UTILIZE THE CHAIN OF COMMAND

Department staff is always ready to assist in every way possible to help Posts, Counties and Districts to accomplish all of our goals, in membership as well as programs.

Your Department headquarters receives phone calls, letters and emails every day from Legionnaires seeking help on any number of issues. In most cases, we are able to take care of the problem or, at least, can refer the questioner to the proper parties who can help. But problems can arise when questions are brought to us on matters which headquarters has no jurisdiction. As a basic “rule of thumb”, Department can most readily help with issues related to membership, American Legion programs, Legionnaire Insurance programs and veterans’ benefits questions. Headquarters cannot help with Post elections, problems with operating a Post business (bar or restaurant) or concerns of a personal or civil nature. These matters can best be resolved at the Post, County and District levels, or in some cases, with help from civil authorities.

A second “rule of thumb” to bear in mind is that questions can often be most easily answered by using the “chain of command” - just like in the military. Effective use of the chain of command increases efficiency at all levels of the organization. Your Post’s first resource for answers is always your County officers. They often have the answer readily available on issues like Post elections and the conduct of meetings. By directing a problem to the County organization, County officers will be better equipped to assist other Posts with similar questions. The same applies for County officers seeking guidance. Their best resource is the District organization. Using the chain of command allows each level of the organization to become better informed as to the activities within the Districts across the state. All levels become better equipped to handle challenges.

Questions should not be posed directly to the National Headquarters. Directing questions to the National headquarters will only delay receiving a direct answer. Staff at our National headquarters in Indianapolis simply refers questions back to Department headquarters, where we, in turn, contact the appropriate District officers who then provide guidance to the Post. This is all in the interest of promoting efficient operations and maintaining the chain of command. So, whenever possible, use the chain of command and the Department Directory. The directory is available on our website at www.wilegion.org; under the ‘Members’ tab click on ‘Resources’ and ‘Department Directory’.

The Department staff is always ready, willing and able to assist in every way we can. We urge you to use the website, www.wilegion.org, as a resource. Guides and manuals specifically designed to answer most questions about membership, American Legion programs and Post activities can be found there. Simply click on the ‘Members’ tab and look under ‘Resources’

David A. Kurtz
Department Adjutant

The American Legion, Department of Wisconsin ~ 2930 American Legion Drive ~ P.O. Box 388 ~ Portage, WI 53901-0388
Telephone: (608) 745-1090 or toll free at (855) 945-4466 ~ Fax: (608) 745-0179
Email: info@wilegion.org or find a listing of employee emails at the Department website: www.wilegion.org
Manual created 2016 – Distributed at the 2016 Department Convention
HOW TO USE THE ADMINISTRATIVE & MEMBERSHIP MANUAL

THIS MANUAL IS TO BECOME A PERMANENT DOCUMENT OF YOUR POST, TO BE PUT IN A BINDER AND HANDED OVER TO NEW LEADERSHIP AS CHANGES OCCUR. IT SHOULD BE AT EACH POST MEETING, AS IT IS LAID OUT MONTHLY AS TO WHAT NEEDS TO BE DONE AND WHEN.

Each year at the Department Convention in July, your updated Appendixes for this manual and other manuals, will be distributed to each Post during the Friday morning District Caucuses. The body of this manual is only reprinted approximately every 5 years; the Appendixes are reprinted yearly. Replacement cost for the Administrative Manual is $25.00.

The forms within the body of the Manual are marked as ‘SAMPLE’. These are not the forms you fill out and send in; the forms to send in are in the back of the manual in the Appendixes and you will be given yearly replacements as stated in the paragraph above.

This manual is provided for the Post, County and District Commanders & Adjutants to use in conjunction with National Publications like the Post Adjutants Manual and the Officers Guide and Manual of Ceremonies. This manual is intended as a guide to assist you with handling the business affairs of the Post, County or District. It provides efficient service to your members and provides for two-way communication regarding administrative matters pertaining to reports and programs. For Posts, Counties and Districts that have computer access, you can download this manual and others on the Department website at www.wilegion.org. For Posts that do not have computer access, you may reproduce this manual as needed.

This manual is divided into monthly sections. Included in each month is a Consolidated Post Report (CPR) monthly worksheet (Appendix D) which, if used monthly, will make it very easy to compile the National CPR report that is due June 1st. Reporting this information is crucial to The American Legion, as the information is used to show the legitimacy of the organization and allows for the continuation of the 501c19 non-profit status. The other form included monthly is the Reconnect Report (Appendix E) which is used to track activities with Guard/Reserve/Active Duty Military personnel. It is intended that you bring this manual to every meeting of the Post, County and District to work together as a team to complete reports, programs and administrative duties. It may benefit your team, for example, to work on the items due in July and August during the June meeting. Working in advance allows your team to anticipate needs and gather volunteers to accomplish the mission.

For the more experienced Officers this may seem tedious; however, we have to work with new officers at all Posts, Counties and Districts and this manual will help to standardize the Department as whole.

Please place the pages of the Department Administrative & Membership Manual, along with other Department & National Publications in a binder. Make copies of forms that have been provided, and retain a completed copy for your records. All forms are available at www.wilegion.org and can be downloaded and printed from the site. Many forms are in a fillable format.

The Administrative & Membership Manual is a work in progress and will never be complete as long as suggestions and recommendations flow between National Headquarters, Department Headquarters, Posts, Counties and Districts. If you have ideas or suggestions on improving this manual please contact your District Commander or Adjutant, or the Department Adjutant to discuss.
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BLOOD DRIVE INFORMATION

Convenience, for many people, turns out to be the deciding factor whether they give blood or not. The American Red Cross works closely with companies, community groups, military bases, churches and synagogues, colleges, universities and high schools to organize blood drives at places most convenient for donors; the places where they live, work, worship and play. In fact, 80% of blood donations made through the Red Cross are made at blood drives rather than fixed donor centers.

Blood drives need sponsors and organizations that can provide the appropriate physical space and a coordinator from the organization to educate, motivate and recruit donors and work with the local Red Cross.

Why do organizations sponsor drives? It is both a simple and powerful way to serve your community and allow employees/colleagues or members to get involved. Whether your organization is large or small, you can make a difference!

If you or your organization is interested in becoming a blood drive sponsor, please call 1-800-GIVE LIFE (1-800-448-3543) for details, or contact your local blood center for more information.

What you can expect as a blood drive sponsor:

**The Sponsor:** Offers a suitable location ~ Helps recruit donors within the organization and publicizes the drive ~ Schedules donors for their appointments (Now also online).

**The Red Cross/Blood Center does the rest:** Works with you every step of the way to plan and organize the Blood Drive ~ Helps you determine how many donors to expect and how to recruit them ~ Brings equipment and supplies to you, sets everything up and takes it down at the end. ~ Confidentially screens donors and collects the donations, safely and professionally ~ Schedules or helps you schedule volunteers to greet donors and serve refreshments.

**Resources for Sponsors:**

When you host a blood drive, your Red Cross representatives will provide you with a variety of resources and recruitment tools.

Many resources are available online at [http://www.redcrossblood.org](http://www.redcrossblood.org). This site offers tools for hosting a Blood Drive, promoting your blood and allows for donors to pre-register for your drive. Regular donors have a Red Cross app on their electronic devices that shows them the nearest registered Blood Drive.

And last, but not lease, please see the difference you are making in so many lives and accept a big THANK YOU – we couldn’t do it without you!

**Legion Note:** Those Posts sponsoring Blood Drives, should record it on their annual Consolidated Post Report (CPR) which will generate a Certificate, from the Department, for their efforts.
BROCHURES AND PUBLICATIONS
DEPARTMENT & NATIONAL

Many Brochures are no longer printed in mass quantities, or at all. This information is to guide you on how to obtain the items you need.

National Publications & Brochures:

All publications put together by National are available for download and printing at http://www.legion.org/publications. You are strongly encouraged to go to this website and look at the many tools available to you, to help achieve The American Legion, Department of Wisconsin’s mission to provide service to veterans, their families and their communities. There are too many to list but some of the more notable ones are:

- Many Americanism and Children & Youth publications including comic books, Flag etiquette, the Declaration of Independence and the Constitution of the United States of America
- Chaplain’s Books
- National Security Publications
- Handbook of Veterans Benefits
- How We Help

Department Publications & Brochures:

Several of the publications will be distributed in your Post Information Bags that are handed out each year in July at your District Caucus, the Friday morning of Department Convention. This manual, along with many other Department manuals can be found at http://www.wilegion.org/page/content/members/resources

Many publications and brochures are also made available at the Midwinter Conference and Department Convention. You can also request quantities of the items listed below from Department Headquarters, but please note that if it is a large amount you may be charged for the postage. You can also pick items up at the Headquarters office in Portage. The following items are available:

- Wisconsin Specific Why You Should Belong
- Member Benefits Fliers
- Membership Processing Forms, transmittals etc.
- Program Rack Cards- Great to have when promoting the organization at events.
- Camp American Legion Brochures
- Lead Contact Cards
- Symbols of America Children’s Activity Book
- Essential Planning Guide

Specific Program Manuals such as Oratorical, Badger Boys State etc. are mailed out each year through Post Mailings or contact lists.

Requests can be made using the form in Appendix A or as follows:
The American Legion
Department of Wisconsin
2930 American Legion Dr.
P.O. Box 388
Portage, WI 53901
(608) 745-1090
CAMP AMERICAN LEGION
DONATION FORM

The American Legion, Department of Wisconsin
Camp American Legion
8529 W. County Road D
Lake Tomahawk, WI 54539
Phone: 715-277-2510
Fax: 715-277-3425
Email: campal@newnorth.net

☐ Post  ☐ Unit  ☐ Squadron No. ________ located at _____________________________ (Address)

_________________________ Wishes to donate $__________ to Camp American Legion to be used for __________________________

(City, state, Zip)

_________________________ Please state purpose and/or any restrictions

_________________________ Signature

_________________________ Title

PLEASE MAKE CHECKS PAYABLE TO:
THE AMERICAN LEGION, DEPARTMENT OF WISCONSIN

For information on projects and opportunities for giving,
please contact the Camp Director at 715-277-2510

This is a SAMPLE form included for your information. For the fillable form to submit to Camp see Appendix A.
Membership growth is one of the key issues facing The American Legion, Department of Wisconsin. How do we get new members? What are their interests? How do we keep our posts alive and active in our communities?

Find out in *The Dispatch*, the newspaper published 12 times a year by National Headquarters. Get ideas from other posts on how to get good publicity for your community service and increase your membership. Use it as a recruiting tool. Share *The Dispatch* with potential members so that they know what the Legion is doing for them!

Department Officers, District Commanders and all chairpersons of Department committees and commissions receive complimentary copies. Post Adjutants also receive complimentary copies on behalf of their posts.

A year’s subscription for all other Legionnaires is $15. For more information about *The Dispatch*, problems with subscriptions or any other questions, contact *The Dispatch* office at 317-630-1221. You can also subscribe to the *Digital Dispatch* online for free by going to [http://www.legion.org/subscribe](http://www.legion.org/subscribe).

**THE DISPATCH**

*The Dispatch* is published by The American Legion National Headquarters. A 12 issue subscription costs $15.00.

Please check the appropriate method of payment below:

☐ Check ☐ Money Order ☐ VISA/MasterCard (enter info. below)

Name of Card ___________________________ Card Type _______________

Card No. ___________________________ Exp. Date _______ CSC ___________

LEGION MEMBER ID # ___________________________

Name: ___________________________

Street: ____________________________

City: ___________________________ State: _____ Zip: ___________

Mail this form and payment to:
The American Legion, National Headquarters
Dispatch Subscription
P.O. Box 1055
Indianapolis, IN 46206

*This is a SAMPLE form included for your information. For the fillable form to submit see Appendix A.*
## HOSPITAL DONATION FORM

<table>
<thead>
<tr>
<th>Donation To:</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Zablocki VA Medical Center</td>
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<td>Tomah VA Medical Center</td>
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<tr>
<td>William S. Middleton VA Medical Center</td>
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<tr>
<td>Iron Mountain VA Medical Center</td>
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<td>Minneapolis VA Medical Center</td>
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<tr>
<td>WI Veteran’s Home- King</td>
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<td>WI Veteran’s Home- Union Grove</td>
<td></td>
</tr>
<tr>
<td>WI Veteran’s Home- Chippewa Falls</td>
<td></td>
</tr>
</tbody>
</table>

*Make checks payable to:*

*The American Legion, Department of Wisconsin*

| Total Donation |        |

Mail To:
The American Legion, Department of Wisconsin
Attn: Hospital Donation
P.O. Box 388
Portage, WI 53901-0388

This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.
MEMBERSHIP PROCESSING

INTRODUCTION

Before processing your Post membership, please read this guide thoroughly. Much of the information can also be found in your Post Adjutant’s Manual and/or your Officer’s Guide & Manual of Ceremonies.

You can also manage your membership by registering on www.mylegion.org which is a free membership processing site that National administers. MyLegion.org provides Legion and SAL information for all members in your post and allows you to submit Member Data Forms and Consolidated Post Reports electronically. You can upload your post image, newsletter, message, and calendar; create membership listings, view members renewing online, search for members who have expired or are members of the Department Headquarters Post No. 2930, and chat with other officers discussing veterans issues and sharing membership ideas. Go to www.mylegion.org and scroll to the bottom of the “Create a FREE myLegion site” box, fill out the “Authorization Form” and you will be directed from there. Your Post Adjutant is the person who needs to set this up, so it is important that you submit your Officer Reporting Form each year to keep the Department and National database up to date.

If you have any questions regarding the processing of membership, you can contact Department Headquarters at (608) 745-1090 or email at info@wilegion.org. Another resource is www.wilegion.org, under the Members tab click on Membership Forms & Information where you will find information and fillable forms to help you in processing your membership.

THE MEMBERSHIP YEAR

There is often confusion about The American Legion membership year; does the year run from July to June or from January to December? A member’s membership card is valid from the time of issue until December 31st of the calendar year printed on the card. After December 31st, the member is considered delinquent.

Posts begin collecting dues in July (the month of the Department Convention when the new leadership is elected) for the following calendar year. Think of it as a magazine subscription; you pay in advance so that you do not miss an issue. With The American Legion, we attempt to collect all dues between July and December so the member does not become delinquent and miss out on any benefits.

BEFORE YOU BEGIN

1. The membership cards and roster are pre-printed at National Headquarters with your previous year’s members that were received at National Headquarters before April 1st. Memberships received after April 1st may not be reflected on the roster.

2. When you receive your Membership Roster and pre-printed cards for the new membership year, Please check it for any errors. You will need to correct errors as you process membership. An explanation of the Membership Roster appears later in this guide. To make Corrections to a member’s record see the Corrections to Member’s Record section in this guide.

3. Compare the sequence numbers on the pre-printed cards with those on your Membership Roster. Follow the following procedures for any discrepancies.
a. **Missing Cards** – If cards are missing, follow procedures outlined in this guide for *Renewals for which you do not have a pre-printed card.*

b. **Unknown Cards** – If you receive a pre-printed card for someone who is not a member of your Post, please return the entire card (all three (3) sections) to Department Headquarters with a note explaining why the card is being returned. Keep the card separate from those for which you are transmitting dues. Do not include the card in the count on the Membership Transmittal Form. Cross the record off the Membership Roster and note that the card was returned to Department.

c. **Duplicate Cards** – If you receive more than one pre-printed card for the same members, process the most accurate card as usual, and return the duplicate card to headquarters for cancelation.

4. Check your membership supplies. You should have the following supplies, which can be obtained from Department Headquarters, on hand at all times:
   a. Member Data Forms
   b. Blank Cards
   c. Membership Transmittal Forms
   d. Membership Applications
   e. Why You Should Belong Brochures
   f. Your American Legion and SAL Member Family Discounts Brochure (Great Recruiting Tool)

5. Check your roster for Honorary Life members to be paid by the Post.

**MEMBERSHIP CARDS**

As stated in the *Before You Begin* section above, membership cards are pre-printed at National Headquarters with the names and addresses of your previous year’s members received at National Headquarters before April 1st.

This is a three (3) part card; the right side is the “Official Membership Card” to be given to the member after dues have been paid, the other two portions are the National and Department portions known as the “Record Card” and are to be transmitted to the Department. Please note the following:

1. **Do Not** separate the National and Department portions of the Record Card.
2. **Do Not** staple or tape anything to the Record Card
3. To make corrections to a member’s record, see the *Corrections to Members’ Record* in this guide.
4. Only use a card for the membership year for which you are transmitting dues.

**MEMBERSHIP ROSTER**

The Membership Roster will list your previous year’s members, whose cards were received at National before April 1st, in alphabetical order. The columns on the Membership are as follows:

1. **DATE PAID** – Record the date member pays dues to Post.
2. **DATE TRANSMITTED** – Record the date Post transmits the dues to Department Headquarters.
3. **LAST PAID YEAR** – Indicates the last year the member was paid (as of April 1st).
4. **MEMBERSHIP NUMBER** – This is the member’s unique identification number.

5. **CONT. YEARS** – Number of continuous years of membership. Corrections should be made on the *Member Data Form* or on the Membership *Record Card*.

6. **NAME/ADDRESS/CITY/STATE/ZIP** – Corrections should be made on the *Member Data Form*.

7. **CER FLAG** – This is the Certificate Flag which uses a number code to indicate a member has had a 50, 60, 70, 75 or 80 year continuous membership certificate printed. Only the most recent certificate code will be reflected. Additional years are available at the Department for a nominal fee.

8. **EX FLAG** – This is the Exclusion Flag coded as follows:
   a. A ‘C’ code means the members will not receive a dues renewal notice.
   b. A ‘D’ code means the member will not receive a renewal notice, the Badger Legionnaire or The American Legion magazine.

   Call Department Headquarters with any corrections.

9. **ERA** – Identifies the war era on file at National for the members, showing the first war era the member served. Code descriptions are located at the end of the roster. War era corrections should be reported on the member’s two part card transmitted to Department or on a Member Data Form.

10. **TY** – This is the “Type” code which identifies one of two types of life memberships as follows:
   a. “H” indicates Honorary Life membership – The Post is responsible for payment of the member’s annual dues.
   b. “P” indicates Paid Up For Life Member.

11. **UN** – A “U” identifies those individuals, reported by the U.S. Postal Service, as having an address that is not correct, therefore making their mail undeliverable. A member marked with a “U” code will not receive any mail from National or the Department. Posts are asked to verify the address of these individuals and contact the Department with the correct information.

12. **SEQUENCE NO.** – This 6-digit number, which is also printed on the card, can help the Post find the card or the members name on the *Membership Roster*.

**RENEWALS**

Renewals will be processed in one of two ways; Renewals for which you have a pre-printed card or Renewals for which you do not have a pre-printed card.

