

SONS OF THE AMERICAN LEGION



NATIONAL ADMINISTRATIVE MANUAL 2015

33rd Edition



**SONS OF THE AMERICAN LEGION
ADMINISTRATIVE MANUAL 2014-2015
TABLE OF CONTENTS**

SECTION I: Directory

| | Page |
|---|-------------|
| National Officers | 1 |
| National Commission/Committee Chairman | 2 |
| Past National Commanders | 3-4 |
| National Executive Committeemen | 5-6 |
| Alternate National Executive Committeemen | 7-8 |
| Detachment Commanders | 9-10 |
| Detachment Adjutants | 11-12 |

SECTION II: Definitions and Uses of Forms

| | |
|---|-------|
| Detachment Officer's Certification Report | 13 |
| Certification of Detachment Convention Date/Location | 13 |
| National Officer Visitation Request Form | 13-14 |
| Largest Squadron Submission | 14 |
| National Convention/Delegate/Alternate/Guest Registration | 14 |
| Resolutions:National Executive Committee | 15 |
| Resolutions:National Convention | 15-16 |
| SAL Squadron 100% Honor Ribbons (Gold) | 16 |
| SAL All-Time High Ribbon (Red) | 16 |

SECTION III: Administrative Forms

| | |
|---|-------|
| Detachment Officer's Report Forms (SAL 1-A01) | 17-18 |
| Certification of Detachment Convention Date/Location Form (SAL 2-A01) | 19 |
| National Officer Visitation Request Form (SAL 3-A05) | 20 |
| Largest Squadron Submission Form (SAL 4-A01) | 21 |
| National Convention Delegate Registration Form (SAL 5-A05) | 22-23 |
| National Convention Alternate Registration Form (SAL 6-A01) | 24 |
| National Convention Guest Registration Form (SAL 7-A01) | 25 |
| Resolutions Forms:N.E.C./ National Convention | 26 |

**SECTION IV: Consolidated Squadron Report (CSR)/
National Committee and Commission Programs and Awards/S.A.L. Accomplishments**

| | |
|--|-------|
| Consolidated Squadron Report (CSR) | 27 |
| Americanism Commission | 27-28 |
| Children and Youth Commission | 28 |
| Child Welfare Foundation Committee | 28-29 |
| Community Service Scrapbook Contest | 29-30 |
| History Book Contest | 30 |
| Legislative Commission | 30 |
| Membership Committee | 30-34 |
| National Commander's Project | 34 |
| Veteran's Affairs and Rehabilitation Commission | 34-35 |
| Public Relations Commission (Newsletter Report Form) | 35 |
| S.A.L. Accomplishments | 36 |

**SECTION V: Report Forms and Rules
from National Committees and Commissions**

| | |
|--|-------|
| Consolidated Squadron Report Form (CSR) | 37 |
| Application for Five-Star Award | 38 |
| Community Service Scrapbook Rules | 39-40 |
| Community Service Scrapbook Contest Judging Guidelines | 41 |
| History Book Contest Rules | 42-43 |
| History Book Contest Judging Sheets | 44-45 |
| Membership Target Dates 2014-2015 | 46 |
| Date of Birth Form | 47 |
| The S.A.L. Blue Brigade | 48-51 |
| VAVS Hospital/Medical Center Representative Certification Form | 52-53 |
| Charles B. Rigsby Volunteer of the Year Award Form | 54-55 |
| National Update Newsletter Report Form | 56-57 |
| George B. Evans Grassroots Veteran's Advocate of the Year Award Form | 58-59 |
| George B. Evans Grassroots Veteran's Advocate of the Year Judging Score Sheet | 60-61 |

SECTION I

2014 – 2015 Directory:

National Officers

National Commission / Committee Chairmen

Past National Commanders

National Executive Committeemen

Alternate National Executive Committeemen

Detachment Commanders

Detachment Adjutants

| |
|---|
| <p style="text-align: center;">2014 - 2015 NATIONAL OFFICERS SONS OF THE AMERICAN LEGION</p> |
|---|

| | |
|---|--|
| NATIONAL COMMANDER | Michael W. Moss, 5842 Owens St, Arvada, CO 80004-4743 |
| NATIONAL VICE COMMANDERS | Greg K. Gibbs, 286 Highland Ave, Hamburg, NY 14075-4445 Jeffrey C. Evans, 6349 Cabot Ave, Norfolk, VA 23502-2841 Ronald R. Wyatt, 2113 Charles Dr, Stevensville, MI 49127-9523 Charles R. Keith, PO Box 433, Lander, WY 82520-0433 David L. Swafford, PO Box 275, La Sal, UT 84530-0275 |
| NATIONAL ADJUTANT | Brian J. O'Hearne, 8 Cahoon Rd, Buzzards Bay, MA 02532-4802 |
| NATIONAL ASSISTANT ADJUTANT - EMERITUS | Harold E. Thompson, Jr., PO Box 22, Wayne, NE 68787-0022 |
| NATIONAL ASSISTANT ADJUTANTS | Ed Sheubrooks, 800 S Brocks Smith Rd, Fort Pierce, FL 34945-4445 Robert J. Avery, 37 Foxe Commons, Rochester, NY 14624-4382 David M. Ridenour, 1222 177th Pl, Hammond, IN 46324-3206 Anthony W. Wright, 501 Green Hill Rd, Parkesburg, PA 19365-9192 Scott A. Williams, 90 Heritage Way NE, #204, Leesburg, VA 20176-3356 Scott J. Thornton, 711 Whisperwood Pkwy, Holland, OH 43528-7872 |
| NATIONAL CHAPLAIN | Harl D. Ray, 6410 Wind Hill Dr, Springfield, IL 62711-6163 |
| NATIONAL HISTORIAN | Mark A. Kilstrom, 1870 River Dr, Fountain, CO 80817-1130 |
| NATIONAL JUDGE ADVOCATE | Joseph Paviglianti (NY), 1705 Country Club Blvd, Sugar Land, TX 77448 |
| NATIONAL SERGEANT- AT-ARMS | Michael L. Kirschner, 3725 Hollybrook Ln, Pueblo, CO 81005-3256 |
| NATIONAL ASSISTANT SERGEANT-AT-ARMS | Lyle G. Larson, PO Box 361, Inman, KS 67546-0361 Danny J. Poole, 30 Sparrow Hill, Lake Orion, MI 48359-1851 Raymond P. Giehll III, 6833 Old Hunt Club Rd, Zionsville, IN 46077-8269 Brian K. Waters, 114 Center St, Duncannon, PA 17020 Kyle A. Parkerson, 6740 Reedyke Cir, Anchorage, AK 99507 |
| AIDE TO THE NATIONAL COMMANDER | Kenneth L. Yanke, 506 E. Chester, Lafayette, CO 80026-2215 |

| |
|---|
| <p align="center">2014 - 2015</p> <p align="center">NATIONAL COMMISSION/COMMITTEE CHAIRMEN</p> <p align="center">SONS OF THE AMERICAN LEGION</p> |
|---|

