairman to the winner of the Poppy Window/Public Display contest according to the rules set up by Department for the Department Poppy Window/Public Display Contest.

This plaque shall become the permanent property of the Unit which shall win it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

RULES:

1. Poppy Window/Public Display Contest can be sponsored by the Senior or Junior organization of the Unit.
2. The display must be shown the week preceding Unit Poppy Day.
3. Each display must have its main object "The Poppy", and must include the wording "American Legion Auxiliary". The word "buddy" MUST NOT be used.
4. Features may include the story of the poppy, benefits derived from Poppy Day, Flanders Field, miniature cemetery, battlefields, field of poppies, poppy decorations, etc. The Star of David (six pointed star), symbol of the Jewish faith, shall be used in Poppy Window/Public Display when the cross is featured.
5. To be eligible for this plaque, a black and white or colored picture 8 x 10 inches shall be submitted to the Department Poppy Chairman for judging.
6. Name and address of the Unit submitting the entry shall be written plainly in ink on back of picture.

(Revised 1990)

Nita Kimball Community Poppy Awareness Award

This award will be for the most original “hand-out” item utilizing the poppy and designed by a Unit for distribution to the public, eg bookmarks, hair clips, lapel pins, etc. Any Unit in the Department of Arizona may receive this award.

It will be a traveling award.

A committee of 4 people including the current Department Poppy Chairman will judge the entries at Department Convention and report the winner and the “runner up” before Convention is adjourned. Since the Poppy Report at Convention is one of the first reports after Opening, this will give the judges ample time to consider all submissions.

Rules:

Scored on a 100 total point system

- 1. (10 pts.) The entry must include 5 items of similar design representing those distributed by the Unit, mounted on a poster board no larger than 20” x 20”. Pictures taken during the item distribution may be mounted on the poster.**
- 2. (40 pts.) A 100 word summary of the Community Poppy Awareness Project must be mounted on the poster. It must include the following:**
 - a. Unit Name and Unit Number**
 - b. How many members worked on the items presented and how many hours of preparation**
 - c. How the items were presented to the community**
 - d. How many items were made and handed out and the total amount of donations received for the items**
- 3. (30 pts.) The item design must showcase the poppy**
- 4. (20 pts.) Originality**
- 5. Must be placed in the marked area to be judged no later than 1:00 pm Friday afternoon or will not qualify for judging.**

In the event of a tied score the Poppy Chairman of the tied Units will be requested to present a verbal description of their Community Poppy Awareness entry.

Patriotic Poppy Decoration Plaque

Any Unit in the Department of Arizona may receive this plaque to recognize poppy “decorations” brought to Department Convention for display, eg dolls, centerpieces, hats, 3-D posters, etc. This plaque is not to be confused with the Marie Cooney Memorial Plaque (for a public window or display).

The plaque will be a traveling plaque.

A committee of 4 people including the current Department Poppy Chairman will judge the entries at Department Convention and report the winner and the “runner up” before Convention is adjourned. Since the Poppy Report at Convention is one of the first reports after Opening, this will give the judges ample time to consider all submissions.

Rules:

Scored on a 100 total point system

1. (10 pts.) Overall dimensions of the decoration should not exceed 15” x 15” x 15”.
2. (20 pts.) Must contain at least 20 official crepe paper poppies with tags properly removed.
3. (30 pts.) Theme must be Patriotic.
4. An 8x10 written description will be placed by the decoration. This will include the following:
 - a. (10 pts.) Name of the Unit and Unit Number
 - b. (10 pts.) Description of the decoration and why it is Patriotic.
 - c. (10 pts.) Names of everyone who worked on decoration and how many hours of preparation.
 - d. (10 pts.) Signed and dated at the bottom by the Unit Poppy Chairman.
5. Must be placed in the marked area to be judged no later than 1:00 pm Friday afternoon or will not qualify for judging.

PRESIDENT'S SPECIAL PROJECT AWARDS

Ginger Cox President's Special Project Award Unit Membership 200 and Under

Cathy Jarvis President's Special Project Award Unit Membership 201 and Over

RULES:

1. Any Unit in the Department of Arizona is eligible to receive this award in their respective membership category, as long as current Department Mandates are paid.
2. This plaque shall become the permanent property of the Unit winning it for three consecutive years. The permanent winner will place another plaque in the Department for competition, with the rules and name remaining the same.
3. The winning Unit in each membership category will be picked by the President's Special Project Chairman, judging a 1,000 word or less narrative on what the Unit did to raise funds and work the program.
4. Revisions of Ginger Cox Award can only be done by Ginger Cox or in her absence Unit 117.
Revisions of the Cathy Jarvis Award can only be done by Rose Ficklin or in her absence Unit 26.

