

**SONS  
OF  
THE AMERICAN LEGION**



**NATIONAL  
ADMINISTRATIVE  
MANUAL**

**2017**

**35<sup>th</sup> Edition**



**SONS OF THE AMERICAN LEGION  
ADMINISTRATIVE MANUAL 2016-2017  
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# **SECTION I**

**2016 – 2017 Directory:**

**National Officers  
National Commission / Committee Chairmen  
Past National Commanders  
National Executive Committeemen  
Alternate National Executive Committeemen  
Detachment Commanders  
Detachment Adjutants**

**2016 - 2017**  
**NATIONAL OFFICERS**  
**SONS OF THE AMERICAN LEGION**

<b>NATIONAL COMMANDER</b>	Jeff C. Frain (AZ)
<b>NATIONAL VICE COMMANDERS</b>	Joseph A. Korba (NJ) William D. Kelly Jr (FL) Michael L. Lawler (WI) Kenneth L. Yanke (CO) Joseph B. Keiser (NV)
<b>NATIONAL ADJUTANT</b>	Brian J. O'Hearne (MA)
<b>NATIONAL ASSISTANT ADJUTANT - EMERITUS</b>	Harold E. Thompson, Jr. (NE)
<b>NATIONAL ASSISTANT ADJUTANTS</b>	Anthony W. Wright (PA) Ed Sheubrooks, 800 S Brocksmith Rd (FL) Robert J. Avery, 37 Foxe Commons (NY) David M. Ridenour (IN) Scott A. Williams (VA) Scott J. Thornton (OH)
<b>NATIONAL CHAPLAIN</b>	Richard A. Ellwein (MT)
<b>NATIONAL HISTORIAN</b>	Michael Kane (PA)
<b>NATIONAL JUDGE ADVOCATE</b>	Joseph Paviglianti (NY)
<b>NATIONAL SERGEANT- AT-ARMS</b>	Danny J. Poole (MI)
<b>NATIONAL ASSISTANT SERGEANT-AT-ARMS</b>	Wes Fulton (NE) Lyle G. Larson (KS) Brian K. Waters (PA) Raymond P. Giehll III (IN) Matthew Chebro (GA)
<b>AIDE TO THE NATIONAL COMMANDER</b>	Charles E. Treat II (AZ)

<b>2016 - 2017</b> <b>NATIONAL COMMISSION/COMMITTEE CHAIRMEN</b> <b>SONS OF THE AMERICAN LEGION</b>
---

**COMMISSION CHAIRMEN**

<b>LEGISLATIVE</b>	David W. Lee (NY)
<b>VA &amp; R</b>	Clint D. Bolt (VA)
<b>FINANCE</b>	William G. Hill (MD)
<b>INTERNAL AFFAIRS</b>	Mark A. Tansel (IN)
<b>AMERICANISM</b>	Gerald Hammerschmidt (KS)
<b>PUBLIC &amp; MEDIA COMM</b>	Michael C. Fox (CA)
<b>VET EMPLOYMENT/EDU</b>	Larry C. Weinzirl (MD)

**COMMITTEE CHAIRMEN**

<b>CHILDREN &amp; YOUTH</b>	John P. Waite (VT)
<b>CHILD WELFARE</b>	Christopher A. Carlton (IN)
<b>CONVENTION</b>	Leslie J. "Jim" Stewart (NV)
<b>MEMBERSHIP</b>	Seth A. Rippe (NE)
<b>MEMBER TRAINING &amp; DEVELOPMENT</b>	Mike Sawicki (IN)
<b>RESOLUTIONS</b>	John T. Jennings (FL)
<b>COMMANDERS ADVISORY</b>	Douglas P. Bible (MN)
<b>COMMITTEES ON COMMITTEES</b>	Raymond P. Giehll Jr (IN)

**NON-COMMITTEE NATIONAL SAL OFFICERS**

<b>EDITOR, SAL NEWSLETTER</b>	Michael Pipher (IN)
<b>WEB MASTER</b>	Wesley "Wes" Wills (KS)
<b>EVENT COORDINATOR</b>	Clifford E. Hall (GA)

<p style="text-align: center;"><b>PAST NATIONAL COMMANDERS SONS OF THE AMERICAN LEGION</b></p>
--

<b>1968</b>	Michael Seaton (CA)
<b>1969</b>	Robert McBride (SC)
<b>1970-71</b>	J. R. Stillwell (IL)
<b>1972</b>	John Smolinsky (MA)
<b>1973</b>	Robert Faust (CA)
<b>1974</b>	James Hartman (FL)
<b>1975</b>	Gregory D. Reis (IL)
<b>1976</b>	Grant M. Jamieson (MI)
<b>1977</b>	Charles E. Gannon (MD)
<b>1978</b>	John M. Sherrard (CA)
<b>1979</b>	Richard J. Kepler (AZ) - <i>Deceased</i>
<b>1980</b>	Ernest Wilson, Jr. (NJ) - <i>Deceased</i>
<b>1981</b>	Donald L. Willson (PA) - <i>Deceased</i>
<b>1982</b>	David P. Stephens (IN)
<b>1983</b>	Christopher R. Cerullo (NY)
<b>1984</b>	Fred L. Hartline (OH)
<b>1985</b>	Woodrow L. Mudge, Jr. (CO) - <i>Deceased</i>
<b>1986</b>	Royce Doucet (LA) - <i>Deceased</i>
<b>1987</b>	Douglas P. Bible (MN)
<b>1988</b>	Richard L. League (MD)
<b>1989</b>	David R. Faust (WI)
<b>1990</b>	Charles R. Belles (VA)
<b>1991</b>	Robert A. Worrel (IN)
<b>1992</b>	Eugene L. Sacco (CA)
<b>1993</b>	Charles B. Rigsby (MI) - <i>Deceased</i>
<b>1994</b>	Roland D. Matteson (AZ)
<b>1995</b>	Joseph Mayne (WI)
<b>1996</b>	John T. Dietz (OH)
<b>1997</b>	Jack E. Jordan (TX)
<b>1998</b>	William E. Matoska (MD)
<b>1999</b>	Byron J. Robichaux (LA)
<b>2000</b>	Richard L. Cook (OK)
<b>2001</b>	Kevin N. Winkelmann (TX)
<b>2002</b>	Clifford A. Smith (MA)
<b>2003</b>	Steve C. Laws (NC)
<b>2004</b>	Neal C. Warnken (KS)
<b>2005</b>	Michael J. Deacon (IA)

**PAST NATIONAL COMMANDERS  
SONS OF THE AMERICAN LEGION  
(continued)**

<b>2006</b>	William L. Sparwasser (MD)
<b>2007</b>	Earl R. Ruttkofsky (MI)
<b>2008</b>	Raymond Giehll, Jr. (IN)
<b>2009</b>	Thomas E. Cisna (IL)
<b>2010</b>	Mark E. Arneson (GA)
<b>2011</b>	David L. Dew (TX)
<b>2012</b>	James K. Roberts (FL)
<b>2013</b>	Christopher J. Huntzinger (PA)
<b>2014</b>	Joseph W. Gladden (MD)
<b>2015</b>	Michael W. Moss (CO)
<b>2016</b>	Kevin L. Collier (AK)

**PAST NATIONAL COMMANDERS  
SONS OF THE AMERICAN LEGION  
HONORARY**

<b>2009</b>	Patrick J. Shea (OH) - deceased
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**2016 - 2017**  
**NATIONAL EXECUTIVE COMMITTEEMEN**  
**SONS OF THE AMERICAN LEGION**

<b>ALABAMA</b>	Rev Thomas C. Glander
<b>ALASKA</b>	Howard P. Fruhwirth Jr
<b>ARIZONA</b>	Robert D. Hath
<b>ARKANSAS</b>	Tommy L. Walker
<b>CALIFORNIA</b>	Mark S. Severance
<b>COLORADO</b>	Peter Sierminski
<b>CONNECTICUT</b>	John M. Wright
<b>DELAWARE</b>	Lawrence F. Cullen Jr
<b>FLORIDA</b>	John T. Jennings
<b>FRANCE</b>	Ronald E. Moore
<b>GEORGIA</b>	Robert S. "Bob" Brown
<b>HAWAII</b>	Bernard K.Y. Lee
<b>IDAHO</b>	Wayne W. Foster
<b>ILLINOIS</b>	Fr Gary P. Gummersheimer
<b>INDIANA</b>	Michael A. Pipher
<b>IOWA</b>	Richard L. Young
<b>KANSAS</b>	Steve Ward
<b>KENTUCKY</b>	Steve D. Curry
<b>LOUISIANA</b>	Camille A. LeJeune Jr
<b>MAINE</b>	Richard L. Huntley Jr
<b>MARYLAND</b>	Bernard A. Dadds Jr
<b>MASSACHUSETTS</b>	David L. Johnson Jr
<b>MICHIGAN</b>	Rodney J. Tolbert
<b>MINNESOTA</b>	Allen G. Amundson
<b>MISSISSIPPI</b>	Ronald E. Roberts
<b>MISSOURI</b>	Doyle T "Travis" Cummins
<b>MONTANA</b>	John C. Pellegrini
<b>NEBRASKA</b>	Keith P. Kearns
<b>NEVADA</b>	Leslie J. "Jim" Stewart
<b>NEW HAMPSHIRE</b>	Phillip A. Cook
<b>NEW JERSEY</b>	Gary P. Nelson
<b>NEW MEXICO</b>	Joseph R. Navarrete
<b>NEW YORK</b>	David L. Bishop Sr
<b>NORTH CAROLINA</b>	Terry L. Pressley
<b>NORTH DAKOTA</b>	Tim J. Tuma
<b>OHIO</b>	William R. Sutterlin

**2016 - 2017**  
**NATIONAL EXECUTIVE COMMITTEEMEN**  
**SONS OF THE AMERICAN LEGION**  
**(continued)**

<b>OKLAHOMA</b>	Christopher L. Cook
<b>OREGON</b>	William "Willy" B. Williams
<b>PENNSYLVANIA</b>	George Flasiniski
<b>PHILIPPINES</b>	None
<b>RHODE ISLAND</b>	Henry C. Camire
<b>SOUTH CAROLINA</b>	James D. Moore
<b>SOUTH DAKOTA</b>	Kerry L. Jorgenson
<b>TENNESSEE</b>	Gillis "Ed" Wallace
<b>TEXAS</b>	David A. Blair
<b>UTAH</b>	Kent Hansen
<b>VERMONT</b>	Harold I. Trombley
<b>VIRGINIA</b>	Linwood A. Moore
<b>WASHINGTON</b>	David L. Van Duisen
<b>WEST VIRGINIA</b>	Wyatt G. Smith
<b>WISCONSIN</b>	Daniel R. Daily
<b>WYOMING</b>	Gary A. Swanlund