COMMISSION CHAIRMEN

| | |
|-----------------------------|--|
| LEGISLATIVE | David W. Lee, 3613 Lott St, Endwell, NY 13760-3628 |
| VA & R | Clint D. Bolt, 9598 Bristersburg Rd, Catlett, VA 20119-2159 |
| FINANCE | Jerry L. Leopold, 1009 Heatherwood Pl, McPherson, KS 67460-2122 |
| INTERNAL AFFAIRS | Mark A. Tansel, 71 Sunset Mnr, Mooresville, IN 46158-1251 |
| AMERICANISM | Danny J. Smith, 15103 S 84th St, Papillion, NE 68046-4628 |
| PUBLIC RELATIONS | Joseph A. Korba, 209 N Iroquois Ave, Margate City, NJ 08402-1739 |
| CHILDREN & YOUTH | Randall L. Eicher, 6984 State Route 4, Bloomville, OH 44818-9300 |

COMMITTEE CHAIRMEN

| | |
|--|---|
| CHILD WELFARE | Peter Sierminski, 11717 Pleasant Hill, Longmont, CO 80504-6289 |
| HOMELAND SECURITY | Raymond J. Jarvis, PO Box 406, Sackets Harbor, NY 13685-0406 |
| CONVENTION | Jeffrey A. Seiler, 7104 Autumn Leaf Ln, Frederick, MD 21702-9487 |
| MEMBERSHIP | George Flasinski, 3025 Surrey Ln, Aston, PA 19014-1729 |
| MEMBER TRAINING & DEVELOPMENT | Mike Sawicki, 1527 Churchill Dr, Schereville, IN 46375-3047 |
| RESOLUTIONS | Robert S. Brown, 2705 Woodbine Hill Way, Norcross, GA 30071-2845 |
| COMMANDERS ADVISORY | Douglas P. Bible, 5602 W Oakes Dr, St Cloud, MN 56303-0729 |
| COMMITTEES ON COMMITTEES | Raymond P. Giehll, Jr., 2612 Devon Ave, Indianapolis, IN 46219-1314 |

NON-COMMITTEE NATIONAL SAL OFFICERS

| | |
|-------------------------------|---|
| EDITOR, SAL NEWSLETTER | Mike Pipher, 612 S St Rd 446, Apt 35C, Bloomington, IN 47401-5567 |
| WEB MASTER | Wesley "Wes" E. Wills, 316 E Avenue A, S. Hutchinson, KS 67505-1636 |
| EVENT COORDINATOR | Clifford E. Hall, 15 Good Hope Hollow, Naylor, GA 31641-3700 |

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

| | |
|----------------|--|
| 1968 | Michael Seaton, 737 N Lamer St, Burbank, CA 91506-1719 |
| 1969 | Robert McBride, 1833 Brigadoone Ln, Florence, SC 29505-3236 |
| 1970-71 | J. R. Stillwell, 1213 N Hickory St, Champaign, IL 61820-2719 |
| 1972 | John Smolinsky, 26 Woodland Rd, Georgetown, MA 01833-2221 |
| 1973 | Robert Faust, 742 Myrtle Ave, Glendora, CA 91741-3534 |
| 1974 | James Hartman, 6476 Larry Ave, Webster, FL 33597-5609 |
| 1975 | Gregory D. Reis, 113 Kenilworth Dr, Elk Grove Vlg, IL 60007-4039 |
| 1976 | Grant M. Jamieson, 490 Fiske Dr, Detroit, MI 48214-2947 |
| 1977 | Charles E. Gannon, 6913 Varnum St, Lanover Hills, MD 20784-2121 |
| 1978 | John M. Sherrard, 16945 Loukelton St, La Puente, CA 91744-3363 |
| 1979 | Richard J. Kepler (AZ) - <i>Deceased</i> |
| 1980 | Ernest Wilson, Jr. (NJ) - <i>Deceased</i> |
| 1981 | Donald L. Willson (PA) - <i>Deceased</i> |
| 1982 | David P. Stephens, 3134 Crestwell Dr, Indianapolis, IN 46268-8655 |
| 1983 | Christopher R. Cerullo, PO Box 499, Shirley, NY 11967-0499 |
| 1984 | Fred L. Hartline, 303 E. Tucawaras Ave, apt 206, Barberton, OH 44203 |
| 1985 | Woodrow L. Mudge, Jr. (CO) - <i>Deceased</i> |
| 1986 | Royce Doucet (LA) - <i>Deceased</i> |
| 1987 | Douglas P. Bible, 5602 W Oakes Dr, St. Cloud, MN 56303-0729 |
| 1988 | Richard L. League, 11420 Scottsbury Terr, Germantown, MD 20876-6009 |
| 1989 | David R. Faust, 601 Engelhart Dr, Madison, WI 53713-4745 |
| 1990 | Charles R. Belles, 18802 Kerill Rd, Triangle, VA 22172-2013 |
| 1991 | Robert A. Worrel, 422 Meadow Ln, Ossian, IN 46777-9385 |
| 1992 | Eugene L. Sacco, PO Box 1093, Arcadia, CA 91077-1093 |
| 1993 | Charles B. Rigsby (MI) - <i>Deceased</i> |
| 1994 | Roland D. Matteson, 1520 E Sunnyslope Ln, Phoenix, AZ 85020-2729 |
| 1995 | Joseph Mayne, W379N5686 North Lake Rd #3, Oconomowoc, WI 53066 |
| 1996 | John T. Dietz, 2508 Williams Ave, Norwood, OH 45212-4149 |
| 1997 | Jack E. Jordan, 1232 Wedgewood Dr, Cheburne, TX 76033-4628 |
| 1998 | William E. Matoska, 3115 Orchard Ave, Baltimore, MD 21234-4727 |
| 1999 | Byron J. Robichaux, PO Box 3234, Houma, LA 70361-3234 |
| 2000 | Richard L. Cook, 110 W 17th St, Owasso, OK 74055-4627 |
| 2001 | Kevin N. Winkelmann, 9235 McDade St, Houston, TX 77080-2918 |
| 2002 | Clifford A. Smith, 32A Cottage St, Mansfield, MA 02048-3801 |
| 2003 | Steve C. Laws, 2031 36th St NE, Hickory, NC 28601-3254 |
| 2004 | Neal C. Warnken, 5019 W Illinois Ave, Hutchinson, KS 67501-8859 |
| 2005 | Michael J. Deacon, 317 9th St, Ames, IA 50010-6243 |
| 2006 | William L. Sparwasser, 465 Manor Rd, Aberdeen, MD 21001 |
| 2007 | Earl R. Ruttkofsky, 9771 N Wilson Rd, Lake City, MI 49651-9571 |
| 2008 | Raymond Giehl, Jr., 2612 Devon Ave, Indianapolis, IN 46219-1314 |