Presentation of the awards will start at Department Convention 2015

Approved at Department Convention, June 26, 2014

MAXINE CHILTON MEMORIAL PLAQUE

Department award to be presented by the Public Relations Chairman.

Report to cover Publicity, Press Book, and written narrative.

The purpose of this award is to stimulate interest in good publicity and public relations, giving recognition to the Unit which makes the MOST EFFECTIVE USE OF ALL AVAILABLE MEANS OF COMMUNICATION.

1. Any Unit in the Department may receive this award.
2. Plaque shall NOT become the permanent property of any Unit at any time.
3. The judging of the Reports and Press Book shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Chairman.
4. The entries for this award shall consist of the Press Book which includes newspaper clippings, bulletins to members, etc., and your typewritten narrative of not more than 1,000 words of outstanding activities.
5. Judging will be on originality and quality of material, not on quantity of material.
6. Unit Public Relations narratives competing for the plaque must be in the possession of the Department Chairman by the specified date the Chairman designates.
7. Cover sheet for narrative must include name of Unit and Number, Department of Arizona, Unit Chairman's name and address. NO Press Book articles will be adhered to any page of the narrative.

(Revised 1997)

KITCHEN PUBLICITY PLAQUE membership less than or equal to 150
LUCY QUINN PUBLICITY PLAQUE membership greater than or equal to 151

Department awards to be presented by the Public Relations Chairman.

RULES: FOR PRESS BOOK

1. Inside pages must NOT exceed 12 x 14 inches unless using Scrapbook ordered from National Emblem Sales as pages may vary. Cover may be of your own choosing, as the cover will not be judged.
2. Leave one inch margin on each of the four sides of every page.
3. The first page will be a fly leaf with nothing on it.
4. The second page will have the name of the Unit, the number of the Unit, City and State, followed by the dates of the year involved.
5. Articles must pertain to activities in the Unit, either alone or in cooperation with other organization.
6. The name of your Unit or the number of the Unit, not necessarily both, MUST be mentioned in each article used. Arrange the clippings by date and month according to the date of the issue of the paper in chronological order.
7. Clip the name and date of the paper in which an article appeared and paste (do not scotch tape these) immediately above the article. DO NOT PRINT OR STAMP THIS INFORMATION ON THE PAPER.
8. Please total number of inches of publicity and total number of pictures on the last page of the book.
9. Include all articles concerning both Junior and Senior activities appearing in any newspaper or magazine, if they have either the name or number of the Unit in them.
10. A committee of judges, composed of three persons not affiliated with the American Legion Auxiliary, will be appointed by the Department Chairman. Quality of publicity, not quantity, will be a major factor in judging press books.
11. Press Books must be in to the Department Public Relations Chairman by deadline date.
12. This award shall become the permanent property of the Unit which wins it for three (3) consecutive years. The permanent winner of the plaque will place another one in the field for competition following the above rules. The names of the plaques will remain the same.

(Revised 1992)

SCRAPBOOK PLAQUES

H.H. Donkersley Unit 19 Scrapbook Plaque to Unit with membership of 151 and over
Martha Waters Scrapbook Plaque to Unit with membership of 150 and under

Criteria to be as follows:

1. Includes photos, newspaper articles, mementos, etc.
2. Cover sheet to include Unit name, Unit number, Unit Chairman's name and unit membership total.
3. Judging of scrapbooks will be at the Department Convention prior to the Department Scrapbook Chairman's floor report. All entry Scrapbooks will be brought to the Convention and turned into the Chairman as designated.
 - A. Neatness 10%
 - B. Originality 10%
 - C. Content 60%
 - D. Post Involvement 20%

(Revised 1996)

MOULTON
Junior Auxiliary Scrapbook Plaque *(REVISED 2026)*

SPONSORING ALA PROGRAM: Scrapbook

ELIGIBILITY: Any Junior group of a Unit in the Department of Arizona in good standing is eligible to submit for this award.

SUBMISSION TYPE: Scrapbook

SUBMISSION DUE DATE/Period covered: Due at or before the Junior Convention, covering the period from the Unit's Junior Installation of Officers through the end of their term.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention by invitation. The Department Plaque for the Junior Scrapbook award will continue as a traveling plaque to be kept with the Junior group's Unit for the next year. The individual Junior member responsible for creating the Jr. Scrapbook will receive a small plaque to keep.