1. Renewals for which you **have a pre-printed card** are processed as follows:
   a. Fill in “Date Paid” on the center card.
   b. Initial “Post Adjt Initials” on the center card.
   c. Place an “X” in the “Renewal” box of the center card.
   d. Sign the member’s portion of the card as “Authorized Post Officer”.
   e. Separate the member’s card from the *Record Card* and give or mail the card to the member promptly.
   f. Do Not separate the National and Department portions of the *Record Card*. 

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15
g. Find the member’s name on the roster and mark the date paid in the appropriate column.

h. To make corrections to a member’s record, see the section titled *Corrections to Member’s Record* in this guide.

i. Transmit the card following procedures outlined in this guide.

2. Renewals for which you **do not have a pre-printed card** are processed as follows:
   a. Take the next available blank card from those supplied by Department. The serial number on the card will be the same as the 6-digit sequence number printed on the roster explained earlier.
   b. Type or print legibly on the left and center cards the following information exactly the way it was previously reported:
      i. Membership ID number from previous year roster, Department or member.
      ii. First name, middle initial, last name of member
      iii. Mailing address
      iv. City, State, Zip Code
      v. Years of continuous membership
      vi. War Era of the first war era served.
   c. Put and “X” in the “Renewal” box at the top of the center card.
   d. Fill in “Date Paid” on the center card.
   e. Initial “Post Adjt Initials” on the center card.
   f. Type or print the member’s ID number on the member’s card.
   g. Type or print the member’s name on the first line of the member’s card.
   h. Enter continuous years on the member’s card.
   i. Sign the member’s card as “Authorized Post Officer”.
   j. Separate the member’s card from the *Record Card* and give or mail the card to the member promptly.
   k. Do not separate the National and Department portions of the *Record Card*.
   l. Find the sequence number of the card on the *Membership Roster* and enter the member’s information on the *Membership Roster*.
   m. Transmit the card following procedures outlined in this guide.

**NEW MEMBERS**

Always ask a prospective member if he/she currently belongs, or has recently been a member. If the answer is yes, obtain the member’s membership ID number from the member or by contacting Department Headquarters. If the member has a Membership ID number established, it should be used to prevent a duplicate record being created.

If the member has a current membership card, follow the procedures for *Transfers* as outlined in this guide. If the membership is expired, process as a new member in the procedures outlined below using the member’s established ID number.

**Processing a New Member**

1. Take the next available blank card from those supplied by Department. The serial number on the card will be the same as the 6-digit sequence number printed on the *Membership Roster*. This will be the member’s ID number until it is established at National.

2. Type or print legibly, on the left and center cards, the following information:
a. Membership ID number which is the number obtained from the Department or member, if they have been in the organization prior to joining your post, or the 6-digit sequence number if the member is new to the organization.
b. First name, middle initial, last name of member.
c. Mailing address
d. City, state, zip code
e. Years of continuous membership, if a new member you put 1.
f. War Era of the first war era served

3. Put an “X” in the “New” box at the top of the center card.
4. Fill in “Date Paid” on the center card.
5. Initial “Post Adjt Initials” on the center card.
6. Type or print the Membership ID number or the 6-digit sequence number on the member’s card.
7. Type or print the member’s name on the first line of the member’s card.
8. Enter continuous years on the member’s card, which will always be 1 for a new member.
9. Sign the member’s card as “Authorized Post Officer”
10. Separate the member’s card from the Record Card. Give or mail the card to the member promptly.
11. Do not separate the National and Department portions of the Record Card.
12. Find the sequence number of the card on the Membership Roster and enter the member’s information.
13. Transmit the card following the procedures outlined in this guide.

NOTE: Do not send a Member Data Form for new members; you only need to transmit the Record Card.

TRANSFERS

Transfers will be processed in one of two ways; transfers for which you are transmitting dues (member needs to pay their dues for the current membership year) and transfers for which you are not transmitting dues (member has already paid their dues for the current membership year).

Transfers for which you are transmitting dues:

1. Complete the following sections of a Member Data Form:
   a. Member ID number obtained from the member or the Department.
   b. Department Alpha Code- WI
   c. Department and Post No. of the member’s current post.
   d. Post No. of the post they are transferring to.
   e. First name, middle initial, last name of member.
   f. Signature of the Post Adjutant is required.
   g. Signature of the member or per phone conversation or email.
2. Mail parts 1-3 of the Member Data Form to Department Headquarters with transmittal.
3. Retain part 4 for the Post’s records.

4. Take the next available blank card from those supplied by Department. Use the member ID number on the card.

5. Type or print on the left and center cards the following information:
   a. Membership ID number which is the number obtained from the Department or member.
   b. First name, middle initial, last name of member.
   c. Mailing address
   d. City, state, zip code
   e. Years of continuous membership, if a new member you put 1.
   f. War Era of the first war era served

6. Put an “X” in the “Transfer” box at the top of the center card.

7. Fill in “Date Paid” on the center card.

8. Initial “Post Adjt Initials” on the center card.

9. Type or print the member’s ID number on the member’s card.

10. Type or print the member’s name on the first line of the member’s card.

11. Enter the continuous years on the member’s card.

12. Sign the member’s card as “Authorized Post Officer”.

13. Separate the Member’s card from the Record Card. Give or mail the card to the member promptly.

14. Do not separate the National and Department portions of the Record Card.

15. Find the sequence number of the card on the Membership Roster and enter the member’s information on the roster.

16. Transmit the card following procedures outlined in this guide.

**Transfers for which you are not submitting dues**

1. Complete the following sections of a Member Data Form:
   a. Member ID number obtained from the member or the Department.
   b. Department Alpha Code- WI
   c. Department and Post No. of the member’s current post.
   d. Post No. of the post they are transferring to.
   e. First name, middle initial, last name of member.
   f. Signature of the Post Adjutant is required.
   g. Signature of the member or per phone conversation or email.

2. Mail parts 1-3 of the Member Data Form to Department Headquarters with transmittal.

3. Retain part 4 for the Post’s records.

4. Prepare a blank membership card for the member and discard the left and center cards. Give the prepared card to the member.

5. Record member information on your Membership Roster.
LIFE MEMBERSHIPS

There are two types of Life Memberships in the Department of Wisconsin; Honorary Life members and Paid Up For Life members (PUFL).

Honorary Life Members

1. Posts have recognized outstanding members for exceptional service or accomplishments by awarding what is known as an Honorary Life Membership.

2. The Post assumes the responsibility of paying the dues of an Honorary Life Member annually for the remainder of the member’s life. On your Membership Roster, those awarded an Honorary Life Member will be coded as an “H” in the “TY” column.

3. If your Post awards an Honorary Life Membership, it should be reported to the Department on a Member Data Form as follows:
   a. Member ID number
   b. Department
   c. Post No.
   d. First name, Middle initial, Last name
   e. Put an “X” in the box for Honorary Life Member
   f. Signature of the Post Adjutant is required.

Paid Up For Life Member (PUFL)

All PUFL applications must be submitted to National by one of the two methods noted below. National will continue the policy of notifying the Post and Department when a member applies for a lifetime membership; this provides the opportunity for the Post to challenge the application if necessary. Beginning July 1, 2015 any PUFL applications submitted to National Headquarters on old forms will not be processed.

1. **Online Application:** Go to [www.wilegion.org](http://www.wilegion.org) and click on the blue and yellow PUFL button on the home page. Here you can obtain a rate quote and/or submit an electronic application. Once the rate quote is received, the member can opt to apply online which will cause their record information to appear for confirmation purposes. Once confirmed and the payment information is completed, the members selects the **Submit** button to complete the application process. If a member doesn’t have internet access, either themselves or through family/friends, this process should be performed by the Post or the Department (608) 745-1090. If your Post belongs to mylegion.org, there is a link there also to the PUFL page.

2. **Printable Application:** Go to [www.wilegion.org](http://www.wilegion.org) and click on the blue and yellow PUFL button on the home page. Here you can obtain a rate quote and/or print an application. Once the rate quote is received, the member can opt to print a paper application to complete and mail to National Headquarters. The application will be pre-filled with the member’s ID Number, Name, Address, Birth Date and the total cost of the PUFL membership. If any of the member’s information needs to be updated, it can be noted on the application. The member then mails the application and payment to National Headquarters at the address shown on the form. If a member doesn’t have internet access, either themselves or through family/friends, the application should be printed by the Post or Department (608) 745-1090 and forwarded to the member for completion.
CORRECTIONS TO MEMBER’S RECORD

Corrections can be made to a member’s record in three ways; Member Data Form, Record Card or Last Bugle Form (Preferred method for Deceased).

1. Member Data Form: All changes to a member’s record can be done with a Member Data Form, and is the preferred method for making changes. The top section must be completed on all Member Data Forms and must include:
   a. Member ID number
   b. Department Alpha Code – WI
   c. Post No.
   d. Name of the member as it currently appears on the member’s record.

   The following corrections to a member’s record should be reported on a Member Data form:
   a. Name changes
   b. Address Changes
   c. Continuous Years Membership
   d. War Era
   e. Member Transfers
   f. Deceased – If you wish for them to also be put in the Last Bugle section of the Badger Legionnaire, you will need to submit a Last Bugle Form. All that is needed for a deceased member is the Last Bugle Form; a Member Data Form is no longer needed if a Last Bugle Form is submitted.

   All Transfers, Deceased, Honorary Life and Continuous Years changes require the signature of the Post Adjutant. Make sure to record all changes on your Membership Roster, mail parts 1-3 to the Department and retain part 4 for the Post’s records.

2. Record Card: Do not make address changes on the Record Card; you will need to use a Member Data Form to make changes. Do not write over the Member ID number, or the numbers in the scan line at the top, on the Record Card. The following corrections can be made on the Record Card.
   a. Name
      i. Place an “X” in the box “Cont. Yrs. Or Name Chg.” with a #2 pencil on the left card.
      ii. Put a line through the misspelled information and print or type the corrected name below, or right, of the pre-printed name on the left and center cards.
      iii. Record corrections on your Membership Roster.
      iv. Transmit the card following the procedures outlined in this guide.
   b. Continuous Year Service
      i. Place an “X” in the box “Cont. Yrs. Or Name Chg.” with a #2 pencil on the left card.
      ii. Strike out the incorrect number on all three cards.
      iii. Print or type the correct continuous years on all three cards.
      iv. Record corrections on your Membership Roster.
      v. Transmit the card following the procedures outlined in this guide.
   c. War Era
      i. Place an “X” in the box “Correct War Era” with a #2 pencil on the left card.
i. Place an “X” in the box of the correct war era on the left and center cards.
ii. Record corrections on your Membership Roster.
iii. Transmit the card following the procedures outlined in this guide.

d. Deceased
   i. Place an “X” in the box “Deceased” on the left card.
   ii. Return the entire card (all 3 sections) to the Department. Keep the card separate from those for which you are transmitting dues. Do not include it in the count on the Membership Transmittal Form.
   iii. Make a note on your Membership Roster that the member is deceased and the card has been returned to the Department.
   iv. This will not get them in the Last Bugle, you will need to submit a Last Bugle Form to the Department separate from this transaction.

e. Duplicate Membership Record
   i. If you receive more than one pre-printed card for the same member, process the most accurate card as usual.
   ii. On the other card, put an “X” in the box next to “Duplicate” on the left card.
   iii. Return all three parts of the card to the Department. Keep the card separate from those for which you are transmitting dues. Do not include it in the count on the Membership Transmittal Form.
   iv. Cross the duplicate record off your Membership Roster.

3. Last Bugle Form: When you submit a Last Bugle Form, the Department will notify the Badger Legionnaire and National Headquarters of the death. The Last Bugle Form can be used instead of the Member Data Form for deceased only.

TRANSMITTING MEMBERSHIP TO DEPARTMENT HEADQUARTERS

Memberships are transmitted to Department Headquarters using the Membership Transmittal Form. Follow the steps below when transmitting membership. Membership should be transmitted on a weekly basis. Please pay special attention to Target Dates and Renewal Cut-Off Dates as follows. (The actual dates for the current membership year can be found in the Membership Appendix G)

<table>
<thead>
<tr>
<th>MEMBERSHIP TARGET DATES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird/NEF Kickoff</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>Fall Meetings</td>
<td>65%</td>
<td></td>
</tr>
<tr>
<td>Veterans Day</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>Pearl Harbor Day</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>Midwinter</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>President’s Day</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>Legion Birthday</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Children &amp; Youth</td>
<td>105%</td>
<td></td>
</tr>
<tr>
<td>Armed Forces Day</td>
<td>110%</td>
<td></td>
</tr>
<tr>
<td>Delegate Strength – 30 Days prior to National Convention</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Department transmits weekly to National.

Take the following steps when transmitting your membership:

1. Check all cards to ensure they are filled out properly using the procedures outlined in this guide.
2. Make sure you are using the correct year’s membership card.
3. If you are transmitting dues for a previous membership year, use the card from that year and do a separate transmittal for each year that you are submitting.
4. Count the cards you are transmitting and make sure the count is accurate.
5. Make sure the member’s portion of the card has been removed and given to the member.
6. Fill in the “Date Transmitted” field on the roster for each member transmitted.
7. Do not separate the National and Department portions of the Record Card.
8. Do not staple or tape anything to the Record Cards or the Membership Transmittal Form.
9. Make sure you are using a current version of the Membership Transmittal Form.
10. Fill in the date of the transmittal in the proper field.
11. Fill in the number of members for which you are transmitting dues on the appropriate lines.
12. Fill in the amount of Department and National per capita dues.
13. The check for the transmittal should be for Membership Dues Only. Do not include any other payments with your transmittal. Make checks payable to: The American Legion, Department of Wisconsin.
14. Do not include payments for PUFL memberships; see the Paid Up For Life section of this guide for information on PUFL memberships.
15. Fill in the following fields:
   a. Check Number
   b. Amount
   c. District Number
   d. Post Number

### RENEWAL NOTICE SCHEDULE

<table>
<thead>
<tr>
<th>CUTOFF DATES</th>
<th>RENEWAL DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd week of May</td>
<td>1st week of July</td>
</tr>
<tr>
<td>2nd week of September</td>
<td>1st week of October</td>
</tr>
<tr>
<td>2nd week of October</td>
<td>2nd week of November</td>
</tr>
<tr>
<td>2nd week of December</td>
<td>1st week of January</td>
</tr>
<tr>
<td>3rd week of February</td>
<td>4th week of February</td>
</tr>
<tr>
<td>2nd week of April</td>
<td>4th week of April</td>
</tr>
</tbody>
</table>

These are approximate dates; the Cutoff date is the date that the memberships have to be into National, therefore the memberships must reach the Department two business days prior to the National Cutoff date in order for your members to not receive a renewal notice.
e. Signature of Adjutant or Finance Officer

f. Phone number of person to be contacted concerning the transmittal.

16. Mail the Membership Transmittal Form, Record Cards and Check to:

The American Legion, Department of Wisconsin
Attn: Membership Coordinator
P.O. Box 388
Portage, WI 53901-0388

POST DATA REPORT

Post Data Reports are mailed annually in February/March and should be returned by the Post in April. The forms are used to correct Post information on recorded at National Headquarters. This information is also what will appear on your mylegion.org account and the Post Locator on wilegion.org. These forms need to be completed and returned even if there are no changes to the Post information. This form is also used to report changes in Post dues. Post address, Meeting Date and times, and the dues mailing address, before the membership year begins.

MEMBERSHIP REPORTS

Membership Reports can be found online at www.wilegion.org under the Members tab, then click on Membership Reports. If you discover a discrepancy between the Membership Report and your Post records, please report it immediately to the Department Membership Coordinator.

POST OFFICER REPORTING FORM

Throughout the year the Department sends forms and information to the Posts. Most official mailings, including those related to membership processing go to the Post Adjutant on record at Department. The Post Adjutant needs to be available throughout the year to respond to these mailings. Forms are available in the Appendix of this manual or can be obtained from the Department or at www.wilegion.org. A Post Officer Reporting Form should be completed, and returned to Headquarters, each year immediately following your Post Elections, or whenever there is a change in the Post Officers. This form should be filled out completely and submitted each year, even if there are no changes.

DIRECT MEMBERSHIP SOLICITATION (DMS)

The DMS program is a form of direct marketing used to solicit membership in The American Legion. While the DMS program has changed over the years, its purpose remains the same; to bring new members into our organization. For the DMS program to be truly effective, it is imperative these new members are personally contacted and invited to transfer into a local Post.

When National gets a member through DMS, the member is placed in a “Holding Post” at National. The member remains in the National Holding Post until the member is transferred into a local Post. Department has access to the contact information for these Holding Post members only after the member has renewed the following year. (The second year of membership) Posts have access to contact information for DMS acquired members in their area through mylegion.org. Posts can transfer DMS members, as well as Post No. 2930 members, at any time using the procedures outlined in the Transfer section of this guide. The member must consent to the transfer by signature, phone conversation or email.
HEADQUARTERS POST 2930 MEMBERS

The Department Headquarters “Holding Post”, Post No. 2930, is comprised primarily of members acquired through the DMS program. Many wish to transfer to a local Post, at that time your Post may receive a “Request to transfer to a local post” from the Department. Contact the member to see if he/she wishes to transfer into your Post. If the member agrees, complete a Member Data Form to transfer the member using the procedures outlined in the Transfer section of this guide.

If you are looking for prospective members, you can contact the Department and we will provide a list of all Post No. 2930, DMS members and expired members for the zip codes in your area. When you receive the list, contact the members and invite them to join your Post. The member must consent to the transfer by signature, phone conversation or email.

MYLEGION.ORG

Registering your Post at www.wilegion.org allows your Post to create a profile, generate rosters, submit Consolidated Post Reports (CPR) and perform Member Data Form changes online for your Legion and SAL members. You can publish a Post newsletter, Post calendar and general announcements and find potential members by using the ‘Find Members in my Area’ located under the ‘Tools’ tab. You will also have access to publications and manuals online.

Members can create a profile and get connected with other members, keep up-to-date with news form the Post and Department and get invitations to a Post event.

ONLINE RENEWALS

Renewing online is as easy as 1, 2, 3. Go to www.wilegion.org and under the Members tab click Renew Membership. Enter your member ID number and name and pay online with a credit card.