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| <p>PAST NATIONAL COMMANDERS SONS OF THE AMERICAN LEGION (continued)</p> |
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| | |
|-------------|--|
| 2009 | Thomas E. Cisna, 813 Lincoln Ave, Mattoon, IL 61938-5438 |
| 2010 | Mark E. Arneson, 3073 Saint Helena Dr, Tucker, GA 30084-2228 |
| 2011 | David L. Dew, PO Box 578, Wylie, TX 75098-0578 |
| 2012 | James K. Roberts, III, 500 E. Grace Ave, Haines City, FL 33844-5500 |
| 2013 | Christopher J. Huntzinger, 5721 Cloverdale Rd., Harrisburg, PA 17112 |
| 2014 | Joseph W. Gladden, 8627 Lawrence Hill Rd, Perry Hall, MD 21128-9103 |

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| <p>PAST NATIONAL COMMANDERS SONS OF THE AMERICAN LEGION HONORARY</p> |
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| | |
|-------------|---------------------------------|
| 2009 | Patrick J. Shea (OH) - deceased |
|-------------|---------------------------------|

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| <p style="text-align: center;">2014 - 2015</p> <p style="text-align: center;">NATIONAL EXECUTIVE COMMITTEEMEN</p> <p style="text-align: center;">SONS OF THE AMERICAN LEGION</p> |
|---|

| | |
|-----------------------|---|
| ALABAMA | Rev Thomas C. Glander, 2150 County Rd 57, Muscadine, AL 36269 |
| ALASKA | Howard P. Fruhwirth Jr, PO Box 10128, Fairbands, AK 99710-0128 |
| ARIZONA | William L. Foster, 3245 E. Sequoia Dr, :Phoenix, AZ 85050-7912 |
| ARKANSAS | Bruce G. Jameson, 617 Colonial Dr, Heber Springs, AR 72543-3425 |
| CALIFORNIA | Donald S. Ramirez, 1577 Calle Nueve, Lompoc, CA 93436-1706 |
| COLORADO | James M Gelwicks, PO Box 539, Gunnison, CO 81230-0539 |
| CONNECTICUT | George A. Sheehy IV, 2 Maiden Lane, Seymour, CT 06483-2111 |
| DELAWARE | Raymond W. Abbott, 3 Owensby Dr, Townsend, DE 19734-9783 |
| FLORIDA | John T.Jennings, 4129 Sunny Glen Dr, Lakeland, FL 33813-3945 |
| FRANCE | John Odom Sr, PSC 10 Box 1773, APO AE 09142 |
| GEORGIA | Robert S. Brown, 2705 Woodbine Hill Way, Norcross, GA 30171-2845 |
| HAWAII | Bernard K.Y. Lee, 643-A, N. Kuakini St, Honolulu, HI 96817-2205 |
| IDAHO | Wayne D. Mitchell, 333 S Stranghan Ave, Apt 116, Boise, ID 83712-7865 |
| ILLINOIS | Bruno T. Williamson, 405 East Belle Ave, Rantoul, IL 61866-1805 |
| INDIANA | Richard M. Pfeiffer, 1480 South 418 West, Angola, IN 46703-7954 |
| IOWA | Richard L. Young, 1209 N 4th Ave, Washington, IA 52353-2609 |
| KANSAS | Steve Ward, 2633 Shasten St, Grove, OK 74344-4905 |
| KENTUCKY | Steve R. Curry, 165 East Ky Rea Rd, Greensburg, KY 42743-9723 |
| LOUISIANA | Camille A. LeJeune Jr, 13917 Ventress Rd, Ventress, LA 70783-4001 |
| MAINE | David D. Raymond, 976 Riverside Dr, Augusta, ME 0430-8311 |
| MARYLAND | Bernard A. Dadds, 314 Malcolm Dr, Centerville, MD 21617-1988 |
| MASSACHUSETTS | Raymond J. Samko, 30 Cargill Ave, Worcester, MA 01610-2058 |
| MICHIGAN | David J. Menzel, 6040 Dryden Rd, Dryden, MI 48428-9764 |
| MINNESOTA | William H. Peters, 346 Minnehaha Ave, Minneapolis, MN 55406-2422 |
| MISSISSIPPI | Ronald E. Roberts, 120 Circular Dr, Mendenhall, MS 39114-4854 |
| MISSOURI | Doyle T. "Travis" Cummins, 170 Presnell St, Sikeston, MO 63801-3105 |
| MONTANA | John C. Pellegrini, 114 Madison St, Anaconda, MT 59711-2731 |
| NEBRASKA | David L. Rippe, PO Box 11, Bruning, NE 68322-0011 |
| NEVADA | Kenneth S. Clasen, PO Box 1922, Fallon, NV 89407-1922 |
| NEW HAMPSHIRE | Robert D. Hoitt, 22 Linden St, Rochester, NH 03867-3115 |
| NEW JERSEY | Gary P. Nelson, PO Box 2095, Cliffside Park, NJ 07010-6095 |
| NEW MEXICO | Joseph R. Navarrete (NM), 145 Bryant Ct, Mountain House, CA 95391 |
| NEW YORK | Gary W. Denmon, 503 N. Page Ave, Endicott, NY 13760-3941 |
| NORTH CAROLINA | Morris Dale, PO Box 908, Horse Shoe, NC 28742-0908 |
| NORTH DAKOTA | Bill Peschel, 416 17th Ave N, Wahpeton, ND 58075-3314 |
| OHIO | Robin W. "Rob" Brewer, 185 Pinewood Dr, Elyria, OH 44035-6031 |
| OKLAHOMA | Christopher Cook, 110 W 17th St, Owasso, OK 74055-4627 |
| OREGON | William "Willy" Williams, PO Box 3106, LaPine, OR 97739-3106 |
| PENNSYLVANIA | Kenneth P. Warner, 3791 Sticks Rd, Glen Rock, PA 17327-7832 |