AWARD CRITERIA:

Awards will be judged by a committee of 2 selected by the Department Scrapbook Chairman with the Department Scrapbook Chairman breaking a tie.

- Scrapbook to be made by a Junior member within their own Unit's Junior group
- Scrapbook made of any size, decorated in any manner-- except nothing will be above the Auxiliary emblem.
- Submission must include a cover sheet to include Unit name, Unit number, Unit membership totals at time of submission both Senior and Junior, and name of submitting Honorary Junior Scrapbook Chairman.

PLEASE NOTE: National awards, if applicable, follow a separate process and must be submitted directly by the Unit or Junior member to the National organization.

As of 2026 Junior Scrapbooks do not have a National Award equivalent.

LUELLA PRICE DISTRICT SCRAPBOOK PLAQUE

This plaque is to be a traveling plaque. When the plaque becomes full, the Department will replace the plaque, with the name and all rules remaining the same.

Scrapbook Plaque to be awarded at the Department Convention by the Department Scrapbook Chairman based on the following criteria:

1. Neatness	10%
2. Originality	10%
3. Content	60%
4. District involvement with the Unit in their respective Districts	20%

Cover sheet to include District number, District Chairman's names, District total membership, along with a list of Units in their respective District.

Judging of scrapbooks will be at the Department Convention prior to the Department Chairman's report. All entry scrapbooks will be brought to the Convention and turned into the Department Chairman as designated.

Upon winning the Plaque it is the duty of the winning District to have it engraved with the District number and fiscal year won.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Luella Price, member of Unit 62.

CARMELITE STAKER CREATIVE ARTS PLAQUE

The plaque is to be awarded by the Department Creative Arts Chairman.

1. This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years if they desire. The permanent winner will place another plaque in the Department for competition with the rules and name to remain the same.
2. Judging of Unit reports for the awarding of the plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman.
3. In order to qualify for this plaque, the Unit must report the fun raising activity, or activities they help to benefit the program. This narrative report must be typed, not to exceed 1,000 words and received by the Creative Arts Chairman no later than the due set annually at the Officers and Chairmen Meeting at the beginning of the program year. The narrative should include how the Unit involved the members of the community in this program. A copy of the report must be attached to the narrative.
4. The purpose of this award is to stimulate and help promote this very important program for our Veterans.

SCORING:

A. Report received by due date	25%
B. Report filled out correctly	25%
C. Amount of funds reported	50%

(Placed in the field with approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Carmelite Staker, PDP member of Unit 108) Due date amended June 2018.

**SANDY CONKLIN CREATIVE ARTS AWARD
FOR
LARGEST DONATION PER-CAPITA**

Department award to be presented by the Department Creative Arts Chairman

Awarded to the Unit for the largest donation per-capita sent to the American Legion Auxiliary Department of Arizona

Donations must be received by the American Legion Auxiliary Department of Arizona office no later than thirty days prior to convention.

No narrative required.

The above award may be the permanent possession of the Unit whose name appears on it for three years, not necessarily consecutively, if it is replaced by the Unit. The above name will remain the same, and all rules and classifications will remain the same.

Approved June 23, 2016

VETERANS AFFAIRS AND REHABILITATION

Lola M. Dunbar Plaque for Units with membership of 150 and under Nellie M. Baldwin for Units with membership of 151 and over

Plaque awarded by the Veterans Affairs and Rehabilitation Chairman.

1. This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
2. Judging of Unit reports for the awarding of this plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman. The committee to meet at the call of the Chairman in order that fair and competent judging may be made.
3. To qualify in competition for this plaque, the Unit must report some activity in each of the requirements on the scoring system below. The Unit narrative must be typed, not to exceed 1,000 words and received by the date so specified by the Department Chairman.
4. The purpose of the award is to stimulate interest and activity in a well rounded program.

SCORING:

A. Promptness of report	5%
B. Cooperation with Legion Chairman	25%
C. Report form filled is correct	5%
D. Utilization of local welfare	25%
E. Special Welfare to a Hospitalized Veteran	30%
F. Legislation	10%

LEONA PROPER HOSPITAL VOLUNTEERS PLAQUE

The purpose of this award is to increase the number of American Legion Auxiliary volunteers serving hospitalized veterans by encouraging members to become hospital volunteers and to recruit others.