The Post will receive a letter on the 1st and 15th of every month, from the Department, that includes instructions on processing the online renewals, along with a list of the members from your Post that renewed online. The Post needs to send that year’s membership card, for each of the enclosed members directly to the member. You do not need to send the other 2 sections to Department Headquarters. On the sheet sent from the Department for each renewal there is a dollar amount in the top right hand corner, that is the amount your Post will be credited; please deduct that dollar amount form your next transmittal. You can monitor your online renewals at mylegion.org if you are registered for this site.
MEMBERSHIP AWARDS

DEPARTMENT INDIVIDUAL AWARDS

1. **“I Got 1” Pin Award – V and X Attachments.** In an effort to bring NEW MEMBERS into The American Legion, and “I Got 1” pin is available to any Legionnaire, Auxiliary or SAL member who enrolls at least one new legion member during the membership year. This award is given on a one-pin basis per recruiter, regardless of the number of members recruited. A separate pin with a “V” attachment for enrolling five to nine new members and a “X” attachment for enrolling ten or more new members is also available. The Department will provide these pins and attachments to the District Commanders for distribution.

2. **Badger Big Ten Pin.** This pin will be awarded to any individual who recruits 10 or more new members in any membership year. To apply for this award the individual must send the name and ID number of the individual they recruited to the Department Membership Coordinator for approval and distribution.

DEPARTMENT POST AWARDS

1. **100% Post Ribbons.** A Department 100% Membership Ribbon will be awarded to every Post that attains 100% of their membership goal thirty (30) days before the Department Convention. Ribbons will be delivered to the District caucuses at Department Convention.

2. **All-Time High Post Membership Award.** A certificate will be presented to each Post that has attained an all-time high in membership thirty (30) days before the Department Convention.

3. **Five or More Consecutive Years of All-Time-High.** A plaque will be awarded to each post that has attained five or more consecutive years of all-time high membership thirty (30) days before the Department Convention.

4. **Greatest Percentage Awards.** A plaque will be presented annually to the five posts in their respective membership categories attaining the greatest percentage over the previous year’s goal by December 31st. The five categories, based on membership are as follows: 15-50 Members, 51-100 Members, 101-200 Members, 201-400 Members, 401 Members and over.

DEPARTMENT COUNTY AWARDS

1. **County Commander And Membership Chairman 100% Pin Award.** This pin is awarded to those County Commanders and Membership Chairmen who have reached their assigned membership goal thirty (30) days prior to Department Convention. This award will be a blue over white pin with an inscription of 100% centered on the pin. **All awards will be delivered to the District at Department Convention.** All County 100% pins are distributed by the District Commanders. Please do not request the awards personally from Department Headquarters.

2. **100% County Commander Awards.** A plaque will be awarded to each County Commander who has reached his/her assigned membership goal by the official membership cut-off date of thirty (30) days before Convention.
DEPARTMENT DISTRICT AWARDS

1. **Walter DeWeese Award:** An individual plaque will be awarded to the first District Commander to reach 100% of his/her assigned membership goal 30 days before the Department Convention. The plaque will be awarded at the Department Convention.

2. **District Commander and Membership Chairman Outstanding Achievement Pins:** This pin is awarded to those District Commanders and Membership Chairmen who have reached their membership goal thirty (30) days prior to the Department Convention.

DEPARTMENT VICE-COMMANDER AWARDS

1. **100% Vice Commander Award:** The first Department Vice Commander that reaches 100% of his/her membership goal thirty (30) days prior to the Department Convention will receive a plaque. The award will be presented at the Department Convention.

2. **Department Vice Commander Outstanding Achievement Pins:** This pin is awarded to Department Vice Commanders who have reached their assigned membership goal thirty (30) days prior to the Department Convention.

NATIONAL INDIVIDUAL MEMBERSHIP AWARDS

1. **Silver Brigade Award:** Any Legionnaire who recruits 25-49 NEW MEMBERS (transfers do not count) in The American Legion by the May target date will qualify for enrollment in the Silver Brigade. Those who qualify will receive a silver pin and certificate.

2. **Gold Brigade Award:** Any Legionnaire who recruits 50 or more NEW MEMBERS (transfers do not count) in The American Legion by the May target date will qualify for enrollment in the Gold Brigade. Those members who qualify will receive a specialty jacket, cap, pin, patch and certificate.

3. **National “Recruiter of The Year”:** The individual certified with the highest number of new members from among all of the Departments will be declared National Membership Recruiter of The Year and will receive an expense paid trip for two to the National Convention. The second place winner will receive a $1,000.00 Emblem Sales certificate. Then (10) third prize winners will receive $150.00 certificates and fifteen (15) fourth place winners receive $100.00 certificates.

NATIONAL POST AWARDS

1. **Post Honor Ribbon:** Honor Ribbons will be awarded to all Posts whose membership as of December 31st equals or exceeds their final membership.

2. **Certificate of Meritorious Service:** This certificate will be awarded to all Posts who have, by December 31st, enrolled an advance membership equaling or surpassing the Posts previous All-Time-High membership.

3. **Five or More Consecutive Years All-Time-High Post Award:** This citation will be awarded to each Post who have, by December 31st, recorded five or more consecutive years all-time high in membership.

4. **100% Post Commander Certificates:** National will present a certificate to each Post Commander who achieved 100% of their Department goal. The National office will mail the award directly to the Post.
NATIONAL DISTRICT AWARDS

1. **District Commander Achievement Award and District Honor Ribbon:** All District Commanders whose membership, by the May target date, exceeds the previous year’s membership by at least the number of Posts in the District will be awarded the District Commanders Achievement Framed Certificate Award. In addition, the District will receive Honor Ribbon for its District Colors.

2. **District Commander’s New Post Achievement Award:** District Commanders who achieve the goal of creating new American Legion Posts in their respective Districts, and have the new Post Temporary Charter Application on file at National Headquarters by the May target date qualify.

3. **District Commander “Race to the Top”:** Competition will be divided into five categories based on the membership of the district without regard to geographic locations. District Commanders will compete in each of the following categories based on the previous year’s final totals.

   - **Category I** 15-1499 members
   - **Category II** 1500-2999 members
   - **Category III** 3000-4999 members
   - **Category IV** 5000-7499 members
   - **Category V** 7500+ members

The Department Adjutant will certify that the District Commander has attained at least 100% of the District’s assigned membership objective by March 31, and has transmitted the information to National for receipt by the April Target date.

The National Convention trip will be presented to the District Commander and guest in each category whose District membership, transmitted to National no later than the April target date, represents the greatest percentage over the final membership of the previous year.

For all Membership Award Forms, see Appendix G.
MILITARY MEDALS AND AWARDS

Requests for the issuance or replacement of military service medals, decorations and awards should be directed to the specific branch of the military in which the veterans served. However, for Air Force (including Army Air Corps) and Army personnel, the National Personnel Records Center will verify the awards to which a veteran is entitled and forward the request, with the verification, to the appropriate service Department for issuance of the medals.

The Standard Form (SF-180), Request Pertaining to Military Records, is recommended for requesting medals and awards. This form is available at archives.gov or can be obtained by calling Department Headquarters. Use the addresses listed below to mail your requests. This process does change from time to time so for current information go to http://www.archives.gov/veterans/replace-medals.html.

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>WHERE TO WRITE FOR MEDALS (As of 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARMY</td>
<td>National Personnel Records Center 1 Archives Drive St. Louis, MO 63138</td>
</tr>
<tr>
<td>AIR FORCE</td>
<td>Air Force Reference Branch NCPMF 1 Archives Drive St. Louis, MO 63138</td>
</tr>
<tr>
<td>NAVY/MARINE</td>
<td>National Personnel Records Center 1 Archives Drive St. Louis, MO 63138</td>
</tr>
<tr>
<td>COAST GUARD</td>
<td>Coast Guard Personnel Service Center 4200 Wilson Blvd., Suite 900 Arlington, VA 20598-7200</td>
</tr>
</tbody>
</table>

Medals and decorations to which an individual is entitled are listed on their DD Form 214. The DD Form 214 shows all medals, including those earned while assigned to a classified unit or engaged in classified activity. If, because of incomplete records or clerical errors, all medals are not listed on the DD Form 214, the individual can request correction of the DD Form 214 by submitting an Application for Correction of Military or Naval Records, DD Form 149. (See your County Veterans Service Officer for this form)
YOUR POST CHARTERING, INCORPORATION AND NON-PROFIT STATUS

Chartering

Questions come up from time to time concerning the relationship of the National Organization of The American Legion with the Department, Districts, Counties and Posts. Here is a review of some important issues for each level of The American Legion.

The National Organization is a United States corporation. Congress issued the federal charter creating the National organization of The American Legion on September 16, 1919 under Title 36 of the United States Code. It is a private corporation and the corporate charter is part of United States law.

In accordance with this law, the National organization has the authority to establish state (Department), District, County and Post level organizations. These American Legion organizations at the state and local levels are established when the National organization issues a charter creating them. While each level runs their own “day to day” affairs, the Department has a general oversight responsibility. However, this oversight is not operational control.

Once created by charter, the Post, County District or Department is authorized to conduct business, operate programs and use the name and emblem of The American Legion in accordance with established rules. Information on the use of The American Legion name and emblem can be found in the Officer’s Guide and Manual of Ceremonies.

Incorporation

The vast majority of Posts in Wisconsin are incorporated. Incorporating a chartered American Legion Post is a legal process undertaken to be recognized by the State of Wisconsin as a corporate body. This is done so that the people operating the corporation can avoid being held personally responsible for the actions of the corporation. Once properly incorporated, if a Post becomes liable for legal damages, it is the corporation that may be held liable, rather than the Post officers and members. Contact Department Headquarters if you have questions.

Tax Information and Requirements

Federal Tax Regulations require that every American Legion entity, whether Post, County, District or Department file an Annual IRS Return – Form 990, and have an Employer Identification Number (EIN). Each Post, County, District or Department has a responsibility to determine the extent of its tax liability and file the necessary annual forms and reports. Consult a professional tax advisor as needed.

Non-Profit and Tax-Exempt Status

The American Legion is a non-profit organization and is Income tax-exempt under Section 501 c (19) of the Internal Revenue Code as part of a Group Exemption. The Group Exemption Number assigned to The American Legion and its subordinates is 0925. When filing the Annual IRS Return – Form 990 this number is entered on the form under Heading – Item G. Posts that have lost their tax-exempt status for failing to file the required Annual IRS Return – Form 990 are no
longer part of the Group Exemption and will be assigned their own number by the IRS once their tax-exempt status is restored.

Employer Identification Number (EIN) can be obtained by using IRS Form SS-4. However, records of Employer Identification Numbers (EIN) are maintained at Department Headquarters. If you believe you need an EIN, contact Department Headquarters to make sure there has not already been an EIN issued.

**Tax Deductibility**

The IRS also allows individuals who make voluntary contributions to support The American Legion to claim the donations as tax-deductible. This provision is found under Section 170 (c) 3 of Title 26 US Code which characterizes The American Legion as a “war-time” veteran’s organization.

**State of Wisconsin Sales Tax**

As 501 c (19) entities, American Legion Posts are not exempt from paying State of Wisconsin Sales tax. While the State of Wisconsin provides a sales tax exemption for 501 c (3) nonprofit organizations, this exemption does not apply to American Legion posts. This is largely because as a 501 c (19) entity, The American Legion can engage in certain political lobbying activity so long as it pertains to our mission, (i.e. National Defense and Veterans Rehabilitation issues), while 501 c (3) organizations are not permitted to engage in political activity.

Further information on Chartering, Incorporation and Tax issues can be found in the Department Leadership Communications Guide or by contacting Department Headquarters at (608) 745-1090 or by email at info@wilegion.org.

Additional information on forming a new Post or changing the name of an existing Post can also be found in the Department Leadership Communications Guide or by contacting Department Headquarters at (608) 745-1090 or by email at info@wilegion.org.
PUBLIC RELATIONS

Quick Calls to Generate Newsletter Articles

Call a member - Ask three of your members to name three people they respect most for their Legion knowledge or success. Ask one of your members, to interview one of those individuals for your newsletter.

Call a program chairman – Ask the program chairman to write, or assign a committee member to write, an article on a timely topic affecting your members. Present your need for an article as the solution to the committee chairman’s need to communicate his/her position or to collect more information.

Call an up-and-coming district member – Ask the up-and-comer to provide a written overview of a major issue currently facing our organization. Position your need for an article as a way for the member to increase their visibility.

Call an officer – Ask the officer to tell about the big picture, about how your Post officers serve the membership. Focus on how the officer uses his or her membership effectively.

Call someone who has benefited from one of your Post programs – Ask one of your members to put you in contact with a Boys State Alumni, Oratorical Contest winner, TFA recipient, Law Officer/Firefighter of the Year, etc. Their testimony can confirm that membership in The American Legion matters. This is the best answer to the perennial question from members: “What Have You Done For Me Lately?”

Call a senior member – Ask a well-respected senior member to provide some history on the origin and growth of the Post, on leading members from the past or on a historical perspective on the future.

Call a vocal competitor of your members – Occasionally, a guest editorial statement from a nonmember exercises your members to recall and act on shared values and goals.

Public Relations Toolkit

There is a Public Relations Toolkit available, developed by National. It includes PR Tools, Conducting Public Information Campaigns, Media Pitching, Advertising, Media Interview Techniques and much more. For more information contact Headquarters at (608) 745-1090.

Press Release Template

For Immediate Release
Contact: Name of Contact Here with phone number

Title of Press Release (Try and keep title short and concise)

CITY (DATE) – Body copy of press release should start here. Quotation marks are used to set off direct quotes from the rest of the writing i.e. John Smith, Commander of Post 123 in Hometown said, “quoted words” or “quoted words” said Smith.

It is recommended the last paragraph remain consistent across the Department. First sentence should be post specific, the remainder of the last paragraph should be state specific as follows – The American Legion, Department of Wisconsin is the state’s largest veterans’ service organization with over 60,000 members and 508 posts in communities across Wisconsin. The American Legion has been serving veterans, their families and their communities since 1919. For more information on the Legion’s programs and membership, visit www.wilegion.org.
**RECOMMENDATIONS ON PROTOCOL**

The below recommendations are for a visit to your post by the Department Commander or any other Officer of The American Legion.

**It is recommended that:**

1. The Commander is given the privilege of selecting the time of his/her appearance.

2. No other Department Officer appears on the program before the Commander with the exception that, at a District Conference, the Department Adjutant and/or the Department Service Officer may give a short report before the Commander.

   **Reason:** The Department Commander, as titular head of the organization, outlines the program which should be followed by the District, County or Post and by the various committee chairmen. Under such circumstances, **he/she is the keynote speaker and as such, he/she sets the tone for the program.**

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. This person should be conversant with the details of the function and not leave the Commander by him/her self.

4. Meals and hotel accommodations for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the Post.

5. Those courtesies which are usually extended to a visitor in your home, must be accorded the Commander, and the host organization must make every effort to see that such amenities are extended.

6. A “Request for visit by Department Commander” form *(see next page)* must be filled out and submitted to Department Headquarters as a proper invitation.
REQUEST FOR COMMANDER VISIT

Date of event: ________________ City: ____________________________

Occasion: ____________________________

Type of appearance: ____________________________ (Post, County, District Meeting/Luncheon, Club/Civic Affair/other)

Location of event: ____________________________ (Post, Civic Building, Local Supper Club etc.)

Address: ____________________________

Time of appearance: ____________________________

Who will compose the audience? ____________________________ (Legionnaires/Auxiliary/General Public/Youth Group/Other)

Will the Commander be the main speaker? ☐ Yes ☐ No

How long will he/she be speaking? ____________________________

Will the Commander function in other capacities? ____________________________

Does the event allow for the Commander to bring a guest? ☐ Yes ☐ No

Is the event a dinner, luncheon or other gathering? ____________________________

Type of attire: ____________________________ (Formal with Legion Cap/Semi-Formal with Legion Cap/Casual with Legion Cap)

Type of attire for Commander’s guest: ____________________________ (Formal/Semi-Formal/Casual)

If the Commander is unable to attend, do you want a Vice Commander? ☐ Yes ☐ No

Is the Department Historian welcome to attend? ☐ Yes ☐ No

What new media will be present? ☐ Newspaper ☐ Press ☐ Radio ☐ TV ☐ Other

Is there a Press Conference arranged? ☐ Yes ☐ No

Name of the person who will meet the Commander: ____________________________

Other information that will be of assistance: ____________________________

Note: Protocol dictates that meals and hotel accommodations for the Commander and a guest will be paid for by the Post.

Name of Post ____________________________ County ____________________________ District ____________________________ Phone Number ____________________________

County Commander’s Name ____________________________ Address ____________________________ Phone Number ____________________________

Name of person extending the invitation ____________________________ Address ____________________________ Phone Number ____________________________

Signature ____________________________

Return to: The American Legion ~ Attn: Commander Visit ~ P.O. Box 388 ~ Portage, WI 53901

This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.
SONS OF THE AMERICAN LEGION

Thank you for making the commitment to charter a Sons of The American Legion (S.A.L.) Squadron at your post.

The S.A.L. is an important program which was created to support the aims and purposes of the parent organization, The American Legion. It is important to understand the relationship of the S.A.L. at all levels – from Post through the National level; the S.A.L. is a program of The American Legion and not an independent organization.

Like all programs and associated bodies, the S.A.L. must conform with five basic rules as outlined by the National American Legion Judge Advocate. These basic rules are:

1. All officers of your S.A.L. squadron must be confirmed by the Post.
2. Should any vacancies of the squadron offices occur, the new officers must also be confirmed by the Post.
3. The Squadron must provide a monthly report, which includes financial information, to the Post.
4. The Post Adjutant and/or Finance Officer must be signatory on all financial accounts.
5. The Constitution and Bylaws of the S.A.L. Squadron, and all amendments thereto, must be approved by the Post.

Department Headquarters is always ready to assist with any questions or concerns that may arise regarding your S.A.L. Squadron or any other of the Americanism and Children & Youth programs. You can contact Department Headquarters at (608) 745-1090- Fax (608) 745-0179- Detachment Web Site www.wisal.org- Detachment Email adjutant@wisal.org.

Origin The Sons of The American Legion was born during the 1930’s in the midst of the Great Depression. The establishment of the Sons of The American Legion as a program was authorized by action of The American Legion’s 14th National Convention held in Portland, Oregon on September 12-15, 1932. The 1933 National Convention officially changed the name of the program to “Sons of The American Legion”, authorized use of the abbreviation “S.A.L.” and levied annual membership dues of 25 cents.

American Legion Program The Sons of The American Legion has been defined as a legal, self-sustaining program of The American Legion, authorized by resolution. The National Constitution of the Sons of The American Legion provides for finances and revenues derived from annual membership dues. The Squadron must provide a monthly report, which includes financial information, to the Post. Squadrons Fall under the Post EIN and their financial activity is reported on the Post’s Annual IRS Form 990.

Recognition The American Legion, Department of Wisconsin officially recognizes the Sons of The American Legion, in its Constitution and Bylaws.