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| <p style="text-align: center;">2014 - 2015 NATIONAL EXECUTIVE COMMITTEEMEN SONS OF THE AMERICAN LEGION (continued)</p> |
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| | |
|-----------------------|--|
| PHILIPPINES | Unknown |
| RHODE ISLAND | Normand G. Vadnais, 21 Lane B, Coventry, RI 02816 |
| SOUTH CAROLINA | James D. Moore, 1663 Langley Dr, Longs, SC 29568-5716 |
| SOUTH DAKOTA | Kerry L. Jorgenson, 1128 3rd St, NE, Watertown, SD 57201-1242 |
| TENNESSEE | Gillis E. Wallace, 1436 Inglewood Circle N, Nashville, TN 37216-3341 |
| TEXAS | Milton R. Chatham, 5035 Tupelo St, Beaumont, TX 77708-3923 |
| UTAH | Richard G. Fisher, 590 West 200 South, Clearfield, UT 84015-9212 |
| VERMONT | Harold I. Trombley, 50 Truell Rd, White River Jct, VT 05001-9100 |
| VIRGINIA | Steve A. Gower, 4308 Bart St, Portsmouth, VA 23707-2854 |
| WASHINGTON | Owen D. Fullmer 2071 Immel Rd #B, Chewelah, WA 99109-9623 |
| WEST VIRGINIA | Wyatt G. Smith, 9687 Straight Frk, West Hamlin, WV 25571-7513 |
| WISCONSIN | Daniel R. Daily, 7463 S 13th St, Oak Creek, WI 53154-1820 |
| WYOMING | Gary A. Swanlund, 5220 Danielle Ct, Cheyenne, WY 82009-5477 |

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| <p style="text-align: center;">2014 - 2015 ALTERNATE NATIONAL EXECUTIVE COMMITTEEMEN SONS OF THE AMERICAN LEGION</p> |
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| | |
|-----------------------|--|
| ALABAMA | Blair Miles, 2355 Grape Farm Rd, Brewton, AL 36426-3988 |
| ALASKA | John G. Whitlock, 3107 E 19th Ct, Anchorage, AK 99508-3330 |
| ARIZONA | Joseph E. Roberts, 2049 N. 1st Ave, Tucson, AZ 85719-3518 |
| ARKANSAS | Tommy L. Walker, PO Box 10155, Russelville, AR 72812-0155 |
| CALIFORNIA | Christopher Affolter Sr, 451 W. Citrus, Colton, CA 92324 |
| COLORADO | Peter Sierminski, 11717 Pleasant Hill Rd, Longmont, CO 80504-6289 |
| CONNECTICUT | John M. Wright, 28 Seneca Rd, Bristol, CT 06010-7138 |
| DELAWARE | Michael S. Cotton, 10087 Concord Rd, Seaford, DE 19973-8646 |
| FLORIDA | William D. Kelly Jr, 5686 Wolf Creek Dr, Jacksonville, FL 32222-1387 |
| FRANCE | David N. Greaux, Bunnhoehestr 21, 97505 Geldersheim, Germany |
| GEORGIA | Jason S. Roberts, 215 Oak Hollow Ct, White, GA 30184-3517 |
| HAWAII | LeRoy P. Pulawa, 1249 Auwai Dr, Wahiawa, HI 96786-2443 |
| IDAHO | Woody W. Jones, 2401 S Owyhee St, Lot #76, Boise, ID 83705-3970 |
| ILLINOIS | Fr Gary P. Gummersheimer, 724 Mulberry St, Murphysboro, IL 62966 |
| INDIANA | Michael A. Pipher, 612 S St Rd 446, #35C, Bloomington, IN 47401-5567 |
| IOWA | Robert E. Jackson, 1032 Warbler Ave, Lorimor, IA 50149-8506 |
| KANSAS | Randy J. Bland, 2550 Valley View Dr, Arkansas City, KS 67005-3874 |
| KENTUCKY | Larry L. Crabtree, 807 Rhodes Dr, Elizabethtown, KY 42701-1051 |
| LOUISIANA | Enos N. Bellanger, PO Box 201, Gretna, LA 70054-0201 |
| MAINE | Richard L. Huntley Sr, 38 Whale Cove Rd, Machiasport, ME 04655-3236 |
| MARYLAND | Larry C. Weinzirl, PO Box 578, Perryville, MD 21903-0578 |
| MASSACHUSETTS | Mark McCue, 513 Main St, Apt 1, Cherry Valley, MA 01611-3041 |
| MICHIGAN | Rodney J. Tolbert, 588 Maiden Ln, St Joseph, MI 49085-9586 |
| MINNESOTA | Steven D. Sullivan, 2562 Woodcrest Dr, Chaska, MN 55318-1370 |
| MISSISSIPPI | Harry M. Williams, 5196 Simpson Hwy 49, Braxton, MS 39044-9429 |
| MISSOURI | Jay E. Marsden, 4109 Faredale St, St Charles, MO 63304-7431 |
| MONTANA | Roger O. Hancock, 116 Dallas St, Lolo, MT 59837-9614 |
| NEBRASKA | Danny J. Smith, 15103 S 84th St, Papillion, NE 68046-4628 |
| NEVADA | Joseph B. Keiser, 4250 S Arville St, #202, Las Vegas, NV 89103-3723 |
| NEW HAMPSHIRE | Phillip A. Cook, 591 Fitzwilliam Rd, Jaffrey, NH 03452 |
| NEW JERSEY | Joseph A. Korba, 209 N Iroquois Ave, Margate City, NJ 08402-1739 |
| NEW MEXICO | Casimero J. Padilla, PO Box 30042, Albuquerque, NM 87190 |
| NEW YORK | David L. Bishop Sr, 607 6th St, Watervliet, NY 12189-3723 |
| NORTH CAROLINA | Richard Campbell, 114 Bayview Trail, Edenton, NC 27932-2874 |
| NORTH DAKOTA | Chad C. Rice, 1834 5th St N, Fargo, ND 58102-2314 |
| OHIO | William R. Sutterlin, 950 Township Rd 2506, Perrysville, OH 44864 |
| OKLAHOMA | Rickey L. Deal, 24752 S. Cedar Dr, Claremore, OK 74019 |
| OREGON | Ron Mitchell, PO Box 3215, LaPine, OR 97739-3215 |