This plaque will be presented by the Department Veterans Affairs and Rehabilitation Chairman to the Unit recruiting the greatest number of new hospital volunteers each year.

RULES:

1. Volunteer hours must be credited by the American Legion Auxiliary.
2. Both adult and teenage volunteers may be counted.
3. Both Regularly scheduled and Occasional volunteers who have had both the hospital and American Legion Auxiliary hospital orientation courses may be counted.
4. Volunteers may serve in either a Veterans Administration Medical Center or a VAMC referral hospital.
5. Names of new volunteers must be certified by signature of the Unit President or Secretary, giving dates of their orientations, before being submitted to the Department Veterans Affairs and Rehabilitation Chairman.
6. Entry must be submitted to the Department Veterans Affairs and Rehabilitation Chairman with year end Veterans Affairs and Rehabilitation report by the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.
7. This plaque will be a traveling plaque and shall not become the property of any one Unit.
8. Upon the filling of names plates on this plaque, it will be returned to the Department Headquarters for safe keeping and displayed, if possible. Method to replace plaque will be determined at that time, but name of plaque and rules must remain the same.

ETHEL M. JARVIS
Junior Service to Veterans Plaque (REVISED 2026)

SPONSORING ALA PROGRAM: VA&R

ELIGIBILITY: Any Junior member of the Department of Arizona in good standing is eligible for this award. To be submitted by the Junior member with help from her Unit if necessary.

SUBMISSION TYPE: Typewritten narrative not more than 1000 words. No pictures or press coverage may be used.

SUBMISSION DUE DATE/Period covered: Due by May 1 of the current calendar year for period covering May 1 of the previous calendar year through April 30 of the current calendar year.

AWARD PRESENTATION: Department Junior Convention. Also, Department Senior Convention, by invitation. The Department Plaque for the Ethyl M. Jarvis Junior Service to Veterans award will continue as a traveling plaque to be kept with the winning Junior member's Unit for the next year. The individual Junior member receiving the award will receive a small plaque to keep.

AWARD CRITERIA:

Awards will be judged prior to the Department Junior Convention by a committee of 3 selected by the Department VA&R Chairman.

A.	Best Year-Round Service to Veterans Activity:	50%
B.	Most Veterans served through activity:	25%
C.	Most Service to Veterans Hours reported:	15%
D.	Inclusion of types of service, cost of materials, and cover sheet to contain the name, age and address of Junior, Unit name and number, Unit membership totals (both Junior and Senior) at time of submission and name of Unit's Service to Veterans Chairman	10.00%
Total		100%

PLEASE NOTE: National awards, if applicable, follow a separate process and must be submitted directly to the National organization.

As of 2026 there is no National equivalent for this award.

SERVICE TO VETERANS PLAQUES (2015)
(FORMERLY FIELD SERVICE AND HOME SERVICE)
Avonell Smith Service to Veterans Plaque for Unit membership of 150 or under
Esther Gaston Service to Veterans Plaque for Unit membership of 151 to 300
Sharon Alley Service to Veterans Plaque for Unit membership of 301 to 599
Adene V. Steffen Service to Veterans Plaque for Unit membership of 600 +

RULES:

1. Any Unit in the Department of Arizona is eligible to receive this award in their membership category.
2. Regular reporting (every month) to the Department Service to Veterans Chairman, beginning in May of each year.
3. Monthly Report Form will include: the name and number of the Unit; names of members and nonmembers reporting hours; hours of service; number of veterans served; type of service; dates; and cost of materials.
4. Annual Report Form will include: the name and number of the Unit; address and name of the Unit Chairman; names of volunteers reporting hours; types of service; total number of veterans served; total hours served by each volunteer; total numbers of hours served by the Unit; and total cost of materials.
5. The records on the Unit report for each volunteer should agree with the individual records turned in to the Unit Chairman. The Unit Chairman should keep a copy of all individual records.
6. The individual report forms must be turned in to the Department Chairman with any request for Service to Veterans pins. The Department Chairman is responsible for adding the number of hours served in the current year to any previously earned hours so the permanent record of each person shows the rewarding of pins or the hours necessary for a pin. The Unit or individual is responsible for the cost of the pin.
7. The report forms will be the ones approved by the current Department Chairman.
8. A narrative of not more than 1000 words describing the Service to Veterans activities of the Unit. Prescribed narrative form: 1 inch margins and sufficient room at the end to include the Chairman's signature, name and number of the Unit, number of Unit members, address of the Chairman, and address of the Unit.
9. This is a traveling plaque and shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
10. The narrative must be accompanied by the individual records and the Unit's report form to qualify. Judging will be as follows:
 - A. 60% Best year round Service to Veterans program as outlined by the National organization for the current year.
 - B. 20% Reporting Service to Veterans program hours regularly during the year to the Department Chairman.
 - C. 10% Participation in "Adopt a Veteran" program.
 - D. 10% Greatest percentage of Service to Veterans volunteers based on Unit membership.
11. Judging of entries will be prior to the Department Convention to be done by the Department Service to veterans Chairman and two (2) qualified members.