Sons of The American Legion, Detachment of Wisconsin The Sons of The American Legion, Detachment of Wisconsin is duly organized and located at The American Legion, Department of Wisconsin Headquarters in Portage, Wisconsin. A detailed History of the Sons of The American Legion, along with literature pertaining to S.A.L. activities, membership and programs can be obtained at Headquarters or at www.wisal.org.
Squadron Organization The Sons of The American Legion Squadrons shall be organized under
the jurisdiction of the Local Post of The American Legion, and shall bear the name and number
of the Post. There shall be no more than one Squadron sponsored by each American Legion Post.
Those who desire to form a Squadron shall make application for a charter to the local Post of The
American Legion in the area in which they reside. The minimum membership for the formation
of a Squadron shall be ten (10). Squadrons may be organized into sections based upon age.

Eligibility All male descendants, adopted sons and stepsons of members of The American
Legion; and such male descendants of veterans who died in service during World War I, World
war II, Korean War, Vietnam War, Lebanon & Granada, Panama, Persian Gulf War or Iraqi war;
during the delimiting periods set forth in Article IV, Section 1 of the National Constitution of
The American Legion; or who died subsequent to their honorable discharge from such service;
shall be eligible for membership in the Sons of The American Legion. There shall be no form or
class of membership except an active membership.

Administrative Program Manual Issued by the Detachment of Wisconsin, this manual
provides all of the administrative procedures and reporting forms necessary to properly
administer the day to day activities of a chartered Sons of The American Legion squadron.

The American Legion Post- Sons of The American Legion Squadron Advisor The
Department Constitution and Bylaws requires the Post Commander of an American Legion Post
sponsoring a Sons of The American Legion Squadron, to appoint a committee of three or more
members, to supervise the activities of their Squadron. Note: One of these committee members
shall be designated “Squadron Advisor” and be listed on the S.A.L. Squadron Officers Report.

The American Legion, Department of Wisconsin S.A.L. Program Chairman The
Department Commander shall annually appoint a Program Chairman for the Sons of The
American Legion, Detachment of Wisconsin from the ranks of The American Legion,
Department of Wisconsin. The Program Chairman for the Sons of The American Legion,
Detachment of Wisconsin shall serve as a member of the Department Americanism Committee.

The American Legion, Department of Wisconsin District & County Affiliation District
Commanders are strongly urged to appoint a coordinator for the purpose of overseeing Sons of
The American Legion activities. It is recommended that coordinators give reports of their
activities at the District Conferences. County Commanders are to appoint a Sons of The
American Legion Chairman to oversee the activities, membership and programs of the Sons of
The American Legion within their County and report to the County Council Meetings. It is
further recommended that the Sons of The American Legion Squadrons be invited to attend
meetings at all levels of The American Legion. Attendance at these meetings would greatly
enhance the relationship between the S.A.L. and the Legion, and improve the visibility of the
Sons of The American Legion amongst the Legionnaires.

Detachment Scholarship A $1,000.00 Scholarship, known as the “Wisconsin Detachment, Sons
of The American Legion Scholarship”, may be awarded annually to a current Detachment S.A.L.
member in good standing. The application deadline is April 31st. Contact Detachment
Headquarters for an application packet.

Starting a New Squadron For information on how to charter a Sons of The American Legion
Squadron, contact The American Legion, Department of Wisconsin for a squadron start up
packet.
**Squadron Officers Report Form** Is to be used to report the Squadron Officers, Advisors, County and District Chairmen. This information is used for Detachment Mailings and Membership contacts. *(See next page for Squadron Officers Report Form)*

**How to Charter a Sons of The American Legion Squadron** The Post Commander, with the approval of the members, should appoint a committee of not less than three (3) members to investigate the possibility of organizing an S.A.L. Squadron within the Post. The committee should obtain all available information on the Sons of The American Legion from Department Headquarters P.O. Box 388, Portage, WI 53901 or call (608) 745-1090. The Post should call a meeting to discuss the possibility of forming a squadron. Invite someone from the Sons of The American Legion, Detachment of Wisconsin as a guest speaker to provide information about the organization and its activities.

The committee should survey the Post Membership to ascertain the number of sons, stepsons, adopted sons, grandsons, great grandsons, etc. eligible for membership in the Sons of The American Legion. Remember there is no age limit for membership in the Sons of The American Legion.

The committee should develop a program covering at least six months and establish a regular meeting day and time for the squadron at the Post home. All meetings must be conducted by the guidelines in the Squadron Handbook. At the first meeting of the Squadron, the Charter Application should be completed and sent to Department Headquarters. Be sure all four copies of the application are properly completed and signed. The committee should select temporary officers that will serve for a three month period, after which a regular election can be scheduled. The Charter Application should be submitted to Department Headquarters for submission to National Headquarters for preparation of the Charter. This process can take up to four weeks. Once the charter is received at Department Headquarters, membership cards will be prepared and sent to the Post Commander. Membership dues are then collected from eligible members and sent to Department Headquarters. Once membership is processed, the Charter will be sent to the Squadron. A ceremony should be planned for the purpose of presenting the Squadron Charter, initiating the new members and installing the Squadron Officers.

The Squadron Officers should prepare a report for each Post meeting outlining the accomplishments and goals of the Squadron.

The Post should notify the Squadron of all upcoming events, such as parades, Memorial Services and other functions of the Post in which the Squadron could take part. The Squadron should make itself useful in performing tasks that will assist the Post.

All efforts should be made to encourage Squadron Members to actively participate in all County, District and Detachment functions.
SQUADRON OFFICER INFORMATION FORM

Squadron No. ___________ District No. ___________ County ___________

Squadron Name: _______________________________________________________

Squadron Address: _____________________________________________________

City, State, Zip: _________________________________________________________

Squadron Phone: (___) ____ - ________ Squadron email: __________________________

Annual Dues: $_______________ Meeting Date: _________ Meeting Time: ________

Address of Meeting Location: _______________________________________________

Squadron Contact Person: ___________________________________________________

Address: _______________________________________________________________

Phone: (___) ____ - ________ Email: ___________________________________________

Information for Detachment Mailing:

Squadron Commander: _____________________________________________________

Address: _______________________________________________________________

Phone: (___) ____ - ________ Email: ___________________________________________

Squadron Advisor: _________________________________________________________

Address: _______________________________________________________________

Phone: (___) ____ - ________ Email: ___________________________________________

Mail Membership Cards to: _________________________________________________

Person submitting this form: ________________________________ Phone: _____________

Submit completed form to the Sons of The American Legion ~ P.O. Box 388, Portage, WI 53901

This is a SAMPLE form for your information. For the fillable form to submit see Appendix G.
SONS OF THE AMERICAN LEGION
SQUADRON INFORMATION FORM

THIS INFORMATION WILL BE PUBLISHED ON WWW.WISAL.ORG

SQUADRON #: __________ DISTRICT #: __________ COUNTY: ________________

SQUADRON NAME: _______________________________________________________

ADDRESS OF SQUADRON OR MEETING LOCATION: ___________________________

CITY: ___________________ ZIP: __________ PHONE: _______________________

SQUADRON EMAIL: _______________________________________________________

ANNUAL DUES: $___________

MEETING DATE: __________________ MEETING TIME: _____________________

PRIMARY SQUADRON CONTACT PERSON
(All Squadron mail and membership information will be routed to this person)

MEMBERSHIP ID#: __________________ TITLE: ____________________________

FIRST NAME: ______________ M.I. ______ LAST NAME: _____________________

ADDRESS: _____________________________________________________________

CITY: ___________________ ZIP: __________ PHONE: _______________________

EMAIL: ________________________________________________________________

PERSON SUBMITTING THIS FORM (PRINT): _________________________________

DATE: ______________

PLEASE SUBMIT COMPLETED FORM TO:

Sons of The American Legion
P.O. Box 388
Portage, WI 53901

This is a SAMPLE form for your information. For the fillable form to submit see Appendix G.
TROOP & FAMILY SUPPORT APPLICATION

The American Legion, Department of Wisconsin’s Troop and Family Support fund offers temporary assistance to current active duty soldiers, veterans and their families, or those who have been on active duty within the past two (2) years and have been discharged “Under Honorable Conditions” or higher. This is a non-budgeted restricted fund supported by donations from both our members and the general public. Every penny donated to the fund is used to support current active duty soldiers, veterans and their families or those who have been on active duty within the past two (2) years and have been discharged “Under Honorable Conditions” or higher. Any administrative costs are covered by The American Legion, Department of Wisconsin.

MISSION

- That every eligible soldier receives support from The American Legion, Department of Wisconsin.
- That the families left behind are taken care of.
- That every Wisconsin veteran returns home to a community of active support.
- That every Wisconsin veteran receives the help they need to enhance his or her everyday life.

GUIDELINES

- The Department of Wisconsin’s Troop and Family Support (TFS) fund will be administered through the Department’s National & Homeland Security Committee (NHSC).
- The “Goal” of the TFS fund is to offer temporary assistance to our active duty soldiers, veterans and their families, and to assist with our National Headquarters “Operation Outreach” program.
- The NHSC will review all requests on a case-by-case basis.
- The NHSC will confirm the need for family assistance and will forward it as appropriate.
- The NHSC will approve requests for assistance by a simple majority of four (4) votes of its members.
- In the event the NHSC is unable to act within 48 hours, the request shall be deferred to the Department Commander for action.

For the complete application to submit see Appendix A or go to http://www.wilegion.org/page/content/services/troop-and-family-support and click on APPLICATION.

Donations should be directed to:

The American Legion, Department of Wisconsin
Troop & Family Support
P.O. Box 388
Portage, WI 53901-0388
WEBSITE INFORMATION

There are three (3) Websites to be aware of: The Department Website - www.wilegion.org ~
The National Website - www.legion.org ~ The Membership Website www.mylegion.org

wilegion.org:
This is the main website for The American Legion, Department of Wisconsin. You can navigate
to the other two websites from here.
The top of the home page is your ‘Quick Links’ along with the drop downs of:

➢ **Home** – The ‘Home’ page includes a slide show with the latest Department News. The
rest of the home page is broken into 3 columns; the left being for services for all veterans
regardless of membership; the center column is current members information; the right
column is Americanism and Children & Youth links.

➢ **About** – The ‘About’ tab contains nine (9) pages; The American Legion, Department of
Wisconsin; Department Officers; Centennial Celebration; Commission & Committees:
Conventions, Conferences & Events; Departments; Department’s Mission statement;
National Commander; Wisconsin American Legion College.

➢ **Programs** – The ‘Programs’ tab contains eleven (11) pages; American Legion Baseball;
Americanism & Government Scholarship Program; Badger Boys State; Blood Donor
Program; Boy Scouts; Children & Youth; County Youth Government; Oratorical
Scholarship Program; Scholarship & Awards; Shooting Sports Program; the Sons of The
American Legion.

➢ **Services** – The ‘Services’ tab contains seven (7) pages: Camp American Legion;
Department Service Office; Veterans Benefits Center’ Troop & Family Support; Veterans
Affairs & Rehabilitation; Veterans Employment Initiative; Vietnam War
Commemoration.

➢ **Members** – The ‘Members’ tab contains twenty (20) pages: Online Subscription Sign
Up; Adjutant’s Notes; Events Calendar & Calendar item/Forms; Post Events Calendar;
Chaplain’s Notes; Commander’s Communique; Flag Etiquette; Links; Membership
Benefits and Discounts; Membership Forms and Information; Membership Incentives;
Membership Reports; SAL Membership Reports; Post Mailings; Post Locator; Renew
Membership; Resources.

➢ **Media** – The ‘Media’ tab contains six (6) pages: Badger Legionnaire; Contests; Legion
TV; News Releases; Photo Galleries; WALPA.

Please take the time to review the entire site. There are many resources that can be printed and
used for administrative purposes, recruiting and fundraising for your post. Many photos are
linked to the page along with the text.

legion.org:
This is the National website. On the bottom of every page of the Department site, there are links
to the National site.

mylegion.org
This is the National membership site. **All Posts, Counties and Districts should register** for this
free site where you can manage your membership, and submit information and forms
electronically. You can upload your Post image, newsletter, messages and calendar. Go to the
site, click on the Authorization Form and follow the instructions. The Post Adjutant is the one
who needs to do this, so make sure your up to date Officer forms are sent to Headquarters.
JULY

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## CONSOLIDATED POST REPORT MONTHLY WORKSHEET

### JULY

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>ACTIVITIES</th>
<th>EXPENSES</th>
<th>MAN HOURS</th>
<th># OF PARTICIPANTS</th>
</tr>
</thead>
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<tr>
<td><strong>VA&amp;R:</strong> Cases Handled, Funds Disbursed, Volunteer at VA Hospital</td>
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<td><strong>National Security:</strong> # of Blood Donors &amp; Pints, ROTC Medals</td>
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<tr>
<td><strong>Public Relations:</strong> Community Events, Mention in Radio, TV, Cable, Newspaper</td>
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<td><strong>Uniformed Groups:</strong> Funeral Honors, Cost of Uniforms</td>
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<td><strong>Economics:</strong> Referred to LVER or DVOP, placed in Employment, Job Training</td>
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<tr>
<td><strong>Americanism ~ Children &amp; Youth</strong></td>
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<td>Scoutin</td>
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<td>Scholarships</td>
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<td>School Awards</td>
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<td>Other Education Programs</td>
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<td>Flag Education/School Flags</td>
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<tr>
<td>Other Children &amp; Youth Programs</td>
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<td><strong>Community Service:</strong> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.</td>
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<tr>
<td><strong>Administrative Costs:</strong> Paper, Equipment, Postage, etc., List Program</td>
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<td><strong>Contributions:</strong> Hall rental for Red Cross, other civic activities</td>
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<td><strong>Other:</strong></td>
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1<sup>st</sup> each year, easier to fill out.

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.*
**RECONNECT REPORT – JULY**

REPORT OF POST ACTIVITIES WITH
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: __________ District: __________ Year: ______

<table>
<thead>
<tr>
<th>Date of Event</th>
<th># of Legionnaires Participating</th>
<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
**GOLF OUTING**

The Department Golf Outing is held annually the beginning of September. Registrations close the beginning of August.

Watch for updates on our website at [www.wilegion.org](http://www.wilegion.org)

For Details and Registration Forms see: *Appendix A*
AUGUST

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## CONSOLIDATED POST REPORT MONTHLY WORKSHEET

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### Americanism ~ Children & Youth

| Boys State, Baseball, Oratorical Contest, Shooting Sports | | | | |
| Scouting | | | | |
| Scholarships | | | | |
| School Awards | | | | |
| Other Education Programs | | | | |
| Flag Education/School Flags | | | | |
| Other Children & Youth Programs | | | | |
| **Community Service:** Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc. | | | | |
| **Administrative Costs:** Paper, Equipment, Postage, etc., List Program | | | | |
| **Contributions:** Hall rental for Red Cross, other civic activities | | | | |
| **Other:** | | | | |

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Attn: Reconnect Report
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Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
DEPARTMENT MEMBERSHIP WORKSHOP
&
LEADERSHIP TRAINING

The Department Membership Workshop and Leadership Training is traditionally held the second Saturday in August.

(Subject To Change & Current Department Commander’s Agenda)

Information will be shared with your District Commanders to be passed to the Post Leadership. For updated information contact:

The American Legion, Department of Wisconsin
P.O. Box 388
Portage, WI 53901
(608) 745-1090

Or

Watch for updates at www.wilegion.org
ORATORICAL SCHOLARSHIP PROGRAM

The American Legion Oratorical Contest exists to develop deeper knowledge and appreciation for the U.S. Constitution among high school students. Since 1938, the program has presented participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation’s laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship.

Participants are required to give an 8 to 10 minute speech related to the United States Constitution, as well as a 3 to 5 minute presentation on an “Assigned Topic”. The following scholarships are awarded:

- Each District winner will receive an Oratory Medal
- Each Regional participant will receive a $600.00 Scholarship
- The winner of each Regional contest will receive a $1,000.00 Scholarship
- The Department finalists will receive $2,000.00 for 1st and moves on to the National competition, $1,500.00 for 2nd and $1,000.00 for 3rd
- Ripon College will award a $5,000.00 Scholarship to Ripon to each of the three Department Finalists upon their enrollment at the college
- National finalists receive $18,000.00 for 1st, $16,000.00 for 2nd and $14,000.00 for 3rd

Contestants in the Post contest may be selected from one or more high schools, including home school, within the Post area. This contest will be under the direction and supervision of the Post Commander or representative. Each Post may certify one (1) contestant to the County Level of competition.

The County Contest shall be limited to one (1) contestant from each Post in the County. This contest will be under the direction and supervision of the County Commander or representative. Each County may certify one (1) contestant into the District level of competition.

The District Contest shall be limited to one (1) contestant from each County in the District. This contest will be under the direction and supervision of the District Commander or representative. Each District may certify one (1) contestant into the Regional/State level of competition.

The Department Oratorical Chairman will announce the date and time of the Regional/State Contest. The Regional and State Final contests will be conducted on the same day and at the same location. The 12 Districts will be divided into three (3) Regional contests. The first place winners from each Regional contest will advance to the State Finals.

Oratorical Chairman

An Oratorical Chairman should be appointed at the District, County and Post level. Appointment of the Oratorical Chairman should be based on interest, availability and qualifications. It is crucial that the Oratorical Chairman have contact with the local school to promote the program, communicate a description of the program, and the scholarships available to their students who participate. Every Post is encouraged to sponsor one contestant in the Oratorical contest.

GO TO APPENDIX B FOR THE FULL ORATORICAL CHAIRMAN’S GUIDE.
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SEPTEMBER

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Reconnect Report ...................................................................... 54
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1st each year, easier to fill out.

This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.
EARLY BIRD/NEF KICKOFF

60% GOAL

Traditionally the first week of September.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G
# RECONNECT REPORT – SEPTEMBER

REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: __________ District: __________ Year: ______

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<th>Identify Military Organization</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
  Attn: Reconnect Report
  P.O. Box 388
  Portage, WI 53901
  Fax: (608) 745-0179

This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.
SHOOTING SPORTS

The American Legion, Department of Wisconsin
Junior Shooting Sports

What is The American Legion Junior Shooting Sports Program? The American Legion Junior Shooting Sports Program is a gun safety education and marksmanship program that encompasses the basic elements of safety, education, enjoyment and competition.

What is Shooting? Shooting is a skilled sport. Skills learned in shooting are valuable in other aspects of life. Learning to be a safe shooter teaches responsibility. Learning to hit a difficult target teaches self-discipline and self-control. Learning to hold a firearm steady and hit the target teaches concentration. Knowing that the shooter alone is ultimately responsible for his or her performance teaches self-reliance and enhances individual esteem.

Who is Eligible? Boys and girls compete equally in shooting. Any students between 8 to 18 years of age are eligible to participate.

