PLEASE NOTE:

THE FOLLOWING WAS OMITTED FROM THE CHAPLAINS GUIDE – (my sincere apologies)

**RULES FOR THE BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR SENIORS**

**Edna Schuitema Citation for Units Edna Clarahan Citation for Districts**

All Chaplains (Unit and District) are expected to complete the Chaplain’s portion of the Annual Report Form. The Unit Annual Report Forms and entries are to be sent to the District Chaplain by **March 30, 2024**. The answers provided in the Chaplain’s Annual Report Forms are the basis for judging of the awards. The District Chaplain will judge these reports and entries, and will forward only the winning entry with the Name of the Unit/District for an award along with the Annual Report Form they filled out, to the Department Chaplain by **April 15, 2024.**

ALL ENTRIES MUST HAVE SUBMITTED THEIR ANNUAL REPORT FORMS TO DISTRICT AND DEPARTMENT TO QUALIFY.

**ALL BOOKS THAT HAVE BEEN REPORTED TO THE DEPARTMENT CHAPLIAN SHALL BE BROUGHT TO THE DESPLAY AREA FOR JUDGING. THEY SHALL BE TURNED IN ON THE FIRST DAY OF THE CONVENTION BY 3:00 P.M. BOOKS MUST BE SIGNED IN AND OUT WITH THE CONVENTION COMMITTEE, WITHOUT FAIL.**

As a reminder:

**THE LEONA PITMAN CITATION**:

To the Unit that has the most outstanding report for the year

**THE EDNA SCHUITEMA CITATION**: To the Unit submitting the best “Book of Prayers and Devotional Thoughts”.

**THE EDNA CLARAHAN CITATION**: To the District submitting the best “Book of Prayers and Devotional Thoughts”.

**THE ALYS HUNT CITATION**: To the Junior submitting the best “Book of Prayers and Devotional Thoughts”.

**SERVICE TO GOD AND COUNTRY PROGRAM**:

To the Unit Chaplain for promoting the best Service to God and Country program. A separate form must be completed and sent to the District Chaplain for judging.

**RULES FOR LEONA PITMAN CITATION**:

The Leona Pitman Citation is awarded to the Unit Chaplain who:

1. Promotes the most inspiring program.

2. Influences Junior and Senior members to attend the church of their choice.

3. Visits the sick and troubled, attending funeral services of deceased members.

4. Holds a Memorial Service for deceased members.

Please provide a brief narrative outlining the Unit Program attached to your Chaplains Annual Report judging this entry, District Chaplains will select the best Unit from the District and forward it to the Department Chaplain for the judging of this award.

RULES FOR THE BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR SENIORS

Edna Schuitema Citation for Units Edna Clarahan Citation for Districts

**A. FORMAT OF BOOK**

1. COVER
2. White, 3 ring 9x5” x 11.5” binder/notebook
3. Must show the 2.5” American Legion Auxiliary Emblem
4. Cover may be illustrated (decorated)
5. PAGES
6. 8.5” x 11.5” pages
7. Typed or printed – double spaced
8. If desired, illustration may be used
9. **CONTENTS**
10. TITLE PAGE (VERY FIRST PAGE)
11. Must show 1.25” or 2.5” American Legion Auxiliary Emblem at the top
12. Dedication – “To or In Memory of\_\_\_\_\_\_\_\_\_\_\_\_ “
13. Address, name Unit or District number, and size of Unit/District.
14. Name of Chaplain preparing the book
15. Name of the Unit/District President
16. Date (current year)
17. SECTION 1:
18. Title – “PRAYERS”
19. Contents
20. Prayers that are your original or your favorite

a) Original Prayers – must be signed by the author

b) Favorite Prayers must show:

1. The name of the author, and

2. The name of the person submitting it

2. Length of entry – 1 page

1. SECTION 2:
2. Title – “DEVOTIONAL THOUGHTS”
3. Contents
4. Verses, poems, quotations,

Must include:

1. Name of author
2. The name of the person submitting it
3. Favorite Scriptures

Must include

1. The source – Book of the Bible, Chapter & Verse
2. The name of the person submitting it
3. Length of entry-1 page

4. LAST PAGE OF ENTIRE BOOK

a. Must list the name/number of the Unit/District

b. Must list the names of all members participating during the current administrative year

**C. RULES FOR JUDGING**

1. Required Materials 2. Contents (Prayers & Devotional Thoughts)

a. Format – 10% a. Originality – 25%

b. Title page – 5% b. Neatness- 25%

c. Last page – 5% c. Arrangement – 25%

d. Member participation – 5%

**“Service to God and Country”**

**Unit Chaplain’s Entry Form**

**(To be submitted with the Annual Reports)**

Unit Name and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Unit Chaplain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write a **narrative** expressing how you participated in “The Service to God and Country Program.”

Use the following as a guideline. You need not have completed all of the activities

listed or you may have participated in some other activity as a Chaplain. Use the list below as a checklist and be sure to include those items in your narrative.

**SERVICE TO GOD**

\_\_\_\_\_1. Prayers at Unit meetings and functions.

\_\_\_\_\_2. “Back to God” movement, encourage members to attend worship services, daily family

prayers, religious education classes for children, etc.

\_\_\_\_\_3. Invite local religious leaders to speak at Unit meetings or functions.

\_\_\_\_\_4. Place a sign at the Post encouraging regular worship.

\_\_\_\_\_5. Flags or other materials presented to local churches.

\_\_\_\_\_6. Distribute “Grace Before Meals” cards to restaurants.

\_\_\_\_\_7. Visit shut-in members.

\_\_\_\_\_8. Report at Unit meetings on ill or hospitalized members.

\_\_\_\_\_9. Send cheer or condolence cards to members and their families.

\_\_\_\_10. Hold Memorial Services for deceased members.

\_\_\_\_11. Drape the Charter for a deceased member.

\_\_\_\_12. Hold a Memorial Service for all deceased members in May.

**SERVICE TO COUNTRY**

\_\_\_\_\_1. Participate in services on Memorial Day, Veterans Day, Thanksgiving, etc.

\_\_\_\_\_2. Hold a special “Four Chaplains” program at a Unit meeting, in a public program or

In a church.

\_\_\_\_\_3. Encourage a spirit of brotherhood and service to God and Country in a

Community effort.

\_\_\_\_\_4. Work with local agencies on juvenile delinquency.

\_\_\_\_\_5. Raise the level of physical fitness in your community.

\_\_\_\_\_6. Any other type of community effort to better your community and country.

\_\_\_\_\_7. Promote youth programs such as Girl Scouts, 4-H, Junior Auxiliary

Special Olympics, etc.

**Deadline: Send this sheet and your narrative to your District Chaplain by March 30,2024**