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| <p style="text-align: center;">2014 - 2015 ALTERNATE NATIONAL EXECUTIVE COMMITTEEMEN SONS OF THE AMERICAN LEGION (continued)</p> |
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| PENNSYLVANIA | Kevin I. Ivery, 6109 Wayne Ave #303, Philadelphia, PA 19144-6113 |
| PHILIPPINES | Unknown |
| RHODE ISLAND | Henry V. Camire, 222 Burgess Ave, Pawtucket, RI 02861-3468 |
| SOUTH CAROLINA | Kenneth J. Doremus, 3015 Hogans Aly, Little River, SC 29566-6440 |
| SOUTH DAKOTA | Joel D. Mattern, 701 1st Ave East, Lemmon, SD 57638-1902 |
| TENNESSEE | Gary N. Crockett, 208 Fort St, Tullahoma, TN 37388-2409 |
| TEXAS | David A. Blair, 5617 Saplinas Rd, El Paso, TX 79932-1956 |
| UTAH | None |
| VERMONT | Vacant |
| VIRGINIA | Linwood A. moore, 6711 Reinhold Dr, Chesterfield, VA 23838-6008 |
| WASHINGTON | Reggie G. Palacios, PO Box 663, Custer, WA 98240-0663 |
| WEST VIRGINIA | Robert L. Ackerman, 2696 Route 75, Apt 1, Kenova, WV 25530-9571 |
| WISCONSIN | Patrick N. Gyskiewicz, W5387 Row Rd, Merrill, WI 54452-8763 |
| WYOMING | Gary L. Temple 1073 E 12th St, Gillette, WY 82716-5077 |

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| <p style="text-align: center;">2014 - 2015</p> <p style="text-align: center;">DETACHMENT COMMANDERS</p> <p style="text-align: center;">SONS OF THE AMERICAN LEGION</p> |
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| | |
|-----------------------|---|
| ALABAMA | Steve L. Bowling, 220 Fern Lane, Arab, AL 35016-1825 |
| ALASKA | Michael R. Jimerson, 4292 Shirley Ct, Homer, AK 99603-7227 |
| ARIZONA | Joseph P. Miller, 9702 N. Donegal Pl, Tucson, AZ 85742-9113 |
| ARKANSAS | Lon G. Baureis, 405 Lee St, Heber Springs, AR 72543-2714 |
| CALIFORNIA | Michael C. Fox, 7135 Zelinda Dr, Fair Oaks, CA 95628-4559 |
| COLORADO | J. Scott Garrett, 719 Uvalda St, Aurora, CO 80011-6659 |
| CONNECTICUT | John M. Wright, 28 Seneca Rd, Bristol, CT 06010-7138 |
| DELAWARE | William G. Keplinger, 161 2nd St, Leipsic, DE 19901-1747 |
| FLORIDA | Kirk T. Miller, 2044 Harvard Ave, Dunedin, FL 34698-2611 |
| FRANCE | Casby Logan, CMR 418 Box 3193, APO AE 09058 |
| GEORGIA | Zeste C. Debro, 2760 Weatherstone Cir, SE, Conyers, GA 30094-2023 |
| HAWAII | LeRoy P. Pulawa, 1249 Auwai Dr, Wahiawa, HI 96786-2443 |
| IDAHO | Wayne W. Foster, 24838 Lower Pleasant Valley Rd, Wilder, ID 83676 |
| ILLINOIS | John Jarosz Jr, 121 North Douglas Ave, Arlington Hts, IL 60004-6117 |
| INDIANA | Ronald T. Sexton, 802 E 27th St, Marion, IN 46953-3716 |
| IOWA | Michael E. Sypherd Sr, PO Box 182, Ainsworth, IA 52201-0182 |
| KANSAS | Doug L. Evans, PO Box 747, Canton, KS 67428-0747 |
| KENTUCKY | Otto Price, 240 Hicks Lane, London, KY 40744-8294 |
| LOUISIANA | Danny T. McArthur, 26068 Bobby Jones Blvd, Abita Springs, LA 70420 |
| MAINE | Scott K. Morton, 28 Candy Lane, Brunswick, ME 04011-9119 |
| MARYLAND | Donald L. Hall Jr, 173 W Meadow Rd, Baltimore, MD 21225-2642 |
| MASSACHUSETTS | William J. Murphy III, 185 Kemp St, Dunstable, MA 01827-2102 |
| MICHIGAN | Harley C. "Butch" Maxwell, 211 Peters Rd, Milford, MI 48381-1874 |
| MINNESOTA | Dennis J. Henkemeyer, PO Box L, Bagley, MN 56621-1010 |
| MISSISSIPPI | Raymond Thornton, 1426 Monterey Rd, Florence, MS 39073-9742 |
| MISSOURI | John H. Rodabaugh Jr, 13973 Sable Cir, Warsay, MO 65355-3652 |
| MONTANA | David A. Driver, 3247 5th Ave S, Great Falls, MT 59405-3339 |
| NEBRASKA | Keith P. Kearns, PO Box 433, Hay Springs, NE 69347-0433 |
| NEVADA | Joseph B. Keiser, 4250 S Arville St, #202, Las Vegas, NV 89103-3723 |
| NEW HAMPSHIRE | Scott Merrill, 17 Beechstone, Apt 3, Portsmouth, NH 03801-6317 |
| NEW JERSEY | Carl W. Albern Jr, 414 4th Ave, Bradley Beach, NJ 07720-1247 |
| NEW MEXICO | Donald J. Conger, 970 San Diego Loop, Jemez Springs, NM 87025-8101 |
| NEW YORK | Charles M. Depo, 670 O'Neil Rd, West Chazy, NY 12992-3311 |
| NORTH CAROLINA | James M. Hallman Jr, 95 Walnut Ave, Belmont, NC 28012-2940 |
| NORTH DAKOTA | Michael W. Daeley, 1725 1st St SW, apt 4, Minot, ND 58701-6369 |
| OHIO | Stephen K. Catlett, 11076 Powhatan Path, Lakeview, OH 43331-9241 |
| OKLAHOMA | Michael Deutser, 2056 E 13th St, Tulsa, OK 74104-4435 |
| OREGON | Delvin "Del" White, 3800 Vittoria Way, Newberg, OR 97132-1584 |
| PENNSYLVANIA | James A. Bradley, 1061 1st Ave, Brackenridge, PA 15014-1530 |