**2016 - 2017  
ALTERNATE  
NATIONAL EXECUTIVE COMMITTEEMEN  
SONS OF THE AMERICAN LEGION**

<b>ALABAMA</b>	Blair Miles
<b>ALASKA</b>	Loren J. Estrada Sr
<b>ARIZONA</b>	Joseph E. Roberts
<b>ARKANSAS</b>	Vacant
<b>CALIFORNIA</b>	Rodney B. Perkins
<b>COLORADO</b>	J. Scott Garrett
<b>CONNECTICUT</b>	Robert L. Turner
<b>DELAWARE</b>	H. Terry Johnson
<b>FLORIDA</b>	Kirk T. Miller
<b>FRANCE</b>	Casby J. Logan
<b>GEORGIA</b>	Zeste C. Debro
<b>HAWAII</b>	Bryan K. Lee
<b>IDAHO</b>	Woody W. Jones
<b>ILLINOIS</b>	James T. Hunter
<b>INDIANA</b>	Keith R. Williams
<b>IOWA</b>	Robert E. Jackson
<b>KANSAS</b>	Doug L. Evans
<b>KENTUCKY</b>	Brandon K. Curry
<b>LOUISIANA</b>	Enos N. Bellanger
<b>MAINE</b>	Donald B. Allisot Jr
<b>MARYLAND</b>	Jeffrey A. Seiler
<b>MASSACHUSETTS</b>	William Murphy III
<b>MICHIGAN</b>	Michael G. Boughner
<b>MINNESOTA</b>	Dennis J. Henkemeyer
<b>MISSISSIPPI</b>	Raymond Thornton
<b>MISSOURI</b>	Jay E. Marsden
<b>MONTANA</b>	Roger O. Hancock
<b>NEBRASKA</b>	David L. Rippe
<b>NEVADA</b>	Stephen H Silberkraus
<b>NEW HAMPSHIRE</b>	Richard C. Pond Jr
<b>NEW JERSEY</b>	Leonard E. Free
<b>NEW MEXICO</b>	Daniel O'Rourke
<b>NEW YORK</b>	John P. Chang
<b>NORTH CAROLINA</b>	Christopher Byrd
<b>NORTH DAKOTA</b>	Willis J. Pritchard

**2016 - 2017  
ALTERNATE  
NATIONAL EXECUTIVE COMMITTEEMEN  
SONS OF THE AMERICAN LEGION  
(continued)**

<b>OHIO</b>	Steven R. Honigfort
<b>OKLAHOMA</b>	Jay L. Cook
<b>OREGON</b>	Ron Mitchell
<b>PENNSYLVANIA</b>	Kevin I. Ivery
<b>PHILIPPINES</b>	None
<b>RHODE ISLAND</b>	None
<b>SOUTH CAROLINA</b>	Kenneth J. Doremus
<b>SOUTH DAKOTA</b>	Colin D. Royal
<b>TENNESSEE</b>	Byron J. Trantham
<b>TEXAS</b>	Thomas P. Skelley
<b>UTAH</b>	Vacant
<b>VERMONT</b>	Henry A. Cleveland
<b>VIRGINIA</b>	Robert M. Borkovich
<b>WASHINGTON</b>	Timothy R. Timmreck
<b>WEST VIRGINIA</b>	Rocky A. Fox
<b>WISCONSIN</b>	Patrick N. Gryskiewicz
<b>WYOMING</b>	Gary L. Temple

<p><b>2016 - 2017</b></p> <p><b>DETACHMENT COMMANDERS</b></p> <p><b>SONS OF THE AMERICAN LEGION</b></p>
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<b>ALABAMA</b>	Jeffrey L. Gibson Sr
<b>ALASKA</b>	Michael R. Jimerson
<b>ARIZONA</b>	Mike Talty
<b>ARKANSAS</b>	Lon G. Baureis
<b>CALIFORNIA</b>	Matt F. Parsons
<b>COLORADO</b>	Jim Gaddis
<b>CONNECTICUT</b>	Richard L. Lurette
<b>DELAWARE</b>	Scott Underkoffler
<b>FLORIDA</b>	Steven A. Gordon
<b>FRANCE</b>	Lee B. Preston
<b>GEORGIA</b>	Raymond C. Rollins
<b>HAWAII</b>	Allyn Y. Lee
<b>IDAHO</b>	James L. Gould
<b>ILLINOIS</b>	Phillip S. Shipley
<b>INDIANA</b>	Joseph E. Schultis
<b>IOWA</b>	Gary Bonesteel
<b>KANSAS</b>	Thomas D. Wallsmith
<b>KENTUCKY</b>	William T. Moser III
<b>LOUISIANA</b>	John C. Lawrence
<b>MAINE</b>	Ronald E. Marr
<b>MARYLAND</b>	Raymond H. Edwards Jr
<b>MASSACHUSETTS</b>	Edward J. Villard
<b>MICHIGAN</b>	Carvin L. Chapman
<b>MINNESOTA</b>	Eugene R. Olswold
<b>MISSISSIPPI</b>	Willie L. Glasper
<b>MISSOURI</b>	John H. Buckner
<b>MONTANA</b>	Lowell E. Long Jr
<b>NEBRASKA</b>	Bobby G. Baker
<b>NEVADA</b>	Stephen H Silberkraus
<b>NEW HAMPSHIRE</b>	John R. Cook
<b>NEW JERSEY</b>	Robert J. Bascou
<b>NEW MEXICO</b>	Donald J. Conger
<b>NEW YORK</b>	Jonathan B. Ruthven
<b>NORTH CAROLINA</b>	John H. Jenkins
<b>NORTH DAKOTA</b>	Frank C. Vondra
<b>OHIO</b>	Daniel A. Finnell

**2016 - 2017**  
**DETACHMENT COMMANDERS**  
**SONS OF THE AMERICAN LEGION**  
**(continued)**

<b>OKLAHOMA</b>	Mike Deutser
<b>OREGON</b>	Marc W. Chancy
<b>PENNSYLVANIA</b>	Joseph M. Wysochanski Jr
<b>PHILIPPINES</b>	None
<b>RHODE ISLAND</b>	Raymond M. Bott
<b>SOUTH CAROLINA</b>	Jason R. Yodice
<b>SOUTH DAKOTA</b>	Jeffrey J. Shannon
<b>TENNESSEE</b>	Robert F. Stephenson
<b>TEXAS</b>	Henry B. Creech
<b>UTAH</b>	Robert Q. Gunn
<b>VERMONT</b>	Henry A. Cleveland
<b>VIRGINIA</b>	Johnny W. Baker
<b>WASHINGTON</b>	Tom M. Rancourt
<b>WEST VIRGINIA</b>	Vacant
<b>WISCONSIN</b>	Michael A. Kollmansberger
<b>WYOMING</b>	Charles R. Keith

<b>2016 - 2017</b> <b>DETACHMENT ADJUTANTS</b> <b>SONS OF THE AMERICAN LEGION</b>
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<b>ALABAMA</b>	Andrew E. Cherry
<b>ALASKA</b>	Kevin L. Collier
<b>ARIZONA</b>	Charles E. Treat II
<b>ARKANSAS</b>	Thomas J. Thompson
<b>CALIFORNIA</b>	Jeffrey E. Flynt
<b>COLORADO</b>	J. Scott Garrett
<b>CONNECTICUT</b>	Robert L. Turner
<b>DELAWARE</b>	Michael S. Cotton
<b>FLORIDA</b>	James K. Roberts III
<b>FRANCE</b>	James M. Settle
<b>GEORGIA</b>	Ronald F. "Ronnie" Grist
<b>HAWAII</b>	Bernard K. Y. Lee
<b>IDAHO</b>	Rolland D. Adams Jr
<b>ILLINOIS</b>	Jeffrey J. VanHorn
<b>INDIANA</b>	Damon J. Bradtmueller
<b>IOWA</b>	Brian K. Kessler
<b>KANSAS</b>	Donald L. Culver
<b>KENTUCKY</b>	Steve D. Curry
<b>LOUISIANA</b>	Camille A. LeJeune Jr
<b>MAINE</b>	Bruce M. Pierce
<b>MARYLAND</b>	William E. Matoska
<b>MASSACHUSETTS</b>	Clifford A. Smith
<b>MICHIGAN</b>	Gordon Z. "Zack" Pendell
<b>MINNESOTA</b>	Douglas P. Bible
<b>MISSISSIPPI</b>	Troy Porter II
<b>MISSOURI</b>	Bryan P. Bradford
<b>MONTANA</b>	Richard A. Ellwein
<b>NEBRASKA</b>	Eric J. Brink
<b>NEVADA</b>	Chris Edwards
<b>NEW HAMPSHIRE</b>	John E. Neylon Jr
<b>NEW JERSEY</b>	Carl W. Albern Jr
<b>NEW MEXICO</b>	Tony R. Navarrete
<b>NEW YORK</b>	Robert J. Avery
<b>NORTH CAROLINA</b>	David M. Warriner
<b>NORTH DAKOTA</b>	Tim J. Tuma
<b>OHIO</b>	Scott J. Thornton

**2016 - 2017**  
**DETACHMENT ADJUTANTS**  
**SONS OF THE AMERICAN LEGION**  
**(continued)**

<b>OKLAHOMA</b>	Richard L. Cook
<b>OREGON</b>	Franklin D. Craig
<b>PENNSYLVANIA</b>	Anthony W. Wright
<b>PHILIPPINES</b>	None
<b>RHODE ISLAND</b>	Cory D. Bates
<b>SOUTH CAROLINA</b>	Robert E. Thompson
<b>SOUTH DAKOTA</b>	Colin D. Royal
<b>TENNESSEE</b>	John L. Jones
<b>TEXAS</b>	Kevin N. Winkelmann
<b>UTAH</b>	Robert H. Jones
<b>VERMONT</b>	Lucas Herring
<b>VIRGINIA</b>	Scott A. Williams
<b>WASHINGTON</b>	Wayne L. Elston
<b>WEST VIRGINIA</b>	Jeffrey M. Ryman
<b>WISCONSIN</b>	David R. Faust
<b>WYOMING</b>	Gary A. Swanlund

# **SECTION II**

**THIS SECTION PERTAINS TO  
THE DEFINITIONS AND USES  
OF THE ADMINISTRATIVE FORMS  
PROVIDED IN THIS MANUAL**

**GENERAL**

At various times throughout the year, National Headquarters requires Detachments to submit certain information. This information is outlined in this section.

**A) DETACHMENT OFFICER'S REPORT (CERTIFICATION)**

Submitted By: Detachment Adjutant (or other appropriate Detachment official)  
Purpose: Certification of newly elected Detachment Officers  
Deadline: Directly after Detachment elections and prior to National Convention  
Form: SAL 1-A01, Detachment Officer's Report

DETAILS: Of all the forms requested by the National Organization, this is the most important one. With the submission of SAL 1-A01, (Detachment Officer's report), newly elected Detachment officers are placed on the National Directory. This Directory is the basis for mailings from National Headquarters. Therefore, the information is very essential.

On the reverse side of the Detachment Officer's Report is the Detachment Chairmen Report. If your Detachment has elected or appointed anyone to any of these offices, please complete this form.

The form should be completed and returned to National Headquarters directly after the election of new Detachment officers. Complete address information should be provided (i.e. full address, zip, etc.) A copy should be provided to the Department Adjutant as an information copy.

**B) CERTIFICATION OF DETACHMENT CONVENTION DATES/LOCATION**

Submitted By: Detachment Adjutant  
Purpose: Notification of Detachment Convention date(s), location  
Deadline: To be submitted as soon as information is available  
Form: SAL 2-A01, Certification of Detachment Convention Dates

DETAILS: Form SAL 2 - A01 is to be submitted to National Headquarters when the requested information becomes available. This information is requested for coordination purposes, and will be published in the National Adjutant's Newsletter. If the Detachment Convention is held separately from the Convention of the corresponding American Legion Department, it is suggested that a copy be sent to the Department Adjutant.

**C) NATIONAL OFFICER VISITATION REQUEST FORM**

Submitted By: Detachment Adjutant through the Department Adjutant's Office  
Purpose: Request for visit by a National Officer (National Commander or National Vice Commander)  
Deadline: Due at National Headquarters no later than October 31<sup>st</sup> of each year prior to the scheduled visit.

DETAILS: Visitations by National Officers can only be obtained through the submission of

SAL 3-A05. The National Commander, or his representative, is allowed one official visit to each Detachment (with the expenses incurred by the National Organization), after invitation by a Department and approval of the Director, Internal Affairs Division, National Headquarters, The American Legion.