Create a Successful Program: There are two options to become involved with the program. The first option is to start your own program at the Post. Things to consider are: space to shoot, insurance, qualified shooting leaders, rifles and equipment. An alternative to starting a program at your Post is to affiliate with an existing shooting program such as a 4-H club, ROTC, the Boy Scouts or a Youth Sports club. To become a sponsor of an existing program is as simple as filling out the Junior Shooting Sports affiliation form found at www.wilegion.org and click ‘Programs’ then ‘Shooting Sports Program’.

Three (3) Scholarships awarded annually: To qualify for the scholarships, students must have participated in the Department Postal Match (Sporter Category). A $1,000, $750 and $250 scholarship are awarded to the three (3) highest individual match scores in the Senior category (15-18 year olds). See awards on the following page.

The future of The American Legion Junior Shooting Sports Program: Depends on our ability to engage our youth and provide them with the fundamentals that lead to a feeling of success by:

- Promoting the safe and ethical use of firearms
- Providing a positive experience and positive message about shooting
- Keeping the program safe, interesting and fun!

3-Position Air Rifle (Sporter Category)
Postal Match

Purpose: A postal match offers junior air rifle shooters a competition designed to encourage and reward individual marksmanship skills. The match can be shot at a club range without a lot of expense or travel. NOTE: This Department match is separate from the National competition.

Date of Competition: Targets can be ordered from Headquarters beginning in October (See Appendix B for order form). Set target order requests will not be accepted after February 14th. Fired targets MUST BE postmarked and returned to Headquarters no later than February 28th. Order forms can be found at www.wilegion.org
Who May Compete: Entry in either the Individual or Team Postal match is limited to competitors who are active members of a Jr. Shooting club sponsored by or affiliated with an American Legion Post. **A representative from a sponsoring post MUST be present when the match is fired.**

Any students between 8 to 18 years of age are eligible to participate. This postal match is for the Sporter category only.

Individual Age Categories:

- **3P Sporter – Beginner** – 8-11 years old
- **3P Sporter – Junior** – 12-14 years old
- **3P Sporter – Senior** – 15-18 years old

Rules-Course of Fire: The current National Standard Three-Position Air Rifle rules will apply. This is a 3X10 event. Ten shots in each position: prone, standing and kneeling. Rule books may be ordered, viewed or downloaded from the CMP website at: [http://www.odcmp.com/3P.htm](http://www.odcmp.com/3P.htm).

Equipment: The Sporter Air rifle is intended to be a low cost, entry-level reifle without specialized modifications. Sporter air rifles must be .177 caliber (4.5 mm) pneumatic, spring air, or compressed air of CO2 rifles with a muzzle velocity of 600 fps or less that comply with these requirements. See the National Standard Three-Position Air Rifle rule book for a complete list of approved rifles.

Entry Fee: $5.00 per individual shooter, additional $10 to enter four (4) shooters as a team. Only targets ordered from Headquarters will be accepted.

Match Conduct: All phases of the individual and Team postal match will be conducted in accordance with the Official Match program and the National Standard Three-Position air rifle rules.

Awards: Each competitor will receive a participation certificate from Headquarters. Trophies will be awarded for 1st place, 2nd place and 3rd place in each age category. A trophy will be awarded to the highest team score (total of top four scores from one club). Scholarships will be awarded to the 3 highest individual match scores in the Senior category (15-18 years old) as follows: 1st place- $1,000; 2nd place- $750; 3rd place- $250.

Integrity: Postal tournaments are conducted with the expectation that each competitor will have the integrity to fire the match according to the rules. Any individual or team discovered taking advantage of tournament rules will be disqualified.

For more information on the program or the Postal Match, contact the Department of Wisconsin at 608-745-1090 or email inquiries to info@wilegion.org. You can also visit the Department website at [www.wilegion.org](http://www.wilegion.org) or the National website at [www.legion.org](http://www.legion.org).
OCTOBER

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Reconnect Report ................................................................ 62
CONsolidated post report monthly worksheet

October

<table>
<thead>
<tr>
<th>Programs</th>
<th>Activities</th>
<th>Expenses</th>
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1st each year, easier to fill out.

This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.
BADGER BOYS STATE

What it is: Approximately 870 young men from every part of Wisconsin come together at Badger Boys State each June. Upon arrival at the Ripon College campus, they will be grouped into cities and counties which will form a 51st state. For eight days, the citizens of the new state will carry out all the main functions of city, county and state government using basic laws and fundamental procedures of the State of Wisconsin as their guide. The program is designed to teach its citizens that the American form of government is stronger and more vital in today’s world than ever before.

The boys themselves will elect their own municipal, county and state officials. As alderman or county supervisors, they will frame, present and pass their own ordinances and laws, while their own police and sheriffs will enforce them; as attorneys, they will prosecute or defend; as judges, hear cases in their own courts. Through this program, these leaders of the future should develop a sense of individual obligation to the community, state and nation.

Boys are not to bring with them any printed or other previously prepared campaign or election literature. Facilities and supplies for preparing such promotional material will be supplied at Boys State.

Activities: Every citizen is encouraged to participate in a wide variety of recreational activities designed to provide a wholesome relief from the fast pace of the day’s routine. Those listed below are well established activities. Others may be organized as facilities become available and need and interest warrant.

- **Sports:** A competition schedule is arranged for softball, volleyball, soccer, football, basketball, tennis and cross country. Other activities available are swimming, weight lifting and ultimate Frisbee.
- **Music:** The Boys State band and chorus organize and perform throughout the week. Citizens wishing to participate in band should bring their instruments and music stands.
- **Newspaper:** The Badger Bugle Citizen is the official, daily newspaper of BBS. Boys interested in editorial and work as reporters should talk to their city counselors.
- **Color Guard:** Responsible for handling the flags during BBS assemblies. This group is made up of citizens with or without prior color guard experience. They are the center of attention at the beginning and end of each evening gathering.
- **Discussion Session:** Due to the diversity of the staff at BBS, a wide variety of discussion sessions are offered to provide citizens insight and the opportunity to ask questions about different professions. Some examples are law enforcement, medical, engineering, education, ministry, political processes and ecology. These discussion sessions are held daily by outstanding professionals.

Eligibility: Boys who have just completed their junior year in high school, and have their senior year remaining before graduation, are eligible to attend Badger Boys State. The student must be enrolled in a Wisconsin High School. Home schooled students are eligible, but must be considered among the pool of students in what would be their school district. Each boy must be sponsored by or through an organization that pays all sponsorship fees. Badger Boys State does not discriminate on the basis of age, race, ancestry or membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin.
Badger Boys State is a program of The American Legion for boys who are well adjusted, good students and display qualities of leadership in their school. Scholarship is important, but potential leaders are not always the top of their respective class. Boys to be selected should be from the upper half of the class.

**Selection of Boys:** Local American Legion Posts usually serve as the clearing center for sponsoring organizations. Other organizations will include fraternal, civic or patriotic organizations and individuals through such organizations. Please visit the sponsorship page at [www.badgerboysstate.com](http://www.badgerboysstate.com) for more information.

The selection of candidates to attend BBS is conducted in different ways depending on the sponsoring organization and the local school district’s participation. Each sponsoring organization will usually work closely with their local school. Alternates should also be selected at the same time delegates are selected to replace boys who may find themselves unable to attend. Your alternates are sometimes selected to attend when other schools cannot find a student to fill their slot.

**Orientations:** Informational meetings/orientations are held in many counties and should be coordinated by American Legion County Commanders in conjunction with Badger Boys State officials. Delegates, alternates and parents should be encouraged to attend these meetings. A schedule is posted at [www.badgerboysstate.com](http://www.badgerboysstate.com) and also a link on [www.wilegion.org](http://www.wilegion.org). These orientations will also appear in the Badger Legionnaire.

**Contact:** For more information on the Badger Boys State program, contact The American Legion, Department of Wisconsin Headquarters at (608) 745-1090; info@wilegion.org or visit [www.badgerboysstate.com](http://www.badgerboysstate.com) or [www.wilegion.org](http://www.wilegion.org).
Membership Goal - October

FALL MEETINGS

65% GOAL
Traditionally the second week of October.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
# RECONNECT REPORT – OCTOBER

REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: __________ District: __________ Year: ______

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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
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**CONSOLIDATED POST REPORT MONTHLY WORKSHEET**  
**NOVEMBER**

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<th>PROGRAMS</th>
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EMPLOYMENT AWARD

EMPLOYMENT OF VETERANS

History: The National Economic Commission expanded its Employer awards Program in 1969 when it created an award category for employers of veterans. Originally, Departments were permitted to submit one nomination each for a large and a small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, Departments may submit a total of 3 nominations for this category for national consideration.

- One nomination for a small company with 50 or fewer employees
- One nomination for a medium company with 51 to 200 employees
- One nomination for a large company with 201 or more employees

National Awards: These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Award, nominees must meet the following criteria:

1) At least 10 percent of the nominee’s work force must be veterans.
2) The nominee must have been in business for at least five years.
3) The nominee cannot restrict employment to veterans only.
4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

A Department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee will not be eligible for a national award.

Selections of the Employer of Veterans Awards are made by the National Economic Commission Award Subcommittee, which meets during the annual Washington Conference.

Purpose of Award: To confer recognition on one small, one medium and one large employer in each state for outstanding records in the hiring and retention of veterans.

Deadline: The deadline for submission of nominations of employers of veterans is no later than December 15th to the Department. Nominations received after that date will not be eligible for consideration.

Procedure: Nominations from posts, or sources outside the Legion, must be sent to Department Headquarters. The Department then selects one nominee each in the small, medium and large employer categories and sends the nomination forms and supporting information for the winning employers to the National Economic Commission. Those nomination forms must be signed by either the Department Adjutant or Department Employment Chairman. Nominations that arrive without supporting information will not be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all three employer size categories, can be found in Appendix C or at www.wilegion.org.

Award: The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

For the Employer of Veterans Application see Appendix C.
**EMPLOYMENT AWARD**

**EMPLOYMENT SERVICE**

**History:** In 1990, a resolution established a national awards program to recognize outstanding Employment Service (ES) offices and employees.

Both the National Veterans Employment & Education Commission and the Internal Affairs Commission’s Trophies and Awards Subcommittee conducted extensive studies and both recommended approval and referred the resolution to the National Executive Committee for final approval. The NEC unanimously approved the resolution at its spring 1992 meeting.

**Purpose of Award:** The purpose of the ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP) and one local Employment Service (ES) office. LVERs, DVOPs and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

**Deadline:** The deadline for submission of nominations of the ES office is no later than *December 15th* to the Department. Nominations received after that date will not be eligible for consideration.

**Procedure:** Nominations from Posts, ES employees or other sources must be sent to Department Headquarters. The Department then selects one nominee each in the LVER, DVOP and ES Office categories and sends the winning nominations with their supporting information to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign those nominations. Nominations that arrive without supporting information will not be eligible for the national awards.

**Nomination Form:** A copy of the official nomination form, which is the same for all ES office categories, can be found in Appendix C or at [www.wilegion.org](http://www.wilegion.org).

**Award:** The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

For the Employment Service Applications see Appendix C.
EMPLOYMENT AWARD
EMPLOYER OF OLDER WORKERS

History: In 1958, the National Veterans Employment & Education Commission expanded its Employer Awards Program by creating an award for employers of older workers. Because the commission saw older workers as a valuable economic resource of proven skills, stability and experience, it wanted to encourage employers to hire and retain older workers in the work force. National “Employ the Older Worker Week” was established by The American Legion and is observed during the last full week of each September.

The National Veterans Employment & Education Commission Believes that this particular award category will become increasingly important over the next few years. Several major studies have concluded that, as we move through the twenty-first century, there will be fewer young people entering the labor market. As a result, it will be necessary for employers to encourage older workers to stay in the labor force.

Purpose of Award: To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers.

Deadline: The deadline for submission of nominations for Employer of Older Workers is no later than December 15th to the Department. Nominations received after that date will not be eligible for consideration.

Procedure: Nominations from Posts or other sources must be sent to Department Headquarters. The Department then selects one nominee and sends the winning nominations, with their supporting information, to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign the nomination. Nominations that arrive without supporting information will not be eligible for the national awards.

Nomination Form: A copy of the official nomination form can be found in Appendix C or at www.wilegion.org.

Award: The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

For the Employer of Older Workers Application see Appendix C.
EMPLOYMENT AWARD
ENHANCE THE LIVES OF DISABLED PERSONS

Purpose of Award: The purpose of the National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that improves the quality of life for disabled persons will be considered.

History: Since 1987, American Legion Posts have competed for prizes through the Awards Program, NOD will continue to award certificates to the winners, and all nominees and their Department will receive American Legion citations of appreciation.

Criteria: All entries must be accompanied by an official nomination form, and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

Deadline: The deadline for submission of nominations for the Enhance the Lives of Disabled Persons award is no later than December 15th to the Department. Nominations received after that date will not be eligible for consideration.

Procedure: Nominations from Posts, or other sources must be sent to Department Headquarters. The Department then selects one nominee and sends that winning nominations, with their supporting information, to the National Veterans Employment & Education Commission. Either the Department Adjutant or Department Employment Chairman must sign the nomination. Nominations that arrive without supporting information will not be eligible for the national awards.

Nomination Form: A copy of the official nomination form can be found in Appendix C or at www.wilegion.org.

Award: The national commission provides the Department with plaques for the Department submissions which are distributed at the Department Convention. It is recommended however, that Posts recognize nominees, not chosen as the Department winners, at the Post level.

For the Enhance the Lives of Disabled Persons Application see Appendix C.
MEMBERSHIP GOAL - NOVEMBER

VETERAN’S DAY

75% GOAL
Traditionally the second week of November.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
**RECONNECT REPORT – NOVEMBER**

REPORT OF POST ACTIVITIES WITH
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: ___________ District: ___________ Year: _______

<table>
<thead>
<tr>
<th>Date of Event</th>
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<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.
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<table>
<thead>
<tr>
<th>PROGRAMS</th>
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<th>EXPENSES</th>
<th>MAN HOURS</th>
<th># OF PARTICIPANTS</th>
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<td><strong>VA&amp;R</strong>: Cases Handled,</td>
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<td>Funds Disbursed, Volunteer</td>
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<td>at VA Hospital</td>
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<td><strong>National Security</strong>: # of</td>
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<td>Medals</td>
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<td><strong>Economics</strong>:</td>
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<td>placed in Employment, Job Training</td>
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<td><strong>Americanism ~ Children &amp; Youth</strong>:</td>
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<tr>
<td>Boys State, Baseball,</td>
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<td>Oratorical Contest, Shooting</td>
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<td>School Awards</td>
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<td>Other Education Programs</td>
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<td>Flag Education/School Flags</td>
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<td>Other Children &amp; Youth Programs</td>
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<td><strong>Community Service</strong>:</td>
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<td>Donated Hall usage, Flag</td>
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<td>presentation at community</td>
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<td>events, Main Street Flag</td>
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<td>program, etc.</td>
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<td><strong>Administrative Costs</strong>:</td>
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<td>Paper, Equipment, Postage,</td>
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<td>etc., List Program</td>
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<td><strong>Contributions</strong>:</td>
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<td>Hall rental for Red Cross,</td>
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<td>other civic activities</td>
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<td><strong>Other</strong>:</td>
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1st each year, easier to fill out.

This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.
PEARL HARBOR DAY

85% GOAL

Traditionally the second week of December.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
# RECONNECT REPORT – DECEMBER

REPORT OF POST ACTIVITIES WITH
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: _________ District: _________ Year: _______

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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

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THE AMERICAN LEGION
BASEBALL PROGRAM

American Legion Baseball enjoys a reputation as one of the most successful and tradition-rich amateur athletic leagues. American Legion Baseball is a summer program for boys 13-19 years old. Posts sponsor and financially support over 200 Wisconsin American Legion Baseball teams. The purpose of American Legion Baseball is to:

- Instill in youth a better understanding of the American way of life and to promote the principles of Americanism.
- Instill in the nation’s youth a sincere desire to develop within themselves a feeling of citizenship, sportsmanship, loyalty and team spirit.
- Aid in the improvement and development of the physical fitness of our country’s youth.
- Build for the Nation’s future through our youth.

All games are played under the OFFICIAL BASEBALL RULES as published by The Sporting News of St. Louis, MO and is modified by the National American Legion Baseball Rule Book and the Wisconsin American Legion Baseball handbook.

All teams have to play at least 10 games against Legion Baseball teams to compete in regional play. There are seven (7) Regional tournaments played in each class statewide. The State Baseball Commissioner and the Board of Directors assign each team to a Regional Tournament.

Forty-Eight graduating seniors from across the state are selected to play an All-Star game. For over 40 years the Milwaukee Brewers franchise has supported the Wisconsin American Legion Baseball program and allowed the All-Star game to be played at Miller Park after a major league home game. Brewers’ tickets are purchased through The American Legion, Department of Wisconsin.

Scholarship Information: An annual scholarship is awarded by the Wisconsin American Legion Baseball Association to a graduating senior who demonstrates outstanding leadership, scholarship, character and citizenship and who has a demonstrated need for funding to continue their education beyond high school. Players are nominated by their respective team managers in June, and the winner is selected by the Wisconsin American Legion Baseball Association each July.

Important Dates to Remember:

- All teams must register, buy insurance and pay fees through National’s electronic registration system at www.legion.org/baseball prior to May 15th.
- A hardcopy of the Player Agreement (form 2) must be completed and signed prior to the team’s first scheduled game.
- On-line team roster (form 1) must be completed by Mid-June at www.legion.org/baseball.
- All-Star Nomination forms must be returned to Department Headquarters by Mid-June.
- All-Star Game at Miller Park takes place in August.

Code of Sportsmanship

I will: Keep the rules;
Keep faith with my teammates;
Keep my temper;
Keep myself fit;
Keep a stout heart in defeat;
Keep my pride under in victory;
Keep a sound soul, a clean mind and a healthy body.

For more information contact Department Headquarters at (608) 745-1090
## CONSOLIDATED POST REPORT MONTHLY WORKSHEET
### JANUARY

<table>
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<tr>
<th>PROGRAMS</th>
<th>ACTIVITIES</th>
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*This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.*
THE AMERICAN LEGION
EAGLE SCOUT OF THE YEAR

Eligibility Requirements: The nominee must be a registered, active member of a Boy Scout Troop, Varsity Scout Team, or Venturing Crew chartered to an American Legion Post, American Legion Auxiliary Unit or Sons of The American Legion Squadron.

OR

Be a registered, active member of a chartered Boy Scout Troop, Varsity Scout Team, or Venturing Crew and the son or grandson of a Legionnaire or Auxiliary member.