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| <p style="text-align: center;">2014 - 2015 DETACHMENT COMMANDERS SONS OF THE AMERICAN LEGION (continued)</p> |
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|-----------------------|--|
| PHILIPPINES | Unknown |
| RHODE ISLAND | Neil Tack, 8 Broad St, Warwick, RI 02888 |
| SOUTH CAROLINA | Mark A. Cannito, 224 Cupola Dr, Longs, SC 29568-8692 |
| SOUTH DAKOTA | Colin D. Royal, 1250 2nd St, SW, Huron, SD 57350-1757 |
| TENNESSEE | Byron J. Trantham, 1512 Truman Ave, Est Ridge, TN 37412-3841 |
| TEXAS | Thomas P. Skelley, 444 Desert Song Dr, Horizon City, TX 79928-7242 |
| UTAH | Robert Q. Gunn, 4915 W Parr Dr, West Jordan, UT 84081-4836 |
| VERMONT | Eric Buckley, 10 Third Level Dr, Apt #97, Brattleboro, VT 05401-6848 |
| VIRGINIA | Richard S. Pregnall, 18634 Louisa Rd, Louisa, VA 23093-4403 |
| WASHINGTON | Mark E. Waslohn, 9641 Flambeau Rd, Blaine, WA 98230-9259 |
| WEST VIRGINIA | Rocky A. Fox, 874 Longview Dr, Berkeley Spg, WV 25411-6429 |
| WISCONSIN | Gary F. Lubich, PO Box 534, River Falls, WI 54022-3042 |
| WYOMING | James L. Andersen, 1214 Circle Rd, Worland, WY 82401-2406 |

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| <p style="text-align: center;">2014 - 2015</p> <p style="text-align: center;">DETACHMENT ADJUTANTS</p> <p style="text-align: center;">SONS OF THE AMERICAN LEGION</p> |
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|-----------------------|--|
| ALABAMA | Andrew E. Cherry, 86 Sterling Dr, Elmore, AL 36025-1825 |
| ALASKA | Kevin L. Collier, 2942 Rose St, Anchorage, AK 99508-4742 |
| ARIZONA | Charles E. Treat II, 7783 N. 57th Ave, Glendale, AZ 85301-7868 |
| ARKANSAS | Thomas Thompson, 1 Park Rd, Lot #10, Heber Springs, AR 72543-7601 |
| CALIFORNIA | Ned C. Fox, 5634 Ligget Way, Carmichael, CA 95608-2329 |
| COLORADO | Mark A. Kilstrom, 1870 River Dr, Fountain, CO 80817-1130 |
| CONNECTICUT | Robert L. Turner, 42 Blue Hills Rd, Monroe, CT 06468-2017 |
| DELAWARE | Owen W. Cole, PO Box 311, Clayton, DE 19938-0311 |
| FLORIDA | James E. "Ed" Sheubrooks, 800 S Brocksmith Rd, Fort Pierce, FL 34945 |
| FRANCE | James M. Settle, Kraichgaustr 5, 94193 Schwaigern-Stetten, Germany |
| GEORGIA | Ronald F. Grist, 179 Davis Rd, Stockbridge, GA 30281-3307 |
| HAWAII | Bernard K.Y. Lee, 643-A N. Kuakini St, Honolulu, HI 96817-2205 |
| IDAHO | Rolland D. Adams Jr, 1604 Mary St, Salmon, ID 83467-4419 |
| ILLINOIS | Jeffrey J. Van Horn, 122 West Palatine Rd, Palatine, IL 60067-5104 |
| INDIANA | Damon J. Bradtmueller, 11 Stoneybrook Dr, Brownsburg, IN 46112-1055 |
| IOWA | Brian Kessler, PO Box 624, Lake Park, IA 51347-0624 |
| KANSAS | Lyle G. Larson, PO Box 361, Inman, KS 67546-0361 |
| KENTUCKY | Billy L. Reynolds, PO Box 1144, Martin, KY 41649 |
| LOUISIANA | Camille A. LeJeune Jr, 13917 Ventress Rd, Ventress, LA 70783-4001 |
| MAINE | Joseph F. Cooper, PO Box 44, Searsmont, ME 04973-0044 |
| MARYLAND | William E. Matoska, 3115 Orchard Ave, Baltimore, MD 21234-4729 |
| MASSACHUSETTS | Thomas Wigmore, PO Box 118, Cohasset, MA 02025-0118 |
| MICHIGAN | Gordon Z "Zack" Pendell, 11618 M 216, Marcellus, MI 49067-9356 |
| MINNESOTA | Douglas P. Bible, 5602 West Oakes Dr, St Cloud, MN 56303-0729 |
| MISSISSIPPI | Antonio E. Austin, 108 Lena Dr, Vicksburg, MS 39183-9228 |
| MISSOURI | Dana R. Kuhn, PO Box 292, High Ridge, MO 63049-0292 |
| MONTANA | Richard A. Ellwein, 930 Sierra Rd W, Helena, MT 59602-6539 |
| NEBRASKA | Harold E. Thompson Jr, PO Box 22, Wayne, NE 68787-0022 |
| NEVADA | Lars Eilenfeld, 5855 W Carig #102, Las Vegas, NV 89130 |
| NEW HAMPSHIRE | John E. Neylon Jr, 57 North St, Laconia, NH 03246-2435 |
| NEW JERSEY | Jeffrey E. Hicks, 152 Main St, Southampton, NJ 08088-8872 |
| NEW MEXICO | Tony R Navarrete, 328 Greenwich Rd SW, Albuquerque, NM 87105-3809 |
| NEW YORK | Robert J. Avery, 37 Foxe Commons, Rochester, NY 14624-4382 |
| NORTH CAROLINA | Steve C. Laws, 2031 36th St, NE, Hickory, NC 28601-3254 |
| NORTH DAKOTA | William Witkowski, PO Box 294, Gwinner, ND 58040-0294 |
| OHIO | Scott J. Thornton, 711 Whisperwood Pkwy, Holland, OH 43528-7872 |
| OKLAHOMA | Richard L. Cook, 110 West 17th St, Owasso, OK 74055-4627 |
| OREGON | TBA |
| PENNSYLVANIA | Anthony W. Wright, 501 Green Hill Rd, Parkesburg, PA 19365-9192 |