**D) LARGEST SQUADRON SUBMISSION:**

Submitted By: Detachment Adjutant  
Purpose: Submission for Largest Squadron within the Nation  
Deadline: March 31  
Form: SAL 4-A01, Largest Squadron Submission

DETAILS: The first nationwide search for the largest SAL Squadron was held during 1980, for 1979 membership. The response for that first “search” was so good, that it has now become an annual event. Each Detachment is requested to submit their largest Squadron, giving their membership, using the previous year membership totals (i.e. 2017 search uses 2016 final membership totals).

The membership cut-off date should be December 31. Form SAL 4-A01 should be submitted to the National Adjutant no later than March 31. An appropriate plaque is presented to the Largest Squadron obtained through this “search”.

**E) NATIONAL CONVENTION DELEGATE/ALTERNATIVE/GUEST REGISTRATION FORMS:**

Submitted By: Detachment Commander and Detachment Adjutant  
Purpose: Certification of National Convention Delegates/Alternates/Guests  
Deadline: Deadline established in written guidelines by National Headquarters (normally 30 days prior to National Convention).  
Form: SAL 5-A05, Certification of National Convention Delegates  
SAL 6-A01, Certification of National Convention Alternates  
SAL 7-A01, Certification of National Convention Guests

DETAILS: National Convention Delegates, Alternate Delegates and Guests Certification forms are to be submitted to the National Adjutant (through National Headquarters) no later than 30 days prior to the opening of the National Convention. In the event of Delegate and Alternate Delegate elections taking place after the prescribed deadline, their certification is to be submitted immediately following their election. The first Delegate listed should be the Delegation Chairman. The second Delegate listed should be the Delegation Secretary. Additional forms should be used if further space is needed to list Delegates. The form should be signed by the Detachment Commander and Detachment Adjutant. Special instructions concerning advance submission of delegates and fees are sent to Detachments prior to the National Convention each year. Note: All forms must be typed or printed legibly.

**F) RESOLUTIONS:**

All resolutions, whether they are presented to a National Convention or a meeting of the

National Executive Committee, are to be submitted in triplicate, adhering to the following procedures:

**N.E.C. Resolutions:** Resolutions to be presented at a meeting of the National Executive Committee are to be submitted in accordance with the provisions set forth in the Uniform Code of Procedure of the National Executive Committee. It reads in part (Rule 10, parts A-D):

- A) Resolution which shall be offered as the direct action of the National Executive Committee shall be prepared in appropriate form containing an informative preamble in the form of “WHEREAS” followed by statements of fact and shall conclude with a resolving clause or declaration that it is to receive action of the National Executive Committee. Such resolving clause or clauses shall contain the following leading language:

“RESOLVED, By the National Executive Committee of the Sons of The American Legion in regular (or special) meeting assembled in (City, State), on (date or dates) that, etc.--and, be it further

“RESOLVED, That, etc.”

- B) Resolutions of Squadrons, intermediate bodies, or other officially constituted subordinate organizations which shall have received favorable action by their respective Detachment Conventions or Executive Committee and which shall be acted upon by the National Executive Committee in the form of a final Resolving Clause shall contain the following leading language:

“And it finally Resolved, By the National Executive Committee regular (or special) meeting assembled in (City, State) on (date or dates) that, etc. ..“

- C) Resolutions of Detachment Conventions or Detachment Executive Committees shall be similarly acted upon by the National Executive Committee in the form of a final resolving clause (clauses) as contemplated in paragraph B above.
- D) All resolutions for consideration by the National Executive Committee not emanating from a Commission or Committee of the National Executive Committee *must* be forwarded to the National Adjutant at least fifteen (15) days prior to said meeting of the National Executive Committee.

**National Convention Resolutions:** Resolutions submitted for the consideration of a National Convention are to be submitted in accordance with the provisions set forth in the “Uniform Code of Procedure for the Organizations of the National Convention of the Sons of The American Legion”. It reads in part (National Convention resolutions section, numbers 1 - 4):

- 1) Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the National Adjutant.
- 2) Resolutions shall be approved by a Detachment, the National Executive Committee of the Sons of The American Legion, and Outlying Squadrons not affiliated with a Detachment, or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention by Detachments, Outlying Squadrons, and the NEC shall be filed with the National Adjutant.
- 3) Resolutions emanating from a Detachment Convention shall be forwarded to the National Adjutant to be in his hands thirty (30) days prior to the opening of the Convention. The only exception to this rule is the case of a Detachment Convention held on a date that renders it physically impossible to comply with the restricted time limit. In such cases, resolutions should be forwarded immediately following said Conventions, and the

National Adjutant shall be notified.

- 4) Resolutions originating with and approved by a Convention Committee shall be received and processed through the National Adjutant for record and number assignment.

Wording of resolutions submitted to the National Convention should include a resolving clause (or clauses) containing the following leading language:

“And be it finally Resolved, by the (Convention Number) Annual National Convention, of the Sons of The American Legion, meeting in (City, State), these (dates) days of (month), (year), that, etc.

Constitutional Amendments may only be considered by the National Convention. Therefore, all resolutions pertaining to Constitutional changes must be submitted to the National Convention.

A limited number of resolution forms have been attached. If additional forms are need, they may be copied, or obtained through the National Adjutant’s Office.

**G) SAL 100% HONOR RIBBONS (Gold):**

Submitted by: Department Adjutant, July 1st of each year

Purpose: Certification of Squadrons eligible for 100% Honor Ribbons

DETAILS: Although Detachment Adjutants do not directly act on this item, it has been included (mentioned) in this manual as a point of information. Detachments should be aware of this award, and that the Department Adjutant of the respective Department initiates, and administers it. A copy of this form is included in the Department Adjutant’s Administrative Manual.

**H) SAL ALL-TIME HIGH RIBBON (Red):**

Submitted by: Department Adjutant

Purpose: To recognize an “All Time High” in SAL membership

Deadline: Submit at any time during the calendar year when an “All Time High” is achieved by the Detachment.

Form: SAL 7-A85, SAL “All Time High” (Red) Honor Ribbon

DETAILS: Although Detachment Adjutants do not directly act on this item, it has also been mentioned in this manual as a point of information. Detachments should be aware of this award, and that the Department Adjutant of the respective Department initiates and administers it. The Detachment Adjutant should coordinate with the Department Adjutant. A copy of this form is included in the Department Adjutant’s Administrative Manual. This is a Detachment Award (only one ribbon per Detachment).

**NOTE:** If at any time questions arise concerning any of the administrative forms in the manual, please do not hesitate to contact the SAL National Adjutant for clarification.

# **SECTION III**

## **ADMINISTRATIVE FORMS**



# THE SONS OF THE AMERICAN LEGION DETACHMENT OFFICERS REPORT FORM

Please fill out this report giving complete name, mailing address and zip code, directly following the election of new Detachments Officers. Send original to: Sons of The American Legion, National Headquarters, P.O. Box 1055, Indianapolis, Indiana 46206. Retain one copy for your Detachment Records.

**(PLEASE PRINT OR TYPE ALL INFORMATION)**

The following Detachment Officers were elected/appointed at the Detachment Convention of the Sons of The American Legion, Detachment of \_\_\_\_\_, on \_\_\_\_\_  
(State) (Date)

in \_\_\_\_\_, and will take office on \_\_\_\_\_.  
(City, State) (Date)

**DETACHMENT COMMANDER** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT ADJUTANT** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

\_\_\_\_\_  
**(email address required for Detachment Adjutants)**

**NAT'L EXECUTIVE COMMITTEEMAN** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

\_\_\_\_\_  
**(email address required for NECmen)**

**ALTERNATE NECman** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**SAL DEPARTMENT ADVISOR** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

The above listed officers is required to be submitted to National Headquarters by NEC Resolution and required by the NEC of the Sons of The American Legion. Please complete the reverse side of the form if your Detachment has appointed any of the Committee Chairmen listed.

**THE SONS OF THE AMERICAN LEGION  
DETACHMENT CHAIRMEN REPORT FORM**

**DETACHMENT CHAIRMEN ELECTED OR APPOINTED  
(COMPLETE IF AVAILABLE)**

**DETACHMENT MEMBERSHIP CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT VA&R CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT AMERICANISM CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT CHILDREN & YOUTH CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT PUBLIC RELATIONS CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT COMMUNITY SERVICE CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT LEGISLATIVE CHRMN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code + four)

**DETACHMENT CHAPLAIN** \_\_\_\_\_

(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(Email Address only)

\_\_\_\_\_  
(Email Address only)

**(PLEASE PRINT OR TYPE ALL INFORMATION)**



**CERTIFICATION OF DETACHMENT**  
**CONVENTION DATES**

Detachment of: \_\_\_\_\_

The \_\_\_\_\_ Annual Convention of the

Detachment of \_\_\_\_\_

will be held on \_\_\_\_\_

at (Location, include street address, if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration opens at \_\_\_\_\_

(Time)

(Date)

The first session begins at \_\_\_\_\_

(Time)

(Date)

Acknowledgement

CERTIFIED:

\_\_\_\_\_  
Detachment Adjutant

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

This form should be submitted to National Headquarters as soon as the information is available.

SAL 2-A01



# NATIONAL OFFICER VISITATION REQUEST FORM

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

The Detachment of \_\_\_\_\_ extends a request for:

## National Commander's Visit

				SAL
Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	Expected Attendance
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice, if unavailable, Optional				

Check, if National Vice Commander Visit is acceptable if Commander not available

Check here, if the travel of Commander or Vice Commander's spouse is NOT feasible for visitation based upon meeting schedules, site locations, & etc.

## National Vice Commander's Visit

				SAL
Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	Expected Attendance
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice, if unavailable, Optional				

Visit Approved by:

Visit Requested by:

\_\_\_\_\_  
Department Commander or Adjutant

\_\_\_\_\_  
Detachment Commander or Adjutant

Please indicate the meetings that you would like the National Officer to attend. The National Commander will review all requests and determine a travel schedule for the year. The Departments and Detachments will be notified of the meeting selected. Requests must be sent to the National SAL Liaison by **October 31<sup>st</sup>** for the ensuing year. **NOTE: Only one National Commander and one National Vice Commander Visit are authorized for each Detachment, if available and cost efficient.**

**RETURN TO:**

**SAL Liaison, National Headquarters, The American Legion, PO Box 1055, Indianapolis, IN 46206**

SAL 3-A05



## THE SONS OF THE AMERICAN LEGION LARGEST SQUADRON CERTIFICATION FORM

**AWARD:** Citation to the Squadron determined to have the largest membership, throughout the Nation, as a result of submissions by Detachments.

**DIRECTIONS:** To be filed by the Detachment Adjutant. Each Detachment should list their largest Squadron determined by the previous year's membership, using December 31 as the membership cut-off date (i.e. 2017 search uses 2016 final membership totals).