AND

• Received the Eagle Scout Award.
• Be an active member of his religious institution and must have received the appropriate Boy Scout religious emblem.
• Have demonstrated practical citizenship in church, school, scouting and community.
• Have reached his 15th birthday and be enrolled in high school at the time of selection. Eagle Scouts still in high school who reached their 18th birthday during the nomination year remain eligible if otherwise qualified.
• Reside in the Department (state) to which he applies.

Scholarships

Department: The Department chooses one Eagle Scout of the Year as the Department winner. This winner receives a $1,000.00 scholarship and is forwarded on to the National competition for consideration.

National: The American Legion Eagle Scout of the Year winner will receive a $10,000.00 scholarship. Three runner-up scholarship awards will be granted in the amount of $2,500.00 each. The Eagle Scout of the Year will join the youth champion delegation, and participate in, the Annual National Convention.

The scholarship recipients will be eligible to receive their scholarship immediately upon graduation from high school (public, parochial, military, private or home school) and must utilize the total award within four years of their graduation date, excluding active military duty or religious mission.

The scholarship may be used to attend a school selected by the student provided it is state accredited, above the high school level and within the continental limits of the United States, except in the case where the student may be from a possession of the United States, in which case he can select a school in that possession or in the continental United States.

Disbursement from the scholarship fund will be made jointly to the student and the school at the beginning of each semester or quarter. Only one request will be honored per semester or quarter.

For the Eagle Scout of the Year application see Appendix C.
MEMBERSHIP GOAL - JANUARY

MIDWINTER

90% GOAL

Traditionally the third week of January.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
# RECONNECT REPORT – JANUARY

REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: ________ District: ________ Year: ______

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Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.
THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN
SCHNEIDER-EMANUEL SCHOLARSHIP

Introduction: The American Legion, Department of Wisconsin Schneider-Emanuel Scholarship goes to three (3) deserving graduates of any accredited Wisconsin high school. Those chosen will receive $1,000.00 to be applied to the cost of continuing education at any degree granting college or university within the United States of America. The first scholarships were awarded in 1968.

Eligibility: The scholarship is open to Wisconsin students only and the applicant must be either:

- A Veteran and a current member of The American Legion, Department of Wisconsin at the time of application. (Self)
- A Son/Daughter whose Father, Mother or Legal Guardian is living and a current member of The American Legion, The American Legion Auxiliary or the Sons of The American Legion at the time of application.
- A Grandson/Granddaughter whose Grandfather, Grandmother or Legal Guardian is living and a current member of The American Legion, The American Legion Auxiliary or the Sons of The American Legion at the time of application.
- Applicant is a current member, in good standing in the Sons of The American Legion or the American Legion Auxiliary/Junior Auxiliary at the time of application.

In addition to the above eligibility requirements, the applicant must have participated in one or more of the following American Legion sponsored activities:

- Attendance at a complete session of Badger Boys State
- Attendance at a complete session of Badger Girls State
- Participation in the County Youth Government Day Program
- Competed in The American Legion High School Oratorical Contest (Post, County, District or State level)
- Took The American Legion Americanism and Government Scholarship Test
- Participated in an American Legion sponsored Band and/or Drum and Bugle Corps
- Played for an American Legion Baseball Team
- Member of an American Legion sponsored Scout Troop

Applicant must be awarded a high school diploma or its equivalent and must have maintained an academic average of “B” or better for a period of seven (7) high school semesters, based upon the standard of the institution granting the diploma. The academic average is based on their seven (7) semesters prior to the second semester of the Senior year. They further must meet the following additional requirements:

- Complete and submit the application with the following supporting documents:
  a. Transcript of grades
  b. Four (4) rating sheets
  c. ACT score
- Documents must be sent by March 1st
- Be willing to sign, along with parent or guardian, the “Agreement” portion of the application.
No application is considered complete unless all questions are fully answered and transcripts and rating sheets must be mailed, bypassing the applicant to:

The American Legion, Department of Wisconsin
Attn: Programs Coordinator
P.O. Box 388
Portage, WI 53901-0388

If an applicant is in college, he/she must submit a transcript of eight (8) semesters of high school and also the last complete semester of college transcript.

Previous award winners are not eligible for consideration for a second scholarship.

The following factors shall be considered by the judges in deciding the relative merit of applicant and in arriving at final selection:

- Moral Character – Commitment to the American way of life and its institutions, and applicant’s seriousness of purpose.
- Academic excellence of the applicant
- Participation and accomplishment in American Legion affiliated activities.
- Personality, leadership and participation in general extra-curricular activities

General Information: There shall be a two (2) week grace period between March 1st and March 15th whereas no new applications will be accepted, but where the applicant will be notified that certain materials are missing, not directly the applicant’s fault.

The Education and Scholarship Chairman shall select the finalists and announce the same to the Department Commander and Department Adjutant before the Department Spring Meeting in May. The Department Programs Coordinator will contact the high school regarding their awards ceremony and then contact the local Post and let them know of the presentation so their officers can attend. The winners will be invited to the Annual Department Convention to be recognized.

Simultaneously the Education and Scholarship Chairman shall pick three (3) alternates: First Alternate, Second Alternate and Third Alternate, who shall, in that order, be awarded a scholarship should either of the original winners default. Should it be necessary, the Department Commander may appoint a competent screening committee who shall, in preliminary judgement, narrow the field to twenty-five (25) applicants.

Judges: The judging shall be conducted by the Department Education and Scholarship Chairman.

In all cases, the Department Education and Scholarship Chairman reserves the right to check the accuracy and authenticity of any information submitted by an applicant including eligibility of the scholarship itself; membership card numbers of self, mother, father, grandparent or guardian; military or school record; marital status, especially “legally separated” of applicant and/or family.

For the Schneider Emanuel Application see Appendix B.
THE AMERICAN LEGION & SCOUTING
SQUARE KNOT AWARD

Purpose: This award is designed to recognize American Legion, American Legion Auxiliary or Sons of The American Legion members who are actively involved in the Scouting Program. This award is not meant to be a selective or limited award, but one that is available to any American Legion, American Legion Auxiliary or Sons of The American Legion member who completes the requirements for the award. The award is meant to recognize dedication and work required by an American Legion, American Legion Auxiliary or Sons of The American Legion member to assist in furthering the Scouting Program in The American Legion.

The award consists of a gold and purple square knot, which may be worn on the scout uniform, a certificate and a congratulatory letter from the National Commander of The American Legion. It is expected that American Legion, American Legion Auxiliary or Sons of The American Legion members will work to provide the maximum impact of The American Legion’s support of the Scouting Program and to achieve maximum visibility.

A. Service
   1. Be a current member of The American Legion, American Legion Auxiliary or Sons of The American Legion.
   2. Be registered in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or as a Unit Commissioner.

B. Training:
   If serving as a Unit Leader complete five of the following:
   1. Complete the Cub Scout Leader Basic Training course.
   2. Complete the Boy Scout or Sea Scout Leader Basic Training course.
   3. Complete the Venture Leader Basic Training course.
   4. Complete the Commissioner Basic Training course.
   5. Be current in “Youth Protection” training.
   6. Be current in American Red Cross “First Aid and CPR”
   7. Earn the Scouter’s “Training Award”.
   8. Attend and complete a Woodbadge or Seabadge training program.
   9. Attend a Philmont training course.

   If serving as a Chartered Organizational Representative (COR), or as a District/Council Member-at-Large, or as a Unit Commissioner complete three of the following:
   1. Attend a National Community Relationships Scouting Training Seminar.
   2. Participate in a Chartered Organizational Representative (COR) training course.
   3. Complete a BSA District staff-training course.
   4. Attend a Woodbadge or Seabadge training program.
   5. Attend a Philmont training course.

C. Tenure
   1. Serve a total of three consecutive years in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or as a Unit Commissioner.
D. Performance
While serving in a Scouting Leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or a Unit Commissioner complete a minimum of five of the following:
1. Serve a minimum of two years as a Post Chartered Organizational Representative for scouting and demonstrate success with your units in terms of growth in program.
2. Assist your Post, District or Department to raise funds to support scouting. Participate with a local BSA District or Council Friends of scouting fundraising effort.
3. Participate as member of a BSA District or Council Membership/Relationships committee and represent The American Legion.
4. Assist in organizing or reorganizing a Cub Pack, Scout Troop, See Scout Ship or Venture Crew chartered by an American Legion Post.
5. Participate in the Eagle Scout of the Year program at the Post, District or Department level.
6. Make contact with Scout Troops and Venture Crews in your area through visits, roundtables or other means and solicit their participation in the National High School Oratorical Contest, Junior Shooting Sports Program, Boys State, American Legion Baseball and other Americanism programs and document the results of your efforts.
7. Recruit manpower from your Post or District to support a scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further American Legion recognition in support of the Scouting Program.
8. Develop and carry out or participate in an American Legion program to recognize the leaders of Scouting Programs in your Post, District or Department.
9. Promote and coordinate the development of a network of Department American Legion Scouting Team members to assist in the development of Scouting within The American Legion.
10. Earn the Cubmaster Award, Cub Scouter Award, Den Leader Award, Den Leader Coach Award or Tiger Cub Coach Award.
11. Earn the Scoutmaster Award of Merit.
12. Earn the Crew Advisor Award of Merit.
13. Earn the Scouter’s Key, Scouter’s Training Award, or Distinguished Commissioner Service Award.

E. Approval
1. Submit appropriate documentation (membership card, photocopies of course completion certificates, narrative of accomplishments, etc.) in order to fully document the attainment of the requirements as outlined in sections A, B, C and D above.
2. Obtain the written endorsements of your American Legion Post Commander, American Legion Auxiliary Unit President or Sons of The American Legion Squadron Commander and the Department Scouting Chairman, Department Adjutant and Department Commander that you have satisfactorily completed the requirements for this award. Mail your awards packet to The American Legion, Department of Wisconsin, P.O. Box 388, Portage, WI 53901.
3. The Department will forward the documents onto the National American Legion for consideration.
4. Application packets that lack the appropriate documentation or written endorsements will be returned.

F. Awarding Process
The Department will arrange for presentation of The American Legion Square Knot, certificate and congratulatory letter at an appropriate place and time.
THE DEPARTMENT OF VETERANS AFFAIRS
VOLUNTARY SERVICE PROGRAM (VAVS)

Background: The American Legion has been a staunch supporter and active participant in the Veterans Affairs Voluntary Service (VAVS) program since its inception. Today, as the largest centralized volunteer program in the federal government, VAVS is tremendously successful. It has developed an exciting and challenging concept of volunteer service within the VA health care system. Significant volunteer contributions in terms of donated hours of service, as well as gifts and donations, assist direct patient care programs and support activities and services that may not be fiscal priorities from year to year.

The success of the VAVS program is due to the enthusiastic efforts on the part of many organizations such as The American Legion, and especially through the efforts of individuals displaying determination and dedication to help veterans using VA services.

Volunteer Activity: Volunteers assist veteran patients by augmenting staff in such diverse settings as VA medical centers, nursing homes, hospice programs, foster care, community-based volunteer programs and veterans outreach centers. Opportunities also exist within the National Cemetery Administration and the State Home Program. Through the expanded volunteer services that follow the veteran back into the community, every American Legion Post, no matter how remote, can participate and make a valuable contribution to this humanitarian service. For example, as outpatient clinics have been established to bring services closer to veterans, and home services have been developed to allow veterans to be monitored or treated at home, volunteers are needed to support these efforts. By design, these outpatient clinics and home-based programs are geographically dispersed, encompassing areas well beyond the traditional campuses of the VA medical centers. Similarly, as veterans gain access to health care information and their health care records via computers, volunteers are needed to teach veterans the requisite computer skills. Services that offer ideal opportunities for Post participation include planning and conducting group socials and recreational activities, special events and projects, assisting veterans to find employment and providing transportation as needed. Posts also can participate by offering their facilities and their manpower to the VAVS program, sponsoring youth volunteers, or partnering with local businesses and agencies to provide services to veterans.

Volunteers bring companionship, renewed hope and comfort to veteran patients, serve as a bond to the outside world and help disabled veterans learn new vocations to overcome their disabilities.

For information concerning individual or Post participation contact the VAVS Program Manager at your nearest VA medical center, your local VAVS Representative, Department Service Officer or write to: The American Legion, National Veterans Affairs and Rehabilitation Commission, 1608 K Street, N.W., Washington D.C. 20006. Information is also available online at www.va.gov/volunteer.

Awards: VAVS awards will be presented to volunteers who have met the eligibility standards as outlined in The American Legion VAVS Handbook. The appropriate form can be found in Appendix C, and must be signed as indicated and returned to the Department Adjutant at P.O. Box 388, Portage, WI 53901.
FEBRUARY

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AMERICANISM AND GOVERNMENT
SCHOLARSHIP PROGRAM

Purpose: The purpose of the program has remained the same for over 20 years. Students are given the opportunity to receive recognition and scholarships by taking an on-line test comprised of 50 multiple choice, true and false questions followed by an essay question of 300 words or less.

Eligibility: The program is endorsed by the State Superintendent of Public Instruction and is open to any Wisconsin student in the 10th, 11th or 12th grade. Anywhere there is internet access and a computer, students can log in and take the test. The classroom is still the preferable method of taking the test, but not necessary. The test location is only limited to internet access.

Scholarship Opportunities: Thirteen (13) 12th grade students receive $500 scholarships; sixteen (16) 11th grade students and sixteen (16) 10th grade students receive $250 scholarships. Annually 45 scholarships are issued totaling $14,500.

Mechanics: Students are tested on their knowledge of U.S. citizenship, the U.S. Constitution, Federal, State and Local government, as well as U.S. Flag etiquette. There is an essay question that the student must answer in order for the test to be valid and considered for a scholarship. Students register on-line prior to beginning the test. The test link is found on the www.wilegion.org website.

This is not an open book test and students are not allowed to use outside resources to take this test.

Once students begin the test, they have 1 hour. NOTE: Experience is it will easily fit into class periods and does not require an entire hour. They will not be able to restart or pause the test. Their answers will be final and they will not be able to go back and change them. Students are not allowed to skip back and forth to answer the questions. Failure to answer the essay question will disqualify them from being eligible for a scholarship. During the test if the student signs out of the site, closes the browser or hits the back button the test will terminate. Students can see how many minutes they have left to complete the test, the number of words they used to answer the essay question (word counter) and their score upon completion of the test. They also have the option of printing a certificate of Achievement from The American Legion, Department of Wisconsin upon completion.

Test questions and the essay change every year. Students may take the test consecutive years and be considered for scholarships.

Test Date: The on-line test is accessible for the first 2 weeks in April. The test link is available on the www.wilegion.org website.

Scoring: Students see their test scores upon completion of the test. At Department level ONLY, the student’s name, school name, test score and essay answer are viewable in an easy to download format. The essay answer is used as a tiebreaker when the committee is selecting the scholarship recipients. The essay answer is scored on whether it is logical, convincing, and the arguments presented are clear and complete with examples.
**Scholarship Selection:** The Department A&G Chairman schedules a date and time to meet at Department Headquarters with the selected committee to choose the scholarship recipients. The Department will provide a breakdown of student participation by grade and ranking by test score from each District. The committee will review any ties and select one (1) winner from each grade to be considered for a scholarship. The Committee then determines the recipients of the 45 scholarships.

**Program Timeline:**

**February:** The Department Programs Coordinator sends an email to all public, private and parochial schools promoting the program and test dates. The District Commanders, County Commanders and A&G District Chairmen are copied on the email. A personal contact or follow-up by the Chairman or Post to the local high school is recommended. Work with your schools to implement this program. Once accepted by the schools, the program is very straightforward.

**March:** Second email, promotional flyer sent of the upcoming test date to all public, private and parochial schools. The District and County Commanders along with the A& G District Chairmen are copied on the email. See Flyer in Appendix B which may be copied and distributed.

**April:** The Department A&G Chairman, with the selected committee, chooses the scholarship recipients as soon as possible after the test dates. All student scores are to be treated as confidential until the Department judging is final.

The Department Programs Coordinator will contact the schools to verify the scholarship recipients are in good standing and deserving of the scholarships.

**NOTE:** The Department will no longer send out certificates to the top two (2) highest student scores in each grade from each participating school. Students now will have the option of printing their own certificate on-line after completing the test.

The Department Programs Coordinator will email a list of scholarship winners to the District and County Commanders. Local Posts are encouraged to contact the school and offer to make the scholarship presentation during awards night.

News Release is written for publication in the *Badger Legionnaire*.

For further information on the A&G Scholarship Program contact the A&G Chairman at the Post, District or Department level.
# Consolidated Post Report Monthly Worksheet

## February

<table>
<thead>
<tr>
<th>Programs</th>
<th>Activities</th>
<th>Expenses</th>
<th>Man Hours</th>
<th># of Participants</th>
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1st each year, easier to fill out.

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.*
MEMBERSHIP GOAL – FEBRUARY

PRESIDENT’S DAY

95% GOAL
Traditionally the second week of February.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
**RECONNECT REPORT – FEBRUARY**

**REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL**

Post No: ________ District: ________ Year: ________

<table>
<thead>
<tr>
<th>Date of Event</th>
<th># of Legionnaires Participating</th>
<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
STATE BOWLING TOURNAMENT

The American Legion, Department of Wisconsin State Bowling Tournament is held each year, usually during March and April. All members of the Wisconsin American Legion Family in good standing are eligible to enter the tournament. Members of the Sons of The American Legion may participate providing they are 18 years of age or older. Being a member of the United State Bowling Congress USBC is not required.

The American Legion, Department of Wisconsin State Bowling is always welcoming bids to host this tournament. If you are interested in hosting a tournament please contact Department Headquarters for the appropriate contact person. They will assist you as much as possible. Some of the requirements are as follows:

1. The Association shall be managed by a Board of Directors consisting of eight (8) Legionnaires from various Posts in the state of Wisconsin. No city is represented by more than one member. Any Post that had a team in the last State Tournament may nominate a candidate for Director, if nomination is made before October 14th.

2. The Board of Directors shall have full control and disposition of all matters pertaining to the State Association and the Annual State Tournaments.

3. The Board of Directors, by a majority vote of the members at the Spring Meeting, shall select the next tournament city two (2) years in advance. Such city must have at least twelve (12) regulation lanes under one roof, and have available such other lanes as the Board of Directors deem necessary for the conduct of the Annual Tournament. Representatives of any Post may appear before the Board and bid for the tournament. In the event a bid is presented from a city having more than one Post, the County Council shall designate the Post in such city to whom the tournament may be awarded.

4. The Annual Tournament shall be conducted by the Post to which it is awarded. A President, Vice-President, Secretary-Treasurer and other tournament officers shall be chosen by such Post. The names of such officers and the number and location of the proposed tournament lanes shall be reported to the Association Secretary prior to the Fall Meeting, and be subject to the approval of the Board of Directors.