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| <p style="text-align: center;">2014 - 2015 DETACHMENT ADJUTANTS SONS OF THE AMERICAN LEGION (continued)</p> |
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| PHILIPPINES | Unknown |
| RHODE ISLAND | Cory D. Bates, PO Box 5, Coventry, RI 02816-0005 |
| SOUTH CAROLINA | Robert E. Thompson, 900 Leather Leaf Ln, Longs, SC 29568-7723 |
| SOUTH DAKOTA | Colin D. Royal, 1250 2nd St, SW, Huron, SD 57350-1757 |
| TENNESSEE | John L. Jones, PO Box 4581 Chattanooga, TN 37405-0581 |
| TEXAS | Kevin N. Winkelmann, 9235 McDade St, Houston, TX 77080-2918 |
| UTAH | Robert "Bob" Jones, 3359 North 2550 East, Layton, UT 84040-8497 |
| VERMONT | Don T. Tetreault, 3123 E. Pittsford Rd, Rutland, VT 05701 |
| VIRGINIA | Scott A. Williams, 90 Heritage Way NE, #204, Leesburg, VA 20176-3356 |
| WASHINGTON | Wayne L. Elston, 32503 W. Knox Rd, Benton City, WA 99320-5617 |
| WEST VIRGINIA | Jeffrey M. Ryman, 144 Grantham Farm Rd, Martinsburg, WV 25403 |
| WISCONSIN | David R. Faust, 601 Engelhart Dr, Madison, WI 53713-4745 |
| WYOMING | Jerry L. Clark, 565 N Absaroka St, Powell, WY 82435-1826 |

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 31st 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. 2015 search uses 2014 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

| Conference/Convention | Date(s) | Location of Event | Nearest Major Airport | SAL |
|--|---------|-------------------|-----------------------|---------------------|
| | | | | Expected Attendance |
| 1 st Choice | | | | |
| 2 nd 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

| Conference/Convention | Date(s) | Location of Event | Nearest Major Airport | SAL |
|--|---------|-------------------|-----------------------|---------------------|
| | | | | Expected Attendance |
| 1 st Choice | | | | |
| 2 nd 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 31st** 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. 2015 search uses 2014 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: _____

Detachment Adjutant

DATE: _____

SAL 4-A01



CERTIFICATION OF NATIONAL CONVENTION DELEGATES FOR THE SONS OF THE AMERICAN LEGION

| OFFICIAL | USE | ONLY |
|-----------|-----|------|
| At Large | | Pd |
| Delegates | | Pd |
| Alternate | | Pd |
| Guest | | Pd |

The Detachment of _____ has elected the following persons, all being members of The S.A.L. in good standing, as National Convention Delegates to represent this Detachment at the Annual National Convention of the Sons of The American Legion.

The Delegates have been selected based on a membership of _____ on _____.

DELEGATES AT LARGE Past National Commander(s) and National Elective Officers only.

| NAME | SQUADRON # |
|------|------------|
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DELEGATES TO CONVENTION:

| | |
|------------------------|--|
| (Delegation Chairman) | |
| (Delegation Secretary) | |
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ATTESTED:

Detachment Adjutant

Detachment Commander

Date _____

SAL 5-A05

CERTIFICATION OF NATIONAL CONVENTION DELEGATES FOR
THE
SONS OF THE AMERICAN LEGION

Page _____ of _____.

[illegible]

ATTESTED:

Detachment Adjutant

Detachment Commander

Date_____

SAL 5-A05



CERTIFICATION OF NATIONAL CONVENTION
ALTERNATE DELEGATES FOR THE
SONS OF THE AMERICAN LEGION

The Detachment of _____ has elected the following persons, all being members of The S.A.L. in good standing, as National Convention Alternate Delegates to represent this Detachment at the Annual National Convention of the Sons of The American Legion.

The Alternate Delegates have been selected based on a membership of _____ on _____.

| NAME | SQUADRON # |
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ATTESTED:

Detachment Adjutant

Detachment Commander

Date _____

SAL 6-A01



CERTIFICATION OF NATIONAL CONVENTION GUESTS SONS OF THE AMERICAN LEGION

The Detachment of _____ has the following persons who will be attending the Annual National Convention of the Sons of The American Legion as guests.

Guest over 18 paid registration fee _____. Guest under 18 has no registration fee_____.

| NAME | Over 18 | Under 18 |
|------|---------|----------|
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ATTESTED:

Detachment Adjutant

Detachment Commander

Date_____

SAL 7-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:**

TO BE FILLED IN BY THE RESOLUTIONS CHAIRMAN

Approval Recommended: _____

Rejection Recommended: _____

Referral to: _____

Other Action: _____

Signature of Resolutions Chairman:

SUBMITTED BY:

Chairman (or Detachment Commander/Adjutant)

RECEIVED BY:

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 no later than June 30th. 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 2015 to:

Beads of Courage, Inc. of Tucson, Ariz., was awarded \$40,000 for its project, "Beads of Courage." The grant will fund the purchase of beads to encourage ill children as part of the Beads of Courage program.

Children’s Institute, Inc. of Rochester, N.Y., was awarded \$7,580 for its project, “Strengthening Military Family Relationships Through Play.” The grant will underwrite the production and dissemination of instructional DVDs to educate Boys and Girls Club staff on the needs of military children.

Children’s Organ Transplant Association of Bloomington, Ind., was awarded \$43,595 for its project, “The American Hometown Heroes for COTA Campaign.” The grant will fund an informational campaign that will connect reserve and National Guard COTA families to Legion posts that support COTA.

CureSearch for Children’s Cancer of Bethesda, Md., was awarded \$31,500 for its project, “CureSearch 2014 Educational Video Series.” The grant will produce and distribute videos on staying healthy while on chemotherapy, eating healthy and information on clinical procedures such as biopsy and ultrasound.

Marfan Foundation of Port Washington, N.Y., was awarded \$30,000 for its project “Parent’s Toolkit: Your Child and Marfan Syndrome.” The grant will provide informational toolkits for parents of children with Marfan Syndrome.

Mercy Medical Angels of Virginia Beach, Va., was awarded \$44,000 for its project, “Child Health Program – Info Dissemination Upgrade.” The grant will update and disseminate information on the organization’s child health program.