**DEADLINE:** March 31st, submitted to:  
SAL Liaison, National Headquarters  
The American Legion  
P.O. Box 1055  
Indianapolis, IN 46206

**PLEASE PRINT OR TYPE ALL REQUESTED INFORMATION**

**ONLY SUBMIT ONE SQUADRON PER DETACHMENT**

**Detachment of:** \_\_\_\_\_ **Membership Year:** \_\_\_\_\_

**Squadron Name** \_\_\_\_\_ **Squadron Number:** \_\_\_\_\_

**Location (City):** \_\_\_\_\_

**Squadron Membership:** \_\_\_\_\_

**NOTE:** The top five Squadrons, nationwide, will be listed in the National Commander's bulletin or the summer issue the "National Update" if space is available.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Detachment Adjutant**

**SAL 4-A01**











**THIS FORM MUST BE FILLED OUT IN TRIPLICATE**

(All copies are to be submitted to the National Adjutant,  
under the proper time restrictions to:  
The Sons of The American Legion, PO Box 1055, Indianapolis, Indiana 46206)

\*\*\*\*\*

**NATIONAL HEADQUARTERS, THE SONS OF THE AMERICAN LEGION**

**NATIONAL EXECUTIVE COMMITTEE MEETING** \_\_\_\_\_

**(or) NATIONAL CONVENTION ASSEMBLED** \_\_\_\_\_

**RESOLUTION**

**No.** \_\_\_\_\_ **Title:**

\_\_\_\_\_

<b>TO BE FILLED IN BY THE RESOLUTIONS CHAIRMAN</b>	
Approval Recommended:	_____
Rejection Recommended:	_____
Referral to:	_____
Other Action:	_____
*****	
<b>Signature of Resolutions Chairman:</b>	

<b>SUBMITTED BY:</b>
Chairman (or Detachment Commander/Adjutant)
<b>RECEIVED BY:</b>

# **SECTION IV**

**CONSOLIDATED SQUADRON REPORT  
NATIONAL COMMISSION AND COMMITTEE  
PROGRAMS AND AWARDS  
S.A.L. ACCOMPLISHMENTS**

## **CONSOLIDATED SQUADRON REPORT (CSR)**

The Consolidated Squadron Report (CSR) blank forms are forwarded to each Detachment and/or Department in January of each year for distribution by the Detachment/Department to the various Squadrons. It is the most important document your Squadron can complete. The data gathered from these reports is combined with that of other Squadrons and compiled into a single report used by The American Legion, which is subsequently sent to Congress. Although not every Squadron is able to participate in all aspects of Americanism, Children and Youth and Veterans Affairs and Rehabilitation, the key is to report all that the Squadron has accomplished during the current membership year. Counties, Districts and Detachments are also urged to submit a CSR.

The report is a single page and two copies along with a cover page with instructions. The original and second copies are to be forwarded on to Detachment Headquarters by the date the Department/Detachment specifies **but not later than June 30<sup>th</sup>**. The last copy is retained by the local organization. Detachments shall forward the National copy on to National Headquarters no later than 30 days prior to the National Convention.

The CSR is the basis by which the National Awards under the programs of Americanism, Children and Youth and Veterans Affairs and Rehabilitation are determined each year. For reference purposes only, a sample copy of the form is included in Section V of this Manual. Only originals from the triplicate legal sized form will be accepted.

## **NATIONAL COMMITTEE AND COMMISSION CONTEST/AWARDS:**

Various National Committees and Commissions offer contests and awards for participation with their projects. Below is a listing of such Committee / Commissions, and an explanation of their contests and awards.

There are several standing Committees / Commissions which have active programs but do not present official awards. Nevertheless, Detachments are encouraged to submit reports, through National Headquarters, to these Committees and Commissions, as this provides the National Organization with valuable information on the activities of its Detachments.

## **AMERICANISM COMMISSION:**

The Americanism Commission is concerned with the promotion of the “true spirit of Americanism” among the communities of our Nation. Certainly, this should be a major project for local SAL Squadrons. There are various ways in which a Squadron may promote Americanism. The needs of the community and ability of the local Squadron determine the extent of the projects.

In past years, the National Americanism Commission has promoted projects such as placing of American Flags in local schools, Get Out the Vote programs, the Eddie Eagle Gun Safety Program, Assistance and Scholarship programs, and, of course, “Service to God and Country” programs. Again, the extent of these programs is determined by the need of local communities.

The SAL at the National level provides four scholastic awards annually; one for the Boys Nation Senate Secretary (\$1,000.00) and one for the President Pro-Tempore (\$1,000.00); and two for the Junior Shooting Sports Champions (\$2,500.00 each). These are the only scholastic awards available at the National level on behalf of the Sons of The American Legion.

Squadrons, Counties, Districts, and Detachments are urged to report their activities on behalf of Americanism on the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. Reports should be submitted to National Headquarters 30 days prior to the meeting of the National Convention.

The Atwood-Beyea-York Memorial Awards are given at the National Convention for the best Detachment, District and Squadron in the nation.

### **CHILDREN AND YOUTH COMMISSION:**

A resolution passed at the October 1987 National Executive Committee meeting was the adoption of The American Legion Child Welfare Foundation. This is an ongoing project for all Squadrons to collect and raise funds for this very important program.

Other programs promoted by the National Children and Youth Commission are Juvenile Delinquency, Child Abuse and Neglect, and involvement in the Children's Miracle Network. Each of these areas is a concern of the Children and Youth Commission.

Squadrons, Counties, Districts and Detachments are urged to report their activities on behalf of Children and Youth on the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. Through the reports received, the Commission is able to formulate new programs that better serve the needs of our organization, and the local communities. Reports should be submitted to National Headquarters 30 days prior to the National Convention.

Eight Children and Youth awards are given at the Convention. One in each Region for the best Squadron, one Squadron, one District and one Detachment award. All of these are based on the Consolidated Squadron Report form.

### **CHILD WELFARE FOUNDATION AWARDS:**

In addition to the National Awards from The American Legion Child Welfare Foundation, there are other awards given. Each Squadron that has donated over \$100.00 will be awarded a certificate during the contribution year. Awards are presented during the National Convention for the highest per-capita Detachment and largest monetary donations by Region. The Garland F. Murphy National plaque is also awarded during the National Convention for the Detachment with the largest total donation amount.

The SAL sponsored grants in 2017 to:

**Angel Flight West** of Santa Monica, California, was awarded \$10,000 for their project, "Promoting Fly-Anthrope – the charitable use of aviation to help children in need." This grant will provide outreach and marketing efforts to reach families in need of medical

transportation and to potential volunteer pilots.

**Bethany Christian Services** of Grand Rapids, Michigan, was awarded \$25,000 for their project, "Post Adoption Support for Military Families Awareness Campaign." This project will contribute to the mental, emotional and spiritual welfare of children adopted by military families.

**Books Aloud** of San Jose, California, was awarded \$10,000 for their project, "Books Aloud Youth Program." This project will serve children that can't read conventionally due blindness, visual impairment and/or a physical or learning disability.

**Building Better Days** of Edgewater, Maryland, was awarded \$11,230 for their project, "Benefits of Building." This project will assist pediatric patients by providing each child with a building toy to take their mind off of the treatments and procedures that they are going through.

**Child Find of America, Inc.** of New Paltz, New York, was awarded \$40,500 for their project, "In Safe Hands Information Kits." This project will educate and inform parents and professionals about the negative impact of family conflict on a child's learning and emotional health, as well as to prevent conflict leading to parental child abduction.

**Childhood Leukemia Foundation** of Brick, New Jersey, was awarded \$60,000 for their project, "Hope Binder." This project will offer 12 sections of templates and resources to help families begin to feel a degree of control over their circumstances.

**Children's Brain Tumor Foundation** of New York, New York, was awarded \$20,000 for their project, "Finding Your Way- A Guide for Childhood Brain Tumor Families from Diagnosis & Beyond." This project will help families understand that the emotions they are feeling are not uncommon and assist in alleviating the isolation often felt by families.

**KEYS** of Sherrill, New York, was awarded \$5,362 for their project, "KEYS Music Toolkits: Delivering Music, Hope and Smiles to Kids Battling Cancer." This project will provide research and information on the benefits of music and music therapy in the treatment of pediatric cancer patients.

**National Meningitis Association, Inc.** of Fort Myers, Florida, was awarded \$29,000 for their project, "Get Vaccinated." This project will raise awareness and aid in the distribution of informational CD packages throughout the country.

Since 1987, the Sons of The American Legion have contributed over \$7,000,000 to The American Legion Child Welfare Foundation. This is an ongoing project as part of The American Legion family.

### **COMMUNITY SERVICE SCRAPBOOK:**

SUBMISSION: Scrapbook to National Headquarters (National Adjutant)  
ELIGIBILITY: Squadrons, Counties/Districts, Detachments  
CONTENTS: See Rules  
DEADLINE: For 2017 all books must be received at National Headquarters by July 15, 2017

DETAILS: The National Americanism Commission holds an annual Scrapbook Contest, open to submissions from Squadrons. The rules of the contest are very explicit. All submissions for judging must adhere directly to these rules. A copy of the rules can be found in Section V. An award is presented at the National Convention.

As the contest is open to all Squadrons, Detachments are requested to distribute copies of the rules. Detachments are also urged to develop their own judging system, so to allow one main entry in the Squadron section of the judging. To assist in that effort, in Section V of this Manual is the "Official Scrapbook Contest Judging Guidelines" which is the scoring sheet used by the Americanism Commission to determine the National Scrapbook winner.

### **HISTORY CONTEST:**

SUBMISSION: History Book to National Headquarters (National Adjutant)

ELIGIBILITY: Squadrons and Detachments

CONTENTS: See Rules

DEADLINE: For 2017 all books must be received at National Headquarters by July 15, 2017

DETAILS: The National Historian, in conjunction with the National Executive Committee and the National Convention, conducts an annual History Book Contest open to submissions from Squadrons and Detachments. All submissions to this contest must adhere to the prescribed contest rules. They are self-explanatory. A copy of these rules can be found in Section V. Also in Section V of this Manual can be found the "History Contest Judging Sheet", which is used to determine the National History Book winners. Detachments may also consider using this sheet to determine their Detachment winner.

### **LEGISLATIVE COMMISSION:**

#### **GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD:**

The National Legislative Commission is concerned with the promotion and active participation in the National Legislative Grassroots Advocacy Program. An award will be presented at each National Convention. The George B. Evans Grassroots Veterans' Advocate of The Year Award recognizes a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. See instructions pages 58-61 in this manual.

### **MEMBERSHIP COMMITTEE:**

#### **SQUADRON MEMBERSHIP TEAM**

Membership and renewals of membership is the key to success in any Squadron. One method of being successful is to establish a "Squadron Membership Team" in every Squadron.

A Squadron Membership Team consists of a team of several members of your Squadron working membership. The first step is to take the Squadron membership register and divide it up in parts based on locations of members, members known, and perhaps where individuals may work or attend school. Renewals can best be made by mailings from the Squadron to the member himself, personal contact (where appropriate), telephone, and any known associate and/or member of The American Legion who may know how to contact the appropriate Squadron member.

The Squadron Membership Team should be divided into two (2) groups, with the first group working on new membership growth and the other group on membership renewals. Working together for membership will significantly increase your membership throughout the year. Membership is a year-round responsibility working ahead for growth in numbers, supporting programs of The American Legion and Sons of The American Legion and our nation's veterans and families.

### **NEW SQUADRON DEVELOPMENT**

Detachment Membership Chairmen and Advisors are encouraged to implement and continue "New Squadron Development" in their respective Detachment. Detachments should discuss SAL membership at every meeting and identify those Posts without Squadrons or inactive Squadrons with no membership. Department Advisors and/or Detachment Membership Chairmen should periodically contact those Posts through your Department on starting or reactivating Squadrons.

### **MEMBERSHIP GOALS**

The National Membership goal of the Sons of The American Legion is established by the National Membership Committee. The Goal has been set for at least one (1) member higher than the final membership of the previous membership year, i.e., the membership goal of 2017 is based on the final 2016 membership as of December 31, 2016.

Each Detachment has the flexibility in setting their goal, which should be higher; however, this goal cannot be less than the National goal.

Additional information on membership goals can be obtained by contacting the S.A.L. National Membership Committee.