(Revised June 2015)

**CARE PLAQUE
VETERANS AFFAIRS AND REHABILITATION**

The purpose of the plaque is to recognize the individual who has participated to the greatest degree in the programs of the Veterans Affairs and Rehabilitation program.

Namely:

VA Hospital Volunteer or Volunteer
Service to Veterans Program
Encouragement to others to take part
To have their American Legion Auxiliary and Hospital Orientations

CRITERIA FOR THE SELECTION OF THE WINNER:

1. Service to Veterans Program
2. VA Hospital Volunteer or Volunteer.
3. Leadership to increase the activity of others in the Veterans Affairs and Rehabilitation program within their Unit.
4. Promoting others to work in these programs.
5. Reporting regularly to the Unit.
6. A NARRATIVE of not more than 250 words describing the activities of the individual being nominated for the award.

Any member of the American Legion Auxiliary, Department of Arizona is eligible for this plaque provided they have met all areas of the Veterans Affairs and Rehabilitation program.

Nominations must be sent to the Department Veterans Affairs and Rehabilitation Chairman and be attested to by the signature of the Unit President, the Unit Service to Veterans Chairman, and the American Legion Auxiliary VAVS Representative. A panel of three (3) judges will decide the winner.

Nominations will be submitted to the Department Veterans Affairs and Rehabilitation Chairman at the time of the annual reporting date.

Winners on the plaque will be listed by:

Individual's Name

Unit Number

Year of winning plaque

Replacement of the plaque:

Any Unit winning the plaque for three (3) consecutive years will replace the plaque after the 3rd year, all rules to remain the same.

(Revised June 2015)

**Marge Lynn “WE ALSO CARE PLAQUE”
VETERANS AFFAIRS AND REHABILITATION**

The purpose of the plaque is to recognize the individual that does not have the advantage of being near a Veterans Hospital to volunteer, who has participated to the greatest degree in the Service to Veterans Program. Namely:

- Service to Veterans Program
- Encouragement to others to take part

CRITERIA FOR THE SELECTION OF THE WINNER:

1. Participation in Service to Veterans Program
2. Leadership to increase the activity of others in the Veterans Affairs and Rehabilitation program within their Unit.
3. Promoting others to work in these programs.
4. Regular reporting each month is required to qualify. Reports must agree with annual report to the Department Service to Veterans Chairman.
5. The monthly reports must include the Unit name and number, volunteer member's name, number of veterans served, kind of service, number of hours served and dates. Report must be signed by the Unit Service to Veterans Chairman and Unit President and sent to the Department Service to Veterans Chairman. The report forms approved by the Department Service to Veterans Chairmen will be used.
6. Annual report must include total Service to Veterans hours, types of service, total number of veterans served, total cost of materials, names and total hours of each volunteer member, total hours of Unit, Unit name and number, and name and address of Chairman.
7. A narrative report of not more than 250 words describing the Service to Veterans activities of the member will be required. The report must be accompanied by the individual member's records and the Unit's records, signed by the Unit Service to Veterans Chairman.
8. The report should include the nominated member's name. All reports are due by the specified date.

Any member of the American Legion Auxiliary, Department of Arizona is eligible for this plaque provided they have met all areas of the Veterans Affairs and Rehabilitation program excluding VA Hospital Volunteer.

Nominations must be sent to the Department Service to Veterans Chairman and be attested to by the signature of the Unit President and Unit Service to Veterans Chairman. A panel of three (3) judges will decide the winner. Nominations will be submitted to the Department Service to Veterans Chairman at the time of the annual reporting date.

Winners on the plaque will be listed by:

- Individual's Name
- Unit Number
- Year of winning plaque

Replacement of the plaque:

Any Unit winning the plaque for three (3) consecutive years will replace the plaque after the 3rd year, all rules to remain the same.

(Revised June 2015)