National Autism Association of Attleboro Falls, Mass., was awarded \$58,075 for its project, “Big Red Safety Box.” The grant will enable the continuation of the Big Red Safety Box program that addresses dangerous wandering incidents.

Our Military Kids of McLean, Va., was awarded \$31,350 for its project, “Our Mission Continues: Moving into the Next Decade of Supporting Our Kids.” The grant will enhance outreach and marketing efforts of the organization.

United States Association of Blind Athletes of Colorado Springs, Colo., was awarded \$20,000 for its project, “USABA Mobile Coach.” The grant will expand the number of sports offered on Mobile Coach to assist blind youth athletes.

Since 1987, the Sons of The American Legion have contributed over \$6,000,000 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 2015 all books must be received at National Headquarters by July 15, 2015 |

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 2015 all books must be received at National Headquarters by July 15, 2015

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 2015 is based on the final 2014 membership as of December 31, 2014.

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:

1) 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). This gift certificate will again be awarded in 2015.

2) 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.

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

a.) **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.

4) **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 I 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.

5) **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.

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

7) **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 1st 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:

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

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

3) **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:

A) 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.



2014 S.A.L. ACCOMPLISHMENTS



Veterans Affairs & Rehabilitation

- 75 REGISTERED (VAVS) REPRESENTATIVES
- MEMBER OF NATIONAL VAVS BOARD
- 472,906 TOTAL VOLUNTEER HOURS RECORDED WITH 20,566 VISITS AND \$1,172,358 IN CASH AND GIFTS
- \$77,181 DONATED TO FISHER HOUSE WITH 4,126 HOURS
- 8,044 HOURS WITH \$32,378 TO THE FAMILY SUPPORT NETWORK

Children & Youth

- SINGLE LARGEST CONTRIBUTOR TO THE CHILD WELFARE FOUNDATION: \$346,099 WITH 54,809 HOURS OF SERVICE
- SPECIAL OLYMPICS - \$197,715 DONATED WITH 19,346 HOURS OF SERVICE
- CHILDRENS MIRACLE NETWORK - \$71,829 IN DONATIONS WITH 7,065 SERVICE HOURS
- \$491,012 AND 83,559 HOURS IN SUPPORT OF OTHER CHILDREN & YOUTH PROGRAMS, BRINGING THE TOTAL YEARLY DONATIONS TO ALL C & Y PROGRAMS TO \$1,174,933 WITH 166,825 SERVICE HOURS

2014 MEMBERSHIP

**352,889 MEMBERS IN 6,039 SQUADRONS
IN 52 DETACHMENTS**

Americanism

- 1,165 BOYS STATE REPRESENTATIVES AT A COST OF \$193,469
- 9,485 COLOR GUARD APPEARANCES AT A COST OF \$71,207
- 1,571 AMERICAN LEGION BASEBALL TEAMS SPONSORED AT A COST OF \$156,359
- OTHER TEAMS SPONSORED AT A COST OF \$133,501
- \$73,859 IN SUPPORT OF SCOUTING
- \$7,412 IN DONATIONS AND 2,399 SERVICE HOURS TO THE ORATORICAL PROGRAM INVOLVING 196 CONTESTANTS
- 11,268 HOURS AND \$26,027 TO JUNIOR SHOOTING SPORTS
- 28,683 FLAGS PRESENTED AT A COST OF \$64,955
- 954 FLAG EDUCATION PROGRAMS AT A COST OF \$13,543 WITH 5,792 HOURS
- 6,710 FLAG RETIREMENT CEREMONIES
- 372,315 FLAGS PLACED AT CEMETERIES & GIVEN AT PARADES AT A COST OF \$79,283
- \$316,169 IN SCHOLARSHIPS WITH 11,672 HOURS FOR EDUCATIONAL PROGRAMS
- 282 – 5 STAR / 10 IDEALS PROGRAMS AT A COST OF \$5,785
- VARIOUS COMMUNITY SERVICE PROJECTS AT A COST OF \$799,067 AND 670,421 SERVICE HOURS
- \$39,119 IN DONATIONS TO THE NATIONAL EMERGENCY FUND
- A TOTAL OF \$2,033,159 AND 738,304 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

2014 - 2015

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

CHILDREN & YOUTH

1 \$ _____ Donations, Child Welfare Foundation _____ No. of Hours, Child Welfare Foundation
3 \$ _____ Donations, Special Olympics _____ 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

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. 2014-2015)
 - 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, 2014.

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: _____

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



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., 2014-2015)
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, 2015. 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: _____

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

Sons of The American Legion History Contest Judging Sheet

page 2

Date: _____ Squadron-District-Detachment Name: _____

Judged By: _____

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

Comments:



**2014-2015
MEMBERSHIP TARGET DATES
SONS OF THE AMERICAN LEGION**

| | |
|---------------------------------------|-------------|
| SEPTEMBER 10, 2014 | 10% |
| OCTOBER 8, 2014 | 25% |
| NOVEMBER 13, 2014 | 35% |
| DECEMBER 10, 2014 | 45% |
| JANUARY 21, 2015 | 60% |
| FEBRUARY 11, 2015 | 75% |
| MARCH 11, 2015 | 80% |
| APRIL 8, 2015 | 90% |
| MAY 13, 2015 | 100% |
| *JULY 23, 2015 | 105% |
| *Delegate Strength Target Date | |

**2014-2015
MEMBERSHIP
YEAR**



SONS OF THE AMERICAN LEGION BIRTHDAY DATA INFORMATION

| Member ID Number | Last Name | Date of Birth Month / Day / Year |
|------------------|-----------|-------------------------------------|
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Return to:

S.A.L. National Headquarters
P.O. Box 1055 Indianapolis, IN 46206

**CERTIFICATION FORM
SONS OF THE AMERICAN LEGION
BLUE BRIGADE NEW MEMBER RECRUITER AWARD
2015**

SQUADRON: RETAIN COPY FOR YOUR RECORDS

SEND TO: NATIONAL HEADQUARTERS ON OR BEFORE MAY 13, 2015.

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 13, 2015)**. **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 2nd 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**

| # | 9-Digit Member ID# | Name | Detachment | Squadron Number |
|----|--------------------|------|------------|-----------------|
| 1 | | | | |
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[illegible]

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: _____

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

When did or will the event take place? _____

Where? _____

Why will readers be interested in the story? _____

What additional information is important to the story? _____

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.

**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 1st of the prior year through June 30th 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)