***REMEMBER: MEMBERSHIP IS EVERYONE'S RESPONSIBILITY!***

### **NATIONAL RENEWAL PROGRAM**

A renewal postcard has been designed to renew SAL members. This SAL National renewal program is designed to assist Squadrons in their efforts to renew as many members as possible. This postcard mailing from National supplements other renewal efforts in effect by Detachments and Squadrons. During the month of September, every SAL member whose record at National shows he has not paid his dues for the current membership year will be sent a renewal postcard. This postcard just reminds him that his membership is due and to contact his Squadron for renewal purposes. During the following year in January and April, all SAL members that National Headquarters determines have not renewed their current membership, and are delinquent will be sent a follow-up postcard. Squadrons and Detachments are encouraged to send their own renewal notices in addition to the National notices. Also, prompt transmittals of membership can avoid members receiving subsequent notices which will save costly postage.

## **NATIONAL DATE OF BIRTH PROGRAM**

The date of birth information has been added to the National Membership Register. Each member that has submitted date of birth information that was received at National Headquarters will have this information shown on the Membership Register. If the line is blank, then please forward the Date of Birth information to National Headquarters for input. The purpose of this information is for demographics and for future life insurance and program development for the Sons of The American Legion. Also this information, once compiled, would preclude mailings to very young members and will allow special targeted mailings when needed. Date of birth information can be sent to the National Headquarters using the member data form, birthday postcards, birthday listing form or any method that will enable National to record this information. A Birthday Listing form is in Section V.

## **AWARDS**

There are several membership awards available to Squadrons and Detachments. Below is an explanation of each.

### **DETACHMENT:**

Effective in 1992, a gift certificate of \$100.00, redeemable at National Emblem Sales will be given to each Detachment Commander whose Detachment reaches the 100% membership target date in May of each year. A Detachment must have at least 200 members in order to be eligible for this award, (Resolution NEC 4-F91, October 1991).

A plaque is presented to the first Detachment of each Region who achieves 100% of its membership over the previous year. This plaque is presented to the Detachment of each region at the National Convention. In order to be eligible, a Detachment is required to have a minimum of 200 members as of December 31st of the prior year.

**Renewals.** Detachments who achieve 90% or higher on renewal rates will be recognized with the following awards:

Renewal Plaque - A plaque will be presented to the Detachment who achieved the highest renewal percentage within each Region as of December 31st of each year. This plaque will be presented at the National Convention. A Detachment must have at least 200 members prior to the eligible year.

**Arthur D. Houghton Trophy:** The Arthur D. Houghton Trophy is a National award inscribed “. Awarded annually to that Detachment of the Sons of The American Legion which on January 1st of each year has attained the greatest percentage of increase over the previous year’s total membership”. Currently, five awards are presented. Category 1 includes Detachments with under 1,000 members (however, a minimum of 200 is required). Category II includes Detachments with 1,001 to 3,000 members. Category III includes 3,001 to 6,000 members. Category IV includes 6,001 to 12,000 members and Category V includes 12,001 or more members. Membership figures obtained as of December 31st are used to determine winners. A laminated plaque of the original trophy is presented to each winner.

**Detachment Honor Ribbons:** Detachment Honor Ribbons (blue) are presented to Detachments who achieve 100% membership by the start of the Annual National

Convention. Detachment Honor Ribbons are presented at the National Convention.

**Hartline Award:** Presented to the Detachment that charters the most new squadrons. The award year is from July 1 – June 30.

**Membership Incentive Award – “Triple Nickel”:** Effective in 2010 and thereafter, resolution NEC 1-F09 approved by the National Executive Committee of the Sons and by the Internal Affairs Commission of The American Legion for all Detachments. This award is provided for any Detachment that excels and exceeds in membership. A gift certificate from National Emblem Sales for \$555.00 will be awarded to any Detachment that achieves all three items in membership by July 1<sup>st</sup> of the current membership year: 105% in membership by July 1; Five (5) new Squadron charters (new Squadron charters – not reactivated) w/membership transmitted; and 85% renewal rate by July 1 of each year. Again, you must achieve all three of the above categories to receive this award.

### **SQUADRON:**

**Honor Ribbons:** Presented to Squadrons who surpass their previous year’s membership by July 1st each year.

**Citation of Achievement Awards:** Presented to Squadrons, who as of March 15, meet or exceed their previous year’s membership (December 31st total).

**Largest Squadron Award:** Please refer to Section 1 for information regarding the Largest Squadron Award.

## **INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARDS**

### **“THE S.A.L. BLUE BRIGADE”**

A Sons of The American Legion member who recruits 30 or more NEW members into the Sons of The American Legion by the May target date will qualify for enrollment in the elite BLUE BRIGADE of The Sons of The American Legion. A NEW MEMBER is defined as a person that has not been a member of the Sons of The American. Reinstated members do not qualify as New Members. These very special Sons of The American Legion members will be awarded unique gifts that designate affiliation with the Blue Brigade of the Sons of The American Legion. Also, special recognition will be given to those Sons of The American Legion members enrolled in the Blue Brigade through a special announcement in the National Update. The National Commander will recognize members of the Sons of The American Legion Blue Brigade during the National Convention. The gifts awarded to a Blue Brigader will depend on the number of times he has qualified for this award. The first time qualifier for the Blue Brigade will receive a Jacket and Blue Brigade Certificate. A second, third or fourth time winner will receive a Blue Brigade Certificate, and a “Hash Mark” for the jacket sleeve.

An S.A.L. Blue Brigader who has earned the S.A.L. Blue Brigade Award for at least Five (5) consecutive years or more, including the current membership year, is eligible for a \$150.00 gift certificate to National Emblem Sales.

Department Adjutants are required to submit the certification form by the May target date.

### **HONORARY LIFE MEMBER PROGRAM**

The “Honorary Life” membership program is a Post/Squadron award that may be given to any SAL member (must be a current SAL member who has shown proof of eligibility) as an

award for an official deed or recognition made by the Post/Squadron to any Sons of The American Legion member, if available and authorized through the Post. This program is similar to that of The American Legion and is a Post/Squadron award only. There are no forms or requests to be submitted beyond the Post level, but only through the Post itself. If awarded, the Squadron is responsible for submitting the annual membership dues accordingly. If the membership dues are not submitted by the Squadron, the responsibility reverts back to the individual. The life program is not transferable to any other Post/Squadron. Caution should be exercised in awarding this award, as the Squadron is responsible for accounting for this action for the life of the individual. Do not confuse "Honorary Life" with any paid up for life program that some Detachments have. Effective for 2008, the new SAL member data forms will contain a block on the form to reflect "Honorary Life Membership". If a Squadron awards this to an individual member, please forward a member data form by marking the appropriate box to reflect "Honorary Life Membership". This honorary life information will be printed each year on the Squadron membership register and will reflect a code "H" in the right margin of the register only. This will assist Squadron Adjutants in identifying their Squadrons honorary members. All actions and questions regarding honorary life membership is a responsibility of the individual Squadron. Again, this procedure does not apply to any Detachment PUFL program, if available.

### **NATIONAL COMMANDER'S PROJECT:**

Each year the National Commander selects a project, which he feels, deserves the special attention and support of our organization. Thus, each Squadron, District and Detachment is requested to assist in its promotion. In keeping with special projects of the National organization of The American Legion, effective 2013 only approved National American Legion charities will be considered by the National Commander of the Sons of The American Legion and are consistent with that of the National Commander of The American Legion. This does not have to be the same charity. Approved American Legion charities are the National Emergency Fund, Operation Comfort Warriors, American Legion Child Welfare Foundation, and American Legion Legacy Scholarship Fund will be considered unless otherwise approved by the National Organization of The American Legion.

When the official National Commander's project is announced (usually at the National Convention), Detachments are requested to establish a special Committee within their state to assist in the coordination of the project. The name of the Chairman should be filed with National Headquarters. This special project is for one-year duration only.

Reports are requested on any special projects held on behalf of the Commander's project. Also, year-end reports for Convention are requested. Such reports should be forwarded to National Headquarters (or a Chairman so selected by the National Commander) 30 days prior to said National Convention. However, periodic reports are also appreciated.

### **VA & R COMMISSION:**

#### **VAVS HOSPITAL/MEDICAL CENTER CERTIFICATION FORM**

During 1993, approval has been granted for an SAL representative in each VA Hospital/Medical Center. Many SAL members are performing volunteer work in these medical facilities and often their volunteers were counted for by other volunteer organizations. SAL members are eligible to apply and be certified as the SAL hospital

representative and work directly with the Hospital Chief of Voluntary Services. In order to be the representative, a form must be submitted to the Department Adjutant of The American Legion of your respective state. General instructions, procedures, and the use of this form are contained on the reverse side of the form in Section IV of this manual.

### **REHABILITATION AWARDS:**

**CHARLES B. RIGSBY VOLUNTEER OF THE YEAR AWARD:** Presented to the Volunteer of the Year at the National Convention, this award, which started in 1990, will be based on the Rehabilitation Commission judging of reports submitted to the National Rehabilitation Commission prior to the National Convention. The application form is contained in Section V of this manual and should be reproduced by Detachments for their Squadrons. Rehabilitation and assistance to veterans should be reported on an outstanding individual, if applicable, from any Squadron. Squadrons should submit their nominees to be judged at Detachment Conventions. Detachments will select one application from their respective state during their Detachment Convention and send it to the National Adjutant, Sons of The American Legion, P.O. Box 1055, Indianapolis, IN 46206. The National Winner will be chosen at the National Convention and a plaque and SAL cap will be given.

Squadrons, Counties, Districts and Detachments are urged to report their activities under Veterans Affairs and Rehabilitation by use of the Consolidated Squadron Report form which is forwarded to the various Detachments in December of each year. The following awards are determined based on those reports.

**KIRBY KEPLER MEMORIAL AWARD:** Presented for the Squadron Rehabilitation report. A laminated plaque of the award is presented to the winning Squadron, and may be retained permanently by the Squadron.

**ALLEN I. O'BRIAN MEMORIAL AWARD:** Presented for the best District Rehabilitation report. A laminated plaque of the award is presented to the winning District, and may be retained permanently by the District.

**EARL WEBSTER MEMORIAL AWARD:** Presented for the best Detachment Rehabilitation report. A laminated plaque of the award is presented to the winning Detachment, and may be retained permanently by the Detachment.

**JAMES H. PARKE MEMORIAL FUND SCHOLARSHIP:** The Sons will contribute \$1,000.00 annually to the James H. Parke Memorial Fund Scholarship from the National SAL VA&R Commission. This was approved by Resolution NEC 14-F98. For more information on this scholarship and eligibility criteria contact the VA Medical Center in your region.

### **PUBLIC RELATIONS:**

In a continuing effort to ensure that the National Update Newsletter contains features and articles of importance; a special report form has been created. This report form is located in Section V of this manual. The purpose of this form is to assist any member in reporting good deeds accomplished by many Squadrons throughout this country. Good things need to be reported! The use of this form is not mandatory and only serves as a tool to assist anyone submitting an article.