5. The Board of Directors at the Fall Meetings shall approve the tournament officers, lanes and other details necessary for the conduct of the tournament.

6. The tournament shall be conducted under the moral support sanction in accord with the regulations of the United State Bowling Congress (USBC). A duplicate of the financial statement required by the United States Bowling Congress shall be furnished to the Association Secretary within thirty (30) days following the completion of the tournament.

For more information or to place a bid contact Department Headquarters for Board contact information.
MARCH

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Public Relations Award Guidelines........................................ 111-112
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## CONSOLIDATED POST REPORT MONTHLY WORKSHEET

**MARCH**

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COUNTY YOUTH GOVERNMENT DAY

Purpose: To give more students a practical study of county government.

Guidelines:

1. Set up a good working committee from your county organization. County officials should be contacted and understand the importance of their part in this program. At the discretion of the county officials, a date should be selected for the students to appear at the County Courthouse.

2. Each school in the county should be contacted, in person (preferably the civics teacher), to explain the program and help them in any way. After the county officials have set the dates and the schools have agreed to participate, the classroom plans should be exclusively in the hands of the school authorities. In the past, many schools had this course for either juniors or seniors, with the thought that they would soon be eligible voters and would better be able to participate in the election process. Since a civic type program that covers county government is being taught at various grade levels, it was determined that the class that is given this course should be selected by the school administration.

3. Teachers are asked to get students involved in a class-wide election process for the county offices. A suggested time should be allotted for learning about the various offices and their responsibilities, a time for nominations, for campaigns and for real elections that would create much interest and understanding of government. The possibilities for innovative teachers to bring reality into the study of government are endless. Once students decide to become candidates, have campaigned, and have been duly elected, they would represent the school and the students at the County Youth Government Day.

4. If the school has foreign exchange students, ask them to be present also, not as candidates for an office, but as interested individuals eager to learn about county government.

5. The program for the day may vary with each county. With registration followed by a general assembly, the students should then be allowed to visit with their counterparts to learn the many duties of the office. At noon, there is a luncheon. The sponsoring units should share the expense of this, as well as transportation, if any. If possible, allow the students to sit in on a portion of a County Court session or County Board session. Close out the day with another general assembly, which would be an ideal time to hand out their citations, as well as the citation for the county officials.

6. Your student representatives will bring back a deepened understanding of the government process because they will have experienced it. Hopefully, the school would be able to benefit from an increased interest and involvement in government, which would translate to greater involvement in the school’s student governing body. All students should benefit by the early experience of government, the election process, and by sharing experiences of “real” government with their classmates.

7. There is very little textbook material on county government in our schools however, a good outside source is found in The Framework of Your Wisconsin Government, a publication offered by the Wisconsin Taxpayers Alliance (WTA) at a nominal cost. It can be ordered from the WTA at 401 North Lawn Ave., Madison, WI 53704. The latest revision was in 1995. The publication provides an excellent resource, not only on county government, but also that of towns, cities, villages, school districts and state levels of government. The WTA also provides speakers for free lecture service for assemblies and individual classes.
8. Do not forget PUBLIC RELATIONS. Get pictures of the groups during the day and have them published, along with a good story. Give your elected officials proper credit for their time and assistance. Do not forget a letter of thanks to the school officials. This program has met so much acclaim from both public officials and school instructors that we feel sure you will be rewarded greatly for having carried out a COUNTY YOUTH GOVERNMENT DAY PROGRAM.

**County Government:** The County has always played an important part in Wisconsin government. It was a unit of government even before Wisconsin became a state in 1848. In that year there were only 29 counties. By 1901, the number had grown to 71. In 1961, the newest county of Menominee was created from the territory that made up the Menominee Indian Reservation. This brought the total number of counties to the current 72.

With few exceptions, the form of county government has not changed much since the early days. The services provided by the county have expanded greatly, however, and it has become a very important unit of local government.

**The County’s Dual Role:** The County actually served two purposes. It provides certain services at the local level for the state, and it is a unit of local self-government.

The county assists the state in many ways. The **County Sheriff** enforces state laws, including state traffic regulation. The **County District Attorney** represents the state in prosecuting those who break state laws. The **County Highway Department** maintains the state trunk highways within its borders. The **County Register Of Deeds** keeps certain records required by the state, such as property records, marriage licenses, and birth and death certificates. The **County Clerk** handles elections and sells hunting and fishing licenses. These are just a few examples of the way the county acts as an arm of state government.

As a unit for local self-government, the county has been given powers to handle certain matters that are of local interest, but the county may do only those things specified by state law. For example, the county may build parks, keep up county forests, take care of county highways, provide mental health services, and maintain nursing homes for the aged. While the county may provide only those services that are required or permitted, it does have some control over how the government is organized and administered.

**County Board of Supervisors:** The county board of supervisors passes ordinances (laws) and resolutions, and it may have the same responsibility for running county government if there is no county executive or county administrator.

Most boards are divided into Committees to handle their duties. Some examples of board committees are finance, personnel, agriculture, highways, parks and zoning. The committee must solve problems that arise in its area of responsibility. Sometimes it does this by recommending that the board, as a whole, take necessary action. The board usually follows its recommendations. In counties without an executive or administrator, the committee also supervises the department that relates to its field. For administration may be called government by committee.

Each Supervisor on the county board is elected from a supervisory district. The county’s population should be divided about equally among the districts. If necessary, following the federal population census conducted every ten years, the county board must redraw the district to be sure they are equal in population.
All supervisors are elected on a nonpartisan basis for two-year terms, except in Milwaukee County where the term is four years. The maximum number of supervisors on the county board is limited by state law depending on the population of the county; however, the board may have fewer members if it chooses. Based on population, the range is 25,000 or less, 21 maximum supervisors. If the population were at least 100,000 but less than 500,000 the maximum number of supervisors would be 47.

Two counties, Milwaukee and Menominee, have county boards based on a different system of representation. The board determines the size of the Milwaukee County Board. Currently, it has 25 supervisors.

In Menominee County, which has only one town, the entire town board also serves as the county board of supervisors. Thus, the Menominee County Board has seven members.

County boards are required by law to meet at least twice a year. The April meeting is an organizational meeting in which the board elects its officers and names its committees. The purpose of the fall meeting in October or November is to adopt the annual county budget. Other meetings are held as often as necessary. Many county boards meet at least once a month.

County Executive, County Administrator: As county duties and services became more complex, state law was changed to permit selection of a single officer to manage county government. If elected, this official is called a County Executive. If appointed by the county board, the title is County Administrator.

A 1962 constitutional amendment authorizing an elected county executive in Milwaukee County was the first step toward this type of county government administration. Under state law, Milwaukee County must have an executive. A later constitutional amendment, ratified in 1969, allows all Wisconsin counties to create the position of executive or administrator if they choose.

In many respects, the duties of the two positions are similar. Both the executive and administrator, administer the affairs of the county, submit an annual budget and make certain appointments to office. There are some differences, however. A county executive is elected on a nonpartisan ballot by the people for a four-year term and is a more independent officer. The executive has the power to veto county board actions, including a partial veto on appropriations.

On the other hand, a county administrator is selected by the county board to serve at its pleasure for an indefinite term and has no veto power. In 1995, there were nine County Executives and eight County Administrators.

In counties that do not have either, an executive or administrator, an “Administrative Coordinator” must be appointed by the county board. In eight counties the Administrative Coordinator has been granted most of the powers of an executive or administrator. In most cases, the County Clerk or County Board Chair has been designated Administrative Coordinator. State law does not specify the powers of duties of the office.

Other County Officials: Each county is required by the state constitution or state law to elect certain officials whose duties are set forth by state law. These are District Attorney, Sheriff, Clerk, Treasurer, Register of Deeds, Clerk of Circuit Court, Coroner (unless there is a medical examiner system) and Surveyor (unless that officer is appointed). Milwaukee County does not elect a Coroner or Surveyor. Although the District Attorney is elected by county voters, it is designated a state office and the state pays the salary.
In contrast to County Supervisors, these county officials are elected on a partisan basis for two-year terms. They run on a party ticket in the November general election and receive party support for their campaigns.

The County Clerk serves as Secretary to the county board and performs some general management duties. In counties without an executive or administrator, the clerk may compile the budget requests for the board to review and keep financial records on income and expenditures.

Another elected official is the Treasurer, who handles all county government funds. The treasurer must receive and record all revenues coming into the county treasury and pay money out.

Several criticisms have been raised about the organization of county government. Some say that the county board should be concerned with lawmaking and not be burdened with administrative details. They would like to see wider use of a County Executive or Administrator with broad powers. Others have complained that having so many independently elected county officers splits responsibility.

Conclusion: Filling dual roles as both an arm of state government and a unit of local self-government, county government has served Wisconsin over many decades. Today, many counties are faced with demands for new or improved service, which cover broad geographical areas. The part that counties play in directing and coordinating government services in the future will depend on the responsibilities assigned to them by the State Legislature. Source: The Framework of Your Wisconsin Government 1995.

Items needed to run your County Youth Government Day: In Appendix B of this manual you will find the following items needed:

- Letter to the High School Principal
- Sample of Follow-Up Letter to the schools
- Form regarding participants
- County Youth Government Day Report
- Certificate of Appreciation Order Form
EDWARD J. ORMSBY LAW AND ORDER AWARD

OFFICIAL GUIDELINES

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Edward J. Ormsby Law and Order Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Law Enforcement Officer of Wisconsin”.

Guidelines for choosing the outstanding Law Enforcement Officer:

1. Posts within the Department of Wisconsin shall use the application in Appendix C, on which the Post’s certification for the award winner is to be listed. *(Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)*

2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County and the County winner will be submitted to the District. It is suggested all Counties have their winning applications submitted to the District by APRIL 1st of each year.

3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.

4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District Winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters for processing and the selection of a Department winner at the Annual Department Spring Meetings.

5. The selection and certification of the District winners shall be forwarded to Department Headquarters by MAY 1 of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts when determining the Department winner.

6. The District winner may be recognized on the District level, although the award will be presented to the winner at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.

7. In making a recommendation, Posts should bear in mind that the Law Enforcement Officer recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to that officer who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same officer might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.

8. The declared winner of the EDWARD J. ORMSBY LAW AND ORDER AWARD will be invited to attend the Department Convention.
9. A candidate for this award must be an active Law Enforcement Officer attached to a Wisconsin Law Enforcement Agency and residing in the State of Wisconsin on the date of the application.

10. A candidate for this award need not be a Legionnaire or veteran to qualify.

11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District application.

12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level, shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgment of the Department applications.

The committee will select the EDWARD J. ORMSBY LAW AND ORDER AWARD winner who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good Law Enforcement Officer; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, applications should be as thorough as possible before submitting them to the District.

The application can be found in Appendix C and at www.wilegion.org. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)
EMERGENCY MEDICAL TECHNICIAN AWARD

OFFICIAL GUIDELINES

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion Emergency Medical Technician (EMT) Award Program. A yearly award established to be given at succeeding Convention to the “Emergency Medical Technician of Wisconsin”.

Guidelines for choosing the Emergency Medical Technician:

1. Posts within the Department of Wisconsin shall use the application in Appendix C, on which the Post’s certification for the award winner is to be listed. *(Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)*

2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County, and the County winner will be submitted to the District. Posts in Districts 4 & 5 will forward their application directly to their Districts. It is suggested all Counties have their applications submitted to the District by April 1st of each year.

3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.

4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman, whose duty it will be to screen all applications and determine the District winner, each contestant will be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters for processing and the selection of Department winner at the Annual Department Spring Meetings.

5. The selection and certification of District winners shall be forwarded to Department Headquarters by MAY 1st of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts.

6. The District winner may be recognized on the District level, although the award will be presented to them at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.

7. In making a recommendation, Posts should bear in mind that the EMT recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to that EMT who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same EMT might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.

8. The declared winner of the Emergency medical Technician Award will be invited to attend the Department Convention.

9. A candidate for this award must be an active EMT attached to an Emergency Agency and residing in the State of Wisconsin on the date of the application.
10. A candidate for this award need not be a Legionnaire or veteran to qualify.

11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgement of the District applications.

12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgement of the Department applications.

The committee will select the EMT of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good EMT; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, application should be as thorough as possible before submitting them to the District.

The application can be found in Appendix C and at www.wilegion.org. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)
Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion Firefighters Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Firefighters of Wisconsin”.

Guidelines for choosing the Outstanding Firefighter of Wisconsin:

1. Posts within the Department of Wisconsin shall use the application in Appendix C, on which the Post’s certification for the award winner is to be listed. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)

2. It will be the duty of each Post Commander to appoint a committee of up to five (5) Legion members of their Post, including the Public Safety Chairman, whose duty it will be to select an entry for their award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the County Chairman for further consideration in the County, and the County winner will be submitted to the District. Posts in Districts 4 & 5 will forward their application directly to their Districts. It is suggested all Counties have their applications submitted to the District by APRIL 1st of each year.

3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.

4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion members of their District (one from each County whenever possible) and a District Public Safety Chairman whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters for processing and the selection of a Department winner at the Annual Department Spring Meetings.

5. The selection and certification of the District winners shall be forwarded to Department Headquarters by MAY 1st of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts when determining the Department winner.

6. The District winner may be recognized on the District level, although the award will be presented to them at either the District Spring Conference preceding the Department Convention or District Fall Conference following the Department Convention.

7. In making a recommendation, Posts should bear in mind that the firefighter recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to the firefighter who, for a number of years, has turned in an outstanding performance of their duties. This does not rule out the possibility that this same firefighter might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.

8. The declared winner of the Outstanding Firefighter Award will be invited to attend the Department Convention.
9. A candidate for this award must be a full-time or volunteer firefighter attached to a Fire Department and residing in the State of Wisconsin on the date of the application.

10. A candidate for this award need not be a Legionnaire or veteran to qualify.

11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District applications.

12. Any member of the Department National and Homeland Security Committee finding their name in competition on the Department level shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Committee prior to judgment of the Department applications.

The committee will select the Outstanding Firefighter of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good firefighter; one who goes about their daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and their selection will be made by the Department National and Homeland Security Committee. Thus, applications should be as thorough as possible before submitting them to the District.

The application can be found in Appendix C and at www.wilegion.org. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)
LEGISLATOR OF THE YEAR

OFFICIAL GUIDELINES

The Wisconsin Legislator of the year Award is presented on an annual basis to a U.S. Senator, State Senator, U.S. Representative or a member of the State Assembly by The American Legion, Department of Wisconsin.

Guidelines for choosing the Legislator of the year:

1. Each Post Commander in the Department of Wisconsin may use the application in Appendix C to make a recommendation for the Wisconsin Legislator of the year award.

2. The Post winner’s application shall then be forwarded to the District Commander by APRIL 1st of each year.

3. In making a recommendation, Posts should bear in mind that the legislators recommended need not be judged on only one year’s performance, but can be judged on performance over a longer period of time.

4. It shall be the duty of the District Commander to appoint a committee, with a representative from each County in the District, to serve with the District Legislative Chairman. It shall be the committee’s responsibility to screen all applications and then determine the District winners. The District winners may be endorsed by the District Membership. The winning applications in each District shall then be forwarded to Department Headquarters for the attention of the Department Legislative Committee.

5. The selection of the District winners shall be completed and certified to Department Headquarters by MAY 1st of each year. Only one (1) winner from the U.S. Senate, State Senate, U.S. Representatives or the State Assembly will be recognized from each District by the Department Legislative Committee.

6. Upon certification of the District winners to the Department Legislative Committee, said committee should then report the Department winners during the annual Department Spring Executive Committee Meeting.

7. The declared winners of the Department Legislative Award will be invited to the Department Convention. An appropriate award will be presented to the Legislator of the year at said convention.

The application can be found in Appendix C and at www.wilegion.org. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)
MEMBERSHIP GOAL – MARCH

LEGION BIRTHDAY

100% GOAL

Traditionally the second week of March.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G
NATIONAL GUARD/RESERVIST AWARD
OFFICIAL GUIDELINES

Pursuant to action taken by The American Legion, Department of Wisconsin Executive Committee, there was established the Wisconsin American Legion National Guard/Reservist Award Program. Accordingly, a yearly award will be presented at succeeding conventions to the “Outstanding Enlisted National Guard/Reservist of Wisconsin”.

Guidelines for choosing the outstanding National Guard/Reservist:

1. Posts within the Department of Wisconsin shall use the application in Appendix C, on which the Post’s certification for the award winner is to be listed. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)

2. It will be the duty of each Post Commander to appoint a Selection Committee of members of their Post, whose duty it will be to select an entry for the award. This selection may then be endorsed by the Post membership. The Post application shall then be forwarded to the District. It is suggested that winning applications be submitted to the District by APRIL 1st of each year.

3. It is suggested that an appropriate program be held and a citation be awarded to the respective Post winners.

4. It shall be the duty of each District Commander to appoint a committee of Legion members of the District (one from each County whenever possible) including a District Selection Chairman, whose duty it will be to screen all applications and determine the District winner, each contestant to be identified by number whenever feasible. The District winner may then be endorsed by the District membership. The winning application in each District shall then be forwarded to Department Headquarters to the attention of the Department National and Homeland Security Committee.

5. The selection and certification of the District winners shall be forwarded to Department Headquarters by MAY 1st of each year. The Department National and Homeland Security Committee will recognize only one (1) winner from each of the Legion Districts.

6. The judging and selection of the Department winner shall be made by the National and Homeland Security Committee at the Department Spring Meetings and the award shall be made at the Annual Department Convention.

7. The declared winner of the Outstanding Enlisted National Guard/Reservist of Wisconsin Award will be invited to attend the Department Convention.

8. In making a recommendation, Posts should bear in mind the National Guard/Reservist recommended need not have performed an outstanding feat during the year in order to be eligible. The award should go to the National Guard/Reservist who, for a number of years, has turned in an outstanding performance of his or her duties. This does not rule out the possibility that this same National Guard/Reservist might, during the course of the current Legion year, have performed some feat which adds to their already impressive record.

9. A candidate for this award must be an active part-time National Guard/Reservist attached to a National Guard or Reserve Unit in the Department of Wisconsin on the date of application, or is a resident of Wisconsin and through necessity serves in a unit outside of the Department.
10. A candidate for this award need not be a Legionnaire.

11. Any member of the District Selection Committee finding their name in competition on a District level shall immediately notify their District Commander by letter so that a replacement may be made on the District Selection Committee prior to judgment of the District applications.

12. Any member of the National and Homeland Security Committee for the Department, finding their name in competition on the Department level, shall immediately notify the Department Commander by letter so that a replacement may be made on the Department Selection Committee prior to judgment of the Department applications.