# 2016 S.A.L. ACCOMPLISHMENTS



## **Veterans Affairs & Rehabilitation**

---

- 66 REGISTERED (VAVS) REPRESENTATIVES
- MEMBER OF NATIONAL VAVS BOARD
- 455,656 TOTAL VOLUNTEER HOURS RECORDED WITH 21,913 VISITS AND \$1,618,370 IN CASH AND GIFTS
- \$89,525 DONATED TO FISHER HOUSE WITH 3,228 HOURS
- 15,098 HOURS WITH \$69,244 TO THE FAMILY SUPPORT NETWORK

## **Children & Youth**

---

- SINGLE LARGEST CONTRIBUTOR TO THE CHILD WELFARE FOUNDATION: \$360,299 WITH 66,542 HOURS OF SERVICE
- SPECIAL OLYMPICS - \$200,602 DONATED WITH 24,246 HOURS OF SERVICE
- CHILDRENS MIRACLE NETWORK - \$67,754 IN DONATIONS WITH 7,149 SERVICE HOURS
- \$646,154 AND 134,755 HOURS IN SUPPORT OF OTHER CHILDREN & YOUTH PROGRAMS, BRINGING THE TOTAL YEARLY DONATIONS TO ALL C & Y PROGRAMS TO \$1,310,035 WITH 236,338 SERVICE HOURS

### **2016 MEMBERSHIP**

364,000 MEMBERS IN 6,113 SQUADRONS  
IN 54 DETACHMENTS

## **Americanism**

---

- 1,006 BOYS STATE REPRESENTATIVES AT A COST OF \$218,569
- 9,019 COLOR GUARD APPEARANCES AT A COST OF \$77,778
- 148 AMERICAN LEGION BASEBALL TEAMS SPONSORED AT A COST OF \$197,493
- OTHER TEAMS SPONSORED AT A COST OF \$123,345
- \$95,024 IN SUPPORT OF SCOUTING
- \$11,321 IN DONATIONS AND 1,964 SERVICE HOURS TO THE ORATORICAL PROGRAM INVOLVING 123 CONTESTANTS
- 12,130 HOURS AND \$29,671 TO JUNIOR SHOOTING SPORTS
- 38,399 FLAGS PRESENTED AT A COST OF \$76,895
- 1,041 FLAG EDUCATION PROGRAMS AT A COST OF \$18,099 WITH 5,166 HOURS
- 8,234 FLAG RETIREMENT CEREMONIES
- 440,082 FLAGS PLACED AT CEMETERIES & GIVEN AT PARADES AT A COST OF \$88,390
- \$429,016 IN SCHOLARSHIPS WITH 12,909 HOURS FOR EDUCATIONAL PROGRAMS
- 2,259 – 5 STAR / 10 IDEALS PROGRAMS AT A COST OF \$4,930
- VARIOUS COMMUNITY SERVICE PROJECTS AT A COST OF \$977,099 AND 725,645 SERVICE HOURS
- \$39,224 IN DONATIONS TO THE NATIONAL EMERGENCY FUND
- A TOTAL OF \$2,441,124 AND 792,121 HOURS OF SERVICE IN SUPPORT OF AMERICANISM PROGRAMS

# **SECTION V**

## **NATIONAL COMMISSION AND COMMITTEE REPORT FORMS AND RULES**



# SONS OF THE AMERICAN LEGION | CONSOLIDATED SQUADRON REPORT

## 2016 - 2017

Please Check one box indicating the reporting entity:  Detachment  District  Squadron

Please print or type clearly.

1 _____ Detachment (State)	2 _____ District
3 _____ Squadron Number	4 _____ Squadron Name
5 _____ Current Year Membership	6 _____ Prior Year Membership
7 _____ City/Town	8 _____ Zip Code

### AMERICANISM

1 _____ No. of Boys Sponsored, <b>Boys State</b>	2 \$ _____ Cost, <b>Boys State</b>
3 _____ No. of Girls Sponsored, <b>Girls State</b>	4 \$ _____ Cost, <b>Girls State</b>
5 _____ No. of <b>5 Star/10 Ideals Program</b>	6 \$ _____ Cost, <b>5 Star/10 Ideals Program</b>
7 _____ No. of <b>Flags Presented</b>	8 \$ _____ Cost, <b>Flags Presented</b>
9 _____ No. of <b>Small Flags</b> Placed on Graves	10 _____ No. of <b>Small Flags</b> Given Away at Parades
11 \$ _____ Cost, <b>Small Flags</b>	12 _____ No. of Hours, <b>Small Flags</b>
13 \$ _____ Cost, <b>Scholarships Awarded</b>	14 _____ No. of Hours, <b>Educational Programs</b>
15 <input type="checkbox"/> Squadron Sponsors, <b>Oratorical Contest</b>	16 _____ No. of Contestants, <b>Oratorical Contest</b>
17 \$ _____ Cost, <b>Oratorical Contest</b>	18 _____ No. of Hours, <b>Oratorical Contest</b>
19 <input type="checkbox"/> Squadron Sponsors, <b>Color Guard</b>	20 _____ No. of Appearances, <b>Color Guard</b>
21 \$ _____ Cost, <b>Color Guard</b>	22 _____ No. of <b>Flag Etiquette Programs</b>
23 \$ _____ Cost, <b>Flag Etiquette Programs</b>	24 _____ No. of Hours, <b>Flag Etiquette Programs</b>
25 _____ No. of <b>Flag Retirement Programs</b>	26 _____ No. of Hours, <b>Flag Retirement Programs</b>
27 _____ No. of Hours, <b>Community Service</b>	28 \$ _____ Cost/Donations, <b>Other Organizations</b>
29 <input type="checkbox"/> Squadron Sponsors, <b>Scouting</b>	30 _____ No. of Youths Involved, <b>Scouting</b>
31 \$ _____ Cost, <b>Scouting</b>	32 _____ No. of Youths Involved, <b>Junior Shooting</b>
33 _____ No. of Hours, <b>Junior Shooting</b>	34 \$ _____ Cost of Sponsorship, <b>Junior Shooting</b>
35 <input type="checkbox"/> Squadron Sponsors, <b>AL Baseball Team</b>	35 \$ _____ Cost, <b>Baseball Team</b>
37 \$ _____ Cost, <b>Other Teams Sponsored</b>	38 _____ No. of Pints Collected, <b>Blood Drives</b>
39 _____ No. of Hours, <b>Blood Drives</b>	40 \$ _____ Donations, <b>National Emergency Fund</b>

### CHILDREN & YOUTH

1 \$ _____ Donations, Child Welfare Foundation	2 _____ No. of Hours, Child Welfare Foundation
3 \$ _____ Donations, Special Olympics	3 _____ No. of Hours, Special Olympics
5 \$ _____ Donations, Children's Miracle Network	6 _____ No. of Hours, Children's Miracle Network
7 _____ No. Given, Josh Dogs	8 \$ _____ Cost, Josh Dogs
9 \$ _____ Donations, Operation Military Kids	10 _____ No. of Hours, Operation Military Kids
11 \$ _____ Donations, Other C&Y Projects	12 _____ No. of Hours, Other C&Y Projects

### VETERANS AFFAIRS & REHABILITATION

1 _____ No. of Visits, Veterans Homes	2 _____ No. of Hours, Veterans Homes
3 \$ _____ Donations, Veterans Homes	4 _____ No. of Visits, VA Medical Centers
5 _____ No. of Hours, VA Medical Center	6 \$ _____ Estimated Value, Items Donated to VA
7 _____ No. of Hours, Field Service	8 _____ No. of Hours, Home Service
9 _____ No. of Hours, Fisher House	10 \$ _____ Cost, Fisher House
11 _____ No. of Hours, Support for the Troops	12 \$ _____ Cost, Support for the Troops
13 _____ No. of Hours, Family Support Network	14 \$ _____ Cost, Family Support Network
15 _____ No. of Hours, Other VA&R Projects	16 \$ _____ Cost, Other VA&R Projects
17 _____ No. of Vets Helped, Natl. Vet's Assist Day	18 _____ No. of Hours, Natl. Vet's Assist Day
19 \$ _____ Cost, Natl. Vet's Assist Day	20 \$ _____ Cost, Operation Comfort Warrior

### INTERNAL AFFAIRS

1 \$ _____ Other Donations, Not Covered Above	2 _____ Other Hours, Not Covered Above
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Signature _____	Title _____	Date _____
Contact Phone Number: (_____) _____		

# APPLICATION FOR FIVE-STAR AWARD SUPPLIES SONS OF THE AMERICAN LEGION

\_\_\_\_\_, 20\_\_\_\_  
 (date) (town) (state) (zip)

Department Headquarters, The American Legion

This is to certify that \_\_\_\_\_, members of  
 Squadron No. \_\_\_\_\_, Detachment of \_\_\_\_\_,  
 City of \_\_\_\_\_, has successfully completed his test on



- (1) Patriotism \_\_\_\_\_ (check one)
- (2) Citizenship \_\_\_\_\_
- (3) Discipline \_\_\_\_\_
- (4) Leadership \_\_\_\_\_
- (5) Legionism \_\_\_\_\_
- (6) Has passed all of the above Star Awards tests and  
 is entitled to have the Five-Star Award Medal \_\_\_\_\_



Please mail the above insignia to \_\_\_\_\_  
 \_\_\_\_\_

Attested to by \_\_\_\_\_

\_\_\_\_\_  
 (Post Adjutant)  
 \_\_\_\_\_  
 (Post No.)  
 \_\_\_\_\_  
 (City)

Approved by: \_\_\_\_\_  
 (Department Officers)

NOTE: This form to be mailed to Department Headquarters. Insignia for the Five-Star Award can only be had by certification. All orders must first be approved by Department or Detachment Headquarters, and sent together with the remittance to the National Emblem Division, The American Legion, Post Office Box 1055, Indianapolis, Indiana 46206.



# SONS OF THE AMERICAN LEGION COMMUNITY SERVICE OFFICIAL SCRAPBOOK CONTEST RULES

## **I. CATEGORIES:**

- 1) Squadron
- 2) District
- 3) Detachment

## **II. GUIDELINES:**

Any program or activity that directly benefits any person of the community or the community itself.

Submissions used in other service related contest entries (i.e. VA&R) can be used subject to the contest rules.

## **II. FORMAT:                      **Point Value: 50****

- 1) Must be properly bound to ensure that the pages are secure and will not become loose and fall out.
- 2) All information must be typed or neatly hand written.
- 3) Correct spelling and grammatically correct.
- 4) Must be in chronological order, encompassing an administrative year (from one Detachment Convention to the next Detachment Convention).
- 5) All submissions must have dates and descriptions. Only activities and articles taking place during the administrative year may be submitted for judging.

## **II. CONTENT:                      **Point Value: 50****

- 1) The front cover must have the complete name of the Squadron, District or Detachment, (i.e. Squadron #1, Hometown, USA).
- 2) The title page must include:
  - a) The Administrative year (i.e. 2016-2017)
  - b) The name and address of the Squadron, District or Detachment.
  - c) The name of the individual which submitted the scrapbook.
- 3) Main Body:
  - a) Any articles in the newspapers written about the Community Service program.
  - b) Thank you letters from recipients or letters of acknowledgment.
  - c) Pictures and certificates.

## **II. DEADLINE:**

- 1) All books must be submitted to the National Adjutant, The Sons of The American Legion, prior to the Pre-Convention meeting of the National Executive Committee Meeting at the National Convention.

- 2) If sent through the mail, it should be sent to: National Headquarters, The Sons of The American Legion P.O. Box 1055 Indianapolis, Indiana 46206. Return receipt should be requested. Mailed scrapbooks must be received by July 15, 2017.

Adopted by the National Executive Committee on May 7, 2000.

## SONS OF THE AMERICAN LEGION OFFICIAL SCRAPBOOK CONTEST JUDGING GUIDLEINES

(Approved 5-7-2000)

Date: \_\_\_\_\_ Squadron-District-Detachment Name: \_\_\_\_\_

Judged By: \_\_\_\_\_

Accepted: \_\_\_\_\_

Rejected: \_\_\_\_\_

Reason for rejection: \_\_\_\_\_

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Contest Requirements	Possible Points	Earned Points
Part I. <b>FORMAT:</b> Value: <u>50 points</u>		
<b>FORMAT</b>		
A: Properly Bound and secure.	<b>10</b>	
B: All information typed or neatly hand written.	<b>10</b>	
C: Spelling and Grammar correct.	<b>10</b>	
D: Submission must be in chronological order.	<b>10</b>	
E: All submissions must have dates and descriptions for all activities and articles.	<b>10</b>	
Part II. <b>CONTENT:</b> Value: <u>50 points</u>		
<b>CONTENT</b>		
A: Front cover SAL logo.	<b>10</b>	
B: Title page full name of Squadron/District or Detachment with address and name of individual submitting the scrapbook	<b>10</b>	
C: Any articles from the news paper written about the Community Affairs program.	<b>10</b>	
D: Thank you letters from recipients or letters of acknowledgement.	<b>10</b>	
E: Any pictures and certificates	<b>10</b>	
<b>Total Possible Points</b>	<b>100</b>	
<b>Total Points Earned</b>		



# SONS OF THE AMERICAN LEGION OFFICIAL HISTORY CONTEST RULES

## I. CATEGORIES:

1. Squadron
2. Detachment

## II INTRODUCTION: Point Value 15

1. Title Page:
  - a. History of Squadron/Detachment
  - b. Name of Historian
  - c. Administrative Year (i.e., 2016-2017)
2. Forward or Dedication.
3. Picture (5x7), black and white or color, of Commander.
4. Prayer (selected by Squadron/Detachment).
5. Pledge of Allegiance to the Flag of the United States of America.
6. Preamble to the Constitution of the Sons of The American Legion.

## III. HISTORICAL CONTENT: Point Value 50

1. List of Elected Officers of Squadron/Detachment.
2. List of Squadron/Detachment Committee Chairmen.
3. List of any Detachment (for Squadron) or National (for Detachment) awards received at the previous year's convention, or during the administrative year.
4. The History should be written as a narrative, beginning with the installation of officers and ending with the close of the year.
5. The signature of the Squadron/Detachment Commander and Historian are to immediately follow the final paragraph of the history.

## IV. INDEX: Point Value 10

1. The Index should be the last page of the history, and be in alphabetical order and double spaced.

V. APPEARANCE: Point Value 15

1. Cover: The binder should be for loose leaf or 3 hole paper, and have a Sons of The American Legion emblem on the cover.
2. The paper should be plain white bond 8.5" X 11".
3. All Information should be typed or neatly handwritten, neatly spaced with no errors.

VI. ARRANGEMENT: Point Value 10

1. Written in third person.
2. Correct Spelling.
3. Original and different in thought and presentation.
4. Clear and grammatically correct.

VII. DEADLINE:

All Histories must be received by July 15, 2017. In the event a Detachment's Convention is held at a date restricting this deadline, the National Adjutant, or The National Historian should be notified. Extensions can be given.

VIII. SUBMISSIONS:

All entries are to be sent to: National Headquarters, The Sons of The American Legion P.O. Box 1055 Indianapolis, Indiana 46206. Registered Mail, Return Receipt is suggested. Return Address should be included, as all Histories will be returned after judging.

Adopted by the National Executive Committee on May 7, 2000.

## Sons of The American Legion History Contest Judging Sheet

Date: \_\_\_\_\_ Squadron-District-Detachment Name: \_\_\_\_\_

Judged By: \_\_\_\_\_

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Reason for rejection: \_\_\_\_\_

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Contest Requirements	Value	Total
<b>Part I. Introduction: Point Value 15</b>		
1. Title Page		
a. History of Squadron/District/Detachment		
b. Name of Historian		
c. Administrative Year (example 1991-1992)	<b>2.5</b>	
2. Forward or Dedication	<b>2.5</b>	
3. Picture (5X7), B&W or Color of Commander	<b>2.5</b>	
4. Prayer	<b>2.5</b>	
5. Pledge of Allegiance	<b>2.5</b>	
6. Preamble to the Constitution of the Sons	<b>2.5</b>	
<b>Part II. Historical Content: Point Value 50</b>		
1. List of elected officers Squadron/Detachment	<b>10</b>	
2. List of Committee Chairmen Squadron/Detachment	<b>10</b>	
3. List of awards Detachment for Squadron or National for Detach	<b>10</b>	
4. History written as a narrative, beginning with installation to close yr.	<b>10</b>	
5. Signatures of Squadron/Detachment Commander and Historian to follow the final paragraph of history	<b>10</b>	
<b>Total Possible Points</b>	<b>65</b>	
<b>Total Points Earned Page 1</b>		

## Sons of The American Legion History Contest Judging Sheet

page 2

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

Squadron-District-Detachment Name: \_\_\_\_\_

Judged By: \_\_\_\_\_

Contest Requirements	Value	Total
<b>Part III. Index      Point Value 10</b>		
1. The index should be the last page of the history and in alphabetical order and double spaced	<b>10</b>	
<b>Part IV. Appearance: Point Value 15</b>		
1. Cover: Binder should be for loose leaf paper, and have SAL Logo on the cover	<b>5</b>	
2. Paper should be plain white bond (8.5" X 11")	<b>5</b>	
3. Information should be typed or neatly hand written neatly spaced with no errors noticeable.	<b>5</b>	
<b>Part V. Arrangement: Point Value 10</b>		
1. Written in third person	<b>2.5</b>	
2. Correct Spelling	<b>2.5</b>	
3. Original and different in thought and presentation	<b>2.5</b>	
4. Clear and grammatically correct	<b>2.5</b>	
<b>Total Possible Points Page 2</b>	<b>35</b>	
<b>Total Points Earned Page 2</b>		
<b>Total Possible Points For Contest</b>	<b>100</b>	
<b>Total Points Earned</b>		

Comments:



**2016-2017  
MEMBERSHIP TARGET DATES  
SONS OF THE AMERICAN LEGION**

<b>SEPTEMBER 14, 2016</b>	<b>10%</b>
<b>OCTOBER 12, 2016</b>	<b>25%</b>
<b>NOVEMBER 16, 2016</b>	<b>35%</b>
<b>DECEMBER 14, 2016</b>	<b>45%</b>
<b>JANUARY 19, 2017</b>	<b>60%</b>
<b>FEBRUARY 8, 2017</b>	<b>75%</b>
<b>MARCH 8, 2017</b>	<b>80%</b>
<b>APRIL 12, 2017</b>	<b>90%</b>
<b>MAY 10, 2017</b>	<b>100%</b>
<b>*JULY 19, 2017</b>	<b>105%</b>
<b>*Delegate Strength Target Date</b>	

**2016-2017  
MEMBERSHIP  
YEAR**

**CERTIFICATION FORM  
SONS OF THE AMERICAN LEGION  
BLUE BRIGADE NEW MEMBER RECRUITER AWARD  
2017**

**SQUADRON: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: NATIONAL HEADQUARTERS ON OR BEFORE MAY 13, 2017.**

The following member in the Detachment of \_\_\_\_\_ qualifies for the S.A.L. "Blue Brigade" Award for enrolling 30 or more **NEW MEMBERS** into the Sons of The American Legion by the **May Target Date (May 10, 2017)**. **Reinstated members do not qualify as new members.**

First time qualifiers for the S.A.L. "Blue Brigade" receive:

An S.A.L. "Blue Brigade" Jacket and S.A.L. Blue Brigade Certificate

Second consecutive time (or more) qualifiers for the award receive:

An S.A.L. "Blue Brigade" Certificate and a "hash mark" for jacket sleeve.

**PLEASE CHECK THE APPROPRIATE BOX: You must be a SAL member in order to qualify for this award.**

This S.A.L. "Blue Brigade" award will be my:

A. First S.A.L. "Blue Brigade" Award

B. Other (Specify 2<sup>nd</sup> time or more qualified) \_\_\_\_\_

*(PLEASE TYPE OR PRINT...circle size)*

NAME \_\_\_\_\_ SQUADRON NO. \_\_\_\_\_

Size: (S.M.L.XL.XXL.XXXL)

MEMBER ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

Address [NO P.O. Boxes]

City

State

ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ Number of **NEW MEMBERS** enrolled (minimum 30) \_\_\_\_\_

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

\_\_\_\_\_  
Squadron Adjutant (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**USE ADDITIONAL SHEETS IF NECESSARY**

\_\_\_\_\_  
Date

**DEPARTMENT REMINDER-** forward a copy of this form **certified** and a list of the new members signed up to: S.A.L. National Liaison, The American Legion, PO Box 1055, Indianapolis, IN 46206. All forms are due by the May membership target date.

**SONS OF THE AMERICAN LEGION  
CERTIFICATION FORM  
NEW MEMBER LISTING**

<b>#</b>	<b>9-Digit Member ID#</b>	<b>Name</b>	<b>Detachment</b>	<b>Squadron Number</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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27				
28				
29				
30				



USE ADDITIONAL SHEETS IF NECESSARY

**CERTIFICATION FORM**

**SONS OF THE AMERICAN LEGION**

**BLUE BRIGADE**

**FIFTH CONSECUTIVE YEAR OR MORE AWARD**

**Departments: Send to National Headquarters by the May Target Date**

The following member of the Detachment of \_\_\_\_\_ qualifies for the fifth consecutive year or more S.A.L. "Blue Brigade" Award for enrolling thirty or more New members into the Sons of The American Legion by the May target date.

This award is a **\$150.00 gift certificate** for the following:

**National Emblem Sales**

(Please Type or Print)

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

Phone (\_\_\_\_) \_\_\_\_\_ Years of being a S.A.L. Blue Brigader 20\_\_ - 20\_\_

**Certified:**

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

\_\_\_\_\_  
Date



# VAVS Hospital/Medical Center Representative Certification Form Sons of The American Legion

Date \_\_\_\_\_

Detachment of: \_\_\_\_\_

Director  
National Veterans Affairs & Rehabilitation Commission  
1608 "K" Street, N.W.  
Washington, D.C. 20006

The following SAL member has been recommended to be the VAVS Representative or Deputy Representative at the following VA Hospital/Medical Center:

**NAME & ADDRESS OF FACILITY** \_\_\_\_\_

**A. REPRESENTATIVE**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Home Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Squadron # \_\_\_\_\_  
Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

**B. DEPUTY REPRESENTATIVE**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Home Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Squadron # \_\_\_\_\_  
Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Additional Information---Optional \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expiration of term of this appointment will be two years from date of application. Re-appointments should be accomplished during Detachment Conventions.

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

\_\_\_\_\_  
Detachment Commander

## **INSTRUCTIONS**

### **PURPOSE:**

The purpose of this form is to certify VAVS hospital representatives in each VA facility. The SAL member nominated should be familiar with the VAVS program and have the intent of serving in this vital position for at least two (2) years. A Deputy representative can be appointed to assist the SAL VAVS representative.

### **PROCEDURES:**

1. The SAL VAVS nominee must be at least 21 years of age as of the date of application. This does not effect the age of volunteers in hospitals as they are governed by the Director of the VAVS program at the VA medical facility.
2. The term of this appointment cannot exceed 2 years from the date of the application. Appointments should be made during the SAL Detachment Conventions and nomination forms submitted to the Department Headquarters. Upon the Department Adjutant's approval, the nomination form should be forwarded to the Director, VA&R, Washington for final approval.
3. Upon notification of approval from the Director, VA&R, Washington, the nominee will contact the Director of Voluntary Services at the hospital for guidance, policy and general instructions as to his duties and responsibilities associated with the VAVS program and his appointment. The SAL VAVS representative will ensure that all SAL volunteer hours are credited to the SAL account # SOAL 303.
4. A Deputy VAVS representative is optional, but, if nominated will assist the SAL VAVS Representative in his duties as described by the Director of the VAVS program at the medical facility.

### **FORM:**

1. Complete all items applicable. The section "Additional Information" should be completed on nominees as to past experience or qualifications if any.
2. The form must be signed by both the Detachment Commander and by the Department Adjutant and submitted to the Director VA&R, 1608 "K" St., Washington, D.C. 20006 for final approval.
3. A copy of this form should be kept by the Detachment and the Department for record purposes. Detachments are responsible for maintaining records of their hospital representative and the expirations dates.



# Charles B. Rigsby Veterans Affairs and Rehabilitation Volunteer of the Year Award

## Section I – General Data

Nominee: \_\_\_\_\_  
(name, address, city, state, zip code) (date)

Squadron #: \_\_\_\_\_  
(name, address, city, state, zip code of Squadron)

SAL Card #: \_\_\_\_\_ Detachment of \_\_\_\_\_

## Section II – Total VAVS Hours and Visits

Number of Hours Volunteered: \_\_\_\_\_ Number of Visits: \_\_\_\_\_

## Section III – Remarks

Volunteer Activities : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Volunteer Performance (VA Homes and Hospitals): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Section IV – Certification

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# WHAT TO DO WHEN FILLING OUT THIS FORM

## Section I – General Data

General Squadrons should submit their nominee, if available, to the Detachment Adjutant. During the Detachment Convention, the appropriate Detachment officials should select one nominee, from all requests, as the nominee from the Detachment and send it to National Headquarters no later than thirty (30) days prior to the National Convention. Only one nominee per Detachment can be submitted to National Headquarters.

## Section II – Total VAVS Hours and Visits

Period The period of this volunteer award should be from Detachment Convention to Detachment Convention. Overlapping periods should not be counted.

## Section III – Remarks

Activities This section should be completed in detail as to the types of volunteer activities (what the nominee actually did) that were performed. If additional space is required, please use additional paper stapled to the original form.

Location This section should list the locations (names of hospitals and homes) and location of where the nominee's volunteer work was actually performed.

## Section IV – Certification

Certification The report can be submitted by any SAL or Legion Family member (must not be related) who belongs to the same Squadron or Post. The report should be "Attested" to by the Squadron or Post Commander.

**MAIL TO :** SAL National Liaison  
American Legion National Headquarters  
P.O. Box 1055  
Indianapolis, IN 46206



# Sons of The American Legion National Update Newsletter Report Form

This form can be submitted by any SAL member, Squadron or Detachment on any story or article that could be recommended in the SAL newsletter.

Reporter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Squadron #: \_\_\_\_\_

Detachment of \_\_\_\_\_

Summary of story suggestion: \_\_\_\_\_

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Who or what is the story about? Include individuals, group, Squadrons involved. Check for correct spelling of first and last names and titles: \_\_\_\_\_

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When did or will the event take place? \_\_\_\_\_

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Where? \_\_\_\_\_

Why will readers be interested in the story? \_\_\_\_\_

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What additional information is important to the story? \_\_\_\_\_

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Who can be contacted for additional information and/or quotes? \_\_\_\_\_

\_\_\_\_\_  
(Signature)

## General Instructions

- A. The use of this form is not mandatory. It is a suggested guide to assist the SAL member in lieu of composing a letter.
- B. Please print or write legibly.
- C. Include a work or home telephone number, if available.
- D. Do not cut articles from local newspapers as it violates copyright laws. Use this form, your handwritten letter, and your own photographs, if available. Caution: Photographs must be your own.
- E. Remember – you do not need to be an editor or journalist to submit an article for the newsletter.
- F. Use additional plain paper if needed.
- G. Mail your report form to:
  - Editor
  - SAL National Update Newsletter
  - PO Box 1055
  - Indianapolis, IN 46206

or

- H. Fax your report form to:
  - National Adjutant
  - Sons of The American Legion
  - (317) 630-1413 - Fax

Sons of The American Legion National George B. Evans Grassroots Veterans' Advocate of The Year Award  
**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE  
OF THE YEAR AWARD**  
**Instructions and Guidelines**

**Description:**

The George B. Evans Grassroots Veterans' Advocate of The Year Award recognizes a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. In no instance will more than one award be given in a year. It is possible that this award may not be given every year. One award will be presented each year to a member who displays an aggressive leadership role by building relationships with elected officials that directly impact public policy; by actively taking the message of the National Sons of The American Legion to key media outlets; and by developing strong grassroots initiatives.

**Criteria: (The winners are determined based on the following categories)**

1. Anyone who has been an individual Sons of The American Legion member for one or more years and meets the criteria for this award is eligible.
2. Active involvement of a legislative committee, including reporting to state/regional legislative chairs
3. Initiating a Key Contact program to communicate with legislators
4. Sponsoring a state "Day on the Hill" or a special legislative day event
5. Strong liaison with Congressmen, Senators and/or state legislators
6. Involvement in the formation or continuation of a grassroots Veterans' Advocate program
7. Maintaining good relationships with local media by sending press releases to the newspapers, articles for business publications, letters to editor, etc.
8. Establishing and maintaining a means through which to communicate to the membership on legislative issues (e.g. legislative newsletter/insert, website, and telephone/fax tree or e-mail distribution)
9. Attendance at state and/or national legislative leadership workshops and/or American Legion National Informational Conference (NIC)
10. Bonus points for attendance at congressional in-district town hall meetings and other special legislative activity
11. Bonus points for attendance at American Legion Washington Conference
12. Attended Congressional/Legislative Hearings (in Capitol or in District)

**Rules:**

1. To nominate your candidate, submit a detailed narrative summary (2,000 word limit), outlining your nominee's accomplishments, using the criteria listed above as a guideline.

This award nomination may be submitted by an individual member, district or by the Detachment. All criteria noted in the summary should be documented to support the narrative. You may summarize any large amount of documentation.

2. The commission will review paper documentation only.
3. Where required, copies of letters, faxes, e-mails, citations, newspaper articles, and Squadron, District, and/or Detachment reports/minutes may serve as documentation.
4. The decision of the Awards Committee is final.

**APPLICATION FORM:**

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE  
OF THE YEAR AWARD APPLICATION**

**Member's Name (Print):**

\_\_\_\_\_

**Membership Number:**

\_\_\_\_\_

**Nominator's Name (Print) Individual, Squadron, District/Area/Zone, Detachment:**

\_\_\_\_\_

**Nominator's Signature:**

\_\_\_\_\_

**Nominator's Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please make a copy of everything you submit for your own records and mail the original application form, score sheet, and documentation, to **David W. Lee, Chairman SONS OF THE AMERICAN LEGION Legislative Commission, 3613 Lott Street, Endwell, NY 13760-3628.**

**Due date:**

**THE DEADLINE FOR SUBMISSIONS, REGARDLESS OF DELIVERY METHOD, MUST BE RECEIVED NOT LESS THAN THIRTY (30) DAYS PRIOR TO NATIONAL CONVENTION OF EACH YEAR, SO THAT SUBMISSIONS MAY BE JUDGED IN A TIMELY FASHION.**

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**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD  
SCORE SHEET**

To be eligible, the following events, except otherwise noted, must have occurred during the period of July 1<sup>st</sup> of the prior year through June 30<sup>th</sup> of the current year. (\*Indicates submit documentation with this form. No points are awarded in a category without this documentation). Please arrange documentation by Application Section and Number.

[Example: Section I (2)]

**I. Meetings & Events**

1. District and/or Detachment -- Sponsoring a "Day on the Hill"\* 1x 200 pts. = \_\_\_\_\_ (max 200)

Squadron and/or District — Sponsoring a Legislative Day Event\*

(Note: Squadrons must provide a special legislative event that is either a separate or expanded format of their regular monthly membership meeting.)

2. Detachment – Conduct or assist a State Legislative Workshop\* 1 x 50 pts. = \_\_\_\_\_ (max 50)

Squadron — Participate in State Legislative a Workshop\*

3. Individual participated in Sons of The American Legion National Executive Committee Legislative Commission Meetings (including National Legislative Commission Chat Rooms), and/or National Legislative Commission E-Group \* 2 x 25 pts. = \_\_\_\_\_ (max 50)

**II. Legislative Committee Activity**

1. Maintaining an active legislative committee\* 1 x 50 pts. = \_\_\_\_\_

(Submit documentation from strategic plan, Squadron, District, and/or Detachment minutes, leg. reports showing an active leg. Committee that monitors legislation; has established communication methods, and solicits grass roots involvement on key issues)

Participation on separate Legislative Activities for federal issues 1 x 20 pts. = \_\_\_\_\_

Participation on separate Legislative Activities for state issues 1 x 20 pts. = \_\_\_\_\_

Maintaining Legislative Communications 1 x 10 pts. = \_\_\_\_\_

(List area of responsibility)

2. State -- Regular reporting of Legislative Committee/Chairman activity to

National Legislative Commission\* 1x 50 pts. = \_\_\_\_\_ (max 50)

Squadron/District – Coordination with Detachment Legislative Committee\*

3. Interaction with State Legislators on veteran issues 1 x 25 pts. = \_\_\_\_\_ (max 25)

(Visits, letters, emails)\*

4. Interaction with State Legislators on American Legion Family issues 1 x 25 pts. = \_\_\_\_\_ (max 25)

(Visits, letters, emails)\*

5. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = \_\_\_\_\_ (max 25)

(Visits, letters, emails)\*

6. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = \_\_\_\_\_ (max 25)

(Visits, letters, emails)\*

**III. Grass Roots Activity**

1. Initiating a Key Contact program\* 1 x 50 pts. = \_\_\_\_\_ (max 50)

(Note: Show activity that involves key contact volunteers that make special effort to communicate with their designated legislators/Congressmen/Senators when E-Group Alerts are issued.)

2. Involvement in the formation and/or support 1 x 50 pts. = \_\_\_\_\_ (max 50) of Detachment

Grassroots Veterans' Advocacy program\*

3. Member support of Grassroots Legislative promotion of National Legislative Commission E-Group\* (max 50)

(Based on the activity period 7/1 through 6/30)

Having 10 of members support 1x 15 pts. = \_\_\_\_\_

Having 11 to 20 of members support 1 x 25 pts. = \_\_\_\_\_

Having more than 21 members support 1 x 50 pts. = \_\_\_\_\_

(Note: Basis for above calculations will be based on signing up new members for the National Legislative Commission E-Group)

**IV. Public Relations/Communications**

1. Developing local media exposure on legislative issues by press releases to newspapers, letters to editor, articles in business publications, etc.\* (max 5) \_\_\_\_ x 20 pts. = \_\_\_\_\_ (max 100)
2. Holding press conference with local media involvement\* 1 x 50 pts. = \_\_\_\_\_ (max 50)
3. Radio/TV appearances on Veterans' and American Legion Family issues\* 1 x 50 pts. = \_\_\_\_\_ (max 50)
4. Establish and maintain a means to communicate to membership on legislative issues\*
  - a. Special legislative newsletter or insert 1 x 25 pts. = \_\_\_\_\_  
(Provide two examples)
  - b. Maintain website with legislative links 1 x 15 pts. = \_\_\_\_\_  
(List website address)

**V. Bonus Points**

1. Attendance at Congressional In-District Town Hall Meetings 1 x 15 pts. = \_\_\_\_\_ (max 15)  
[Submit announcement and include documentation on time, location and subjects discussed.]
2. Other special legislative activity or involvement 1 x 10 pts. = \_\_\_\_\_ (max 10)  
[List details of other specific activity (i.e. grassroots campaigns such as Flag Amendment, serving on special committees)]
3. Organizing or assisting in a Town Hall Meeting held at an American Legion Post 1 x 20 pts = (max 40)