The committee will select the Outstanding National Guard/Reservist of Wisconsin who, in the opinion of the Legionnaires of Wisconsin, best exemplifies the traits and characteristics of a good Soldier, Airman, Sailor, Marine or Coast Guardsman. In making recommendations, only one person will be the eventual winner and the Department National and Homeland Security Committee will make the selection. Thus, application should be as thorough as possible before submitting them to the District.

The application can be found in Appendix C and at www.wilegion.org. (Versions of the application printed prior to the 2015-2016 Administrative Manual will not be considered)
PUBLIC RELATIONS APPRECIATION AWARD
OFFICIAL GUIDELINES

I. ESTABLISHMENT
In accepting the report of the Department Policy Committee which contained a recommendation pertaining to a request from the Department Public Relations Committee (Now the Communications Committee), the Department Executive Committee did, on July 18, 1964, at Wausau, Wisconsin, and as amended by the Public Relations and Executive Committee on October 2, 1971, on May 5, 1990, January 20, 1995 and January 24, 1997, approve the following prescribed awards:

The Department Communications Committee (formerly the Public Relations Committee) may annually recommend five (5) recipients for an American Legion “PUBLIC RELATIONS APPRECIATION AWARD” that the committee feels merit special recognition in the news media and “Certificates of Appreciation” to other deserving media.

II. MEDIA
The awards shall be confined to one (1) award each annually for the following:

OUTDOOR ADVERTISING RADIO TELEVISION
CABLE TELEVISION PRESS

III. RECIPIENTS
The Press, Radio, Television, Cable Television and Outdoor Advertising merit special recognition for informing the general public on the ideals and deeds of The American Legion, therefore, an American Legion “PUBLIC RELATIONS APPRECIATION AWARD” will be presented for publicizing Wisconsin American Legion programs and activities on any one or all levels of the Department (Post, County, District, Department). “Certificates of Appreciation” shall be awarded to additional media that have participated in support of The American Legion programs throughout the year.

IV. TYPE
The awards shall be appropriately lettered plaques, with the design and lettering selected by the Department Communications Committee, and the Certificate of Appreciation to be printed at nominal cost, the same to be absorbed by the Department Communications Committee budget.

V. NOMINATIONS
Award nominations are to be sent to Department Headquarters, and can be made by any Public Relations Officer, Post Commander, County Commander or District Commander within the Department of Wisconsin.

- The individual offering a nomination for the award shall be responsible for obtaining all necessary documentation and supporting evidence.
- This documentation should indicate exactly what the nominee did or provided for the good of The American Legion. This documentation should include the dates, events or descriptions of American Legion activities that the nominees provided coverage of.
- Coverage or services provided to The American Legion for a period of a full year, for example, will receive more consideration from the judges than coverage for one event.

VI. DEADLINE – MAY 1st

All nominations, fully clarified, shall be available for perusal by the Department Communications Committee no later than MAY 1st for judging. The program will be based on the prior year. Judging will be done by the Department Communications Committee at the Department Spring Meetings.

VII. CONSIDERATION

All nominations received prior to the deadline date, and in proper order, shall be considered by members of the Department Communications Committee who, after reviewing same, shall cast five (5) votes by secret ballot for the selection. Only one vote cast in a specific ballot by a member of the committee present for a nominee.

VIII. PRESENTATION

Awards shall be presented at The American Legion, Department of Wisconsin Annual Department Convention to the recipients thereof, or a representative of the media selected for an award shall be invited to be present at that time. Travel, lodging and other costs will be incurred at the recipient’s expense.
# RECONNECT REPORT – MARCH

REPORT OF POST ACTIVITIES WITH
GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: __________ District: __________ Year: ______

<table>
<thead>
<tr>
<th>Date of Event</th>
<th># of Legionnaires Participating</th>
<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.
APRIL

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Officer Reporting Forms (Post, County & District) ........ 118-123
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Post Excellence Award................................................................. 125
Reconnect Report........................................................................ 126
### CONSOLIDATED POST REPORT MONTHLY WORKSHEET

#### APRIL

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>ACTIVITIES</th>
<th>EXPENSES</th>
<th>MAN HOURS</th>
<th># OF PARTICIPANTS</th>
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<tbody>
<tr>
<td><strong>VA&amp;R</strong> Cases Handled, Funds Disbursed, Volunteer at VA Hospital</td>
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<td><strong>National Security</strong> Blood Donors &amp; Pints, ROTC Medals</td>
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<td><strong>Public Relations</strong> Community Events, Mention in Radio, TV, Cable, Newspaper</td>
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<td><strong>Uniformed Groups</strong> Funeral Honors, Cost of Uniforms</td>
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<td><strong>Economics</strong> Referred to LVER or DVOP, placed in Employment, Job Training</td>
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<td><strong>Americanism ~ Children &amp; Youth</strong> Boys State, Baseball, Oratorical Contest, Shooting Sports</td>
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<td>Scouting</td>
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<td>Scholarships</td>
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<td>School Awards</td>
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<td>Other Education Programs</td>
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<tr>
<td>Flag Education/School Flags</td>
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<tr>
<td>Other Children &amp; Youth Programs</td>
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<tr>
<td><strong>Community Service</strong> Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.</td>
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<tr>
<td><strong>Administrative Costs</strong> Paper, Equipment, Postage, etc., List Program</td>
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<tr>
<td><strong>Contributions</strong> Hall rental for Red Cross, other civic activities</td>
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<tr>
<td><strong>Other</strong></td>
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</table>

This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1\textsuperscript{st} each year, easier to fill out.

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.*
ELECTIONS

Post:

Article VII, Section 3 of the Department Bylaws states, “Post officers shall be elected annually by each Post in the Department at an election to be held after May 1. The newly-elected officers are to be installed and assume their respective duties at such time as determined by the Post, but not later than September 20 of each year.”

County:

Article X, Section 3 of the Department Bylaws states, “All officers of County Councils, except those selected to fill vacancies, shall be elected and installed between June 1 and September 20 of each year. Within one week after such installation, the Department Adjutant and the District Commander shall be notified of the names and addresses of all of the officers of the County Council.”

District:

Article III, Section 4 (d) and (e) of the Department Constitution states, “(d) Each District shall elect one District Commander and may elect or appoint one or more District Vice Commanders for each District from among the active Legionnaires of such District. Their respective terms of office shall commence immediately upon the adjournment of the annual Department Convention after their election and shall end at the adjournment of the second next succeeding annual Department Convention. Their election or appointment shall be subject to ratification by the Department Convention following their election. The odd numbered Districts shall elect District Commanders and either elect or appoint District Vice Commanders during even numbered years, and the even numbered Districts shall elect District Commanders and either elect or appoint District Vice Commanders during each odd numbered year. The District Constitution may provide for the election or appointment of additional District officers, except that the District Adjutant shall be appointed by and hold office at the discretion of the District Commander.”

“(e) The District Commander and District Vice Commanders and such other elective District officers as the District Constitution provides shall be elected at a District meeting held between the first day of April and the first day of July in any year at such time as may be designated by the District Commander. The District Commander shall notify each Post Commander in his District, through Department Headquarters, by mail at least thirty (30) days prior to the date of such election meeting. The number of delegates and alternates to which a Post is entitled at any District meeting at which District officers are elected shall be ascertained and computed on the paid-up membership of such Post as reported to Department Headquarters thirty (30) days prior to such meeting. The names of the delegates and alternates to such meeting shall be certified to by the Post Adjutant and submitted to the District Commander prior to such meeting.”
POST OFFICERS REPORTING FORM

All Posts are to submit to Department Headquarters, a Post Officer Reporting Form each year following their annual Post Elections. *Please print neatly, attach a computer generated list or use the fillable form at [www.wilegion.org](http://www.wilegion.org) under the ‘Members’ tab and then ‘Membership Forms and Information’.*

District: _____ Post No.: _____ Date Elected: ________________ Date Installed: __________

Send Post Mailings to: ____________________ City: __________ State: _____ Zip: _____

Location of Meetings: ____________________ Date of Meetings: _______ Time: ______

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Commander</td>
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<td>Membership Chairman</td>
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<td>Vice Commander</td>
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<td>Vice Commander</td>
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<td>Adjutant</td>
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<td>Finance Officer</td>
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<td>Historian</td>
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<td>Chaplain</td>
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*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
COUNTY OFFICERS REPORTING FORM

All County Counsels are to submit to Department Headquarters a County Officer Reporting Form and the Certification of County Officers Form (see next page) each year following their annual County Elections. A copy of this form needs to be forwarded to your District Commander also. *Please print neatly, attach a computer generated list or use the fillable form at [www.wilegion.org](http://www.wilegion.org) under the ‘Members’ tab and then ‘Membership Forms and Information’.*

District: ____ County: _______ Date Elected: _________ Date Installed: _________

Location of Meetings: __________________________ Date of Meetings: _______ Time: ______

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*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
CERTIFICATION OF COUNTY OFFICERS FORM

Date: ____________________

Pursuant to the Department Constitution, I have examined the service record of each of the following officers who have been duly elected to serve ________________ County.

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I hereby certify that each of the above officials are eligible for membership in The American Legion and that their current year membership dues have been paid, and they have the consequent right to serve in an Official capacity.

________________________
County Adjutant Signature

This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.
**DISTRICT OFFICERS REPORTING FORM**

All Districts are to submit to Department Headquarters a District Officer Reporting Form, the Certification of District Officials Form (see next page) and the District Committee Chairman Form (page following Certification Form) following their District Elections. *Please print neatly, attach a computer generated list or use the fillable form at [www.wilegion.org](http://www.wilegion.org) under the ‘Members’ tab and then ‘Membership Forms and Information’.*

District: __________ Date Elected: ______________ Date Installed: ______________

Location of Meetings: ______________________ Date of Meetings: _______ Time: ______

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<th>TITLE</th>
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*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
**CERTIFICATION OF DISTRICT OFFICERS FORM**

Date: ______________________

Pursuant to the Department Constitution, I have examined the service record of each of the following officers who have been duly elected to serve ______________________ District.

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<thead>
<tr>
<th>TITLE</th>
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<th>DATE OF DISCHARGE</th>
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</table>

I hereby certify that each of the above officials are eligible for membership in The American Legion and that their current year membership dues have been paid, and they have the consequent right to serve in an Official capacity.

________________________________
District Adjutant Signature

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
**DISTRICT COMMITTEE CHAIRMAN FORM**

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<th>TITLE</th>
<th>NAME</th>
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*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
MEMBERSHIP GOAL – APRIL

CHILDREN & YOUTH

105% GOAL
Traditionally the second week of April.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
**POST EXCELLENCE AWARD**

**PURPOSE:** The Post Excellence Award is an award that Posts can demonstrate their excellence in four of the main areas of concern to The American Legion. To qualify for the award, the Post would be required to achieve a standard of participation in each of the four areas, those being; membership, youth activities, community service and support to currently serving troops or veterans.

The purposes underlying this award are membership growth, exposure of The American Legion values to the youth of the community and increasing visibility of The American Legion Family through service projects. It is anticipated that a Post achieving this qualification will have involved a number of the Post Members in planning and achieving these goals. A number of Posts will most likely already be active in these areas and qualify without extra effort. A significant number of other, however, will need to increase their efforts in one or more areas in order to qualify.

**CRITERIA:** The standard to be achieved in each of the areas of concern is:

**Membership** - Membership must be at least one member greater than the previous year. At least one Post Officer attends District meetings.

**Youth Activities** - Must sponsor and actively participate in at least one of the primary youth programs; Boys State, Baseball, Oratorical, Boy Scouts or Junior Shooting Sports.

**Community Service** - Must accomplish a community service project that involves members of The Legion Family actively working in the community outside the Post home. A large range of potential projects exists with some candidates being a project centered on one of the children & youth emphasis areas to fulfilling a strictly local need. A monetary donation may be part of the project but may not constitute the entire project.

**Service to troops/veterans** - Must accomplish a project supporting troops or veterans in the community that involves activity by Legion family members outside the Post home. Projects range from the Family Support Network, Heroes to Hometowns or simply helping a local veteran with needed updates to the home are candidates for this category. Again, a monetary donation may be part of the project but may not constitute the entire project.

When submitting award, please attach photos, articles or other documentation supporting the above activities.

**CERTIFICATION:** The District Commander will submit a letter of recommendation for a Post that has achieved the four specified criteria, to Department Headquarters no later than MAY 15th of each year. The letter should include the Post name, Post number, Post address and Post Commander’s name. The last two criteria would ideally be accompanied with copies of press releases that were submitted to the local media concerning the projects. That method would ensure that the projects were not only accomplished but that an attempt was made to enhance the image of The American Legion locally through the media. The copy submitted should include a date-time stamp showing receipt by the media outlet. The Department Adjutant will transmit information as Posts qualify.

*For the Post Excellence Award Form see Appendix C.*
**RECONNECT REPORT – APRIL**

**REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL**

Post No: _______ District: _______ Year: _______

<table>
<thead>
<tr>
<th>Date of Event</th>
<th># of Legionnaires Participating</th>
<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
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Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
MAY

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Membership Goal (Armed Forces Day) ..................................... 136
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VA&R Report Form .................................................................. 139
**AMERICANISM AWARDS**

The Department Americanism Awards are distributed each year at the Department Convention. To compete for the Americanism Awards fill out the award form and Certification form for each award that you are competing for and submit no later than **JUNE 1st** of each year. All forms can be found in **Appendix C**.

The Americanism Awards are as follows:

- **Cooper Award**: To be awarded annually to that Post of The American Legion, Department of Wisconsin doing the most consistent service in the interest of the boys between the ages of 8 and 18.

- **McCoy Americanism Award**: To be awarded annually to that Post of The American Legion, Department of Wisconsin whose membership is 151 or more, doing the most work in Americanism, providing the membership of that Post is no less than eighty percent of its membership of the preceding year.

- **O.W. Rolfe Americanism Award**: To be awarded annually to that Post of The American Legion, Department of Wisconsin whose membership is 150 or less, doing the most work in Americanism, providing the membership of that Post is no less than eighty percent of its membership of the preceding year.

- **Pendill Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 200 or more, accomplishing the greatest civic achievement for the preceding year.

- **Harvey V. Higley Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is between 15 and 199, accomplishing the greatest civic achievement for the preceding year.

- **Athletics and Sports for Spalding Victory Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin sponsoring the most intensive program of diversified sports.

- **Jessel S. Whyte Memorial Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin that has been outstanding in the promotion of The American Legion School Award Program in its community.

- **The Henry C. Oakey Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 199 or less, doing the best service work.

- **The James F. Burns Award**: To be awarded annually to that Post in The American Legion, Department of Wisconsin whose membership is 200 or more, doing the best service work.

- **National Americanism Awards**: Each year a **Distinguished Service Citation** is awarded to an American Legion Post in each Department that conducts the most outstanding Americanism and Community service Activity. A **Meritorious Service Citation** is awarded to the runner-up in each Department. Every Post that conducts a satisfactory Americanism Program may receive an annual **Americanism Citation**.

- **Joseph R. Meeks Gung-Ho Award**: Awarded annually to a Member of The American Legion, American Legion Auxiliary or non-member who exhibited an effort in working with, and towards, any or all objectives and principles of the Department Americanism Committee.

*For all Americanism Awards see Appendix C.*
CHILDREN & YOUTH REPORTING

Each year Posts carry on many and varied programs dealing with Children & Youth. This program year encompasses the period of June 1 through May 31. The following offers information for the reporting of your Children & Youth activities during the past year and details awards available for reporting by Posts. We hope it will be helpful to you.

In addition to completing the Annual Children & Youth Report and sending it to Department Headquarters by JUNE 1st, it is imperative that the Consolidated Post Report form be sent to Department Headquarters. The Consolidated Post Report is forwarded to National Headquarters. This information is compiled and used for testimony before congress to show the work of The American Legion and ensure the continuation of our non-profit status.

Any Post to be considered for the Annual Children & Youth Awards must have completed the Consolidated Post Report Form and have submitted it to Department Headquarters no later than JUNE 1st.

Awards: The Children & Youth Award winners will receive both a Department and National Award. Winners will be invited to receive their award at the Annual Department Convention. Awards to be presented are as follows:

- **Category I:** The Post with membership of 15-99 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category II:** The Post with membership of 100-299 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category III:** The Post with membership of 300-499 members who has conducted the most outstanding Children & Youth Program within the Department.
- **Category IV:** The Post with membership of 500 or more members who has conducted the most outstanding Children & Youth Program within the Department.

The Children & Youth Appendix (Appendix F) contains the following:

- A list of suggested Children & Youth Activities.
- Instructions for filling out and filing the Children & Youth Post Narrative Report Form for both the Post and Department Children & Youth Chairman. (This is the form used to pick the Children & Youth Awards)
- Children & Youth Post Narrative Report Form.
CONSOLIDATED POST REPORT
ANNUAL REPORTING

Purpose: To obtain and tabulate quantitative reports from Posts on major National Programs.

Procedure: The Department Adjutant provides the Posts with a preprinted form to fill out. Instructions follow on how to prepare the form.

Deadline: Posts are to fill out the complete form in the areas that apply to the Post. Posts must return the first two copies to the Department Adjutant by JUNE 1st. This report should normally cover the 12 month period from June 1st to May 31st. The Post Commander and Adjutant should complete this report with assistance from the Post Officers and Committee Chairman. The Consolidated Post Report can be filed electronically through your mylegion.org account or you can find the link on www.wilegion.org. Posts utilizing the Consolidated Post Report Monthly Worksheet will be able to easily complete the Annual Consolidated Post Report.

Instructions: The Consolidated Post Report is perhaps the most important document you Post can submit. This information will be compiled with all other Posts that submit forms, put into a summary and presented to congress. This summary is used by the National Commander when testifying to congress to show what The American Legion does to ensure the continuation of The American Legion’s non-profit status.

You should not feel that everything has to be filled in. If your Post only has one program, then that is all you can report. Your Post needs to file other reports for the Department and your completion of the Consolidated Post Report will assist your Post in completion of those reports. For example, if your Post submits the Children & Youth Post Narrative Report Form, they are only eligible for the awards if their Post also submitted the Consolidated Post Report.

1. There are three (3) copies of the form; the first two copies get sent to Department Headquarters by JUNE 1st. The Post keeps the third copy for their records. The Consolidated Post Report can be filed electronically through your mylegion.org account or you can find the link on www.wilegion.org.

2. Some questions can be answered by putting an “X” in the box; an “X” means “Yes” and leaving it blank means “No”.

3. Many of the questions call for figures, such as the number of cases handled by the Post Service Officer.

4. Some questions request dollars spent and are indicated with a dollar sign. These figures should be rounded to the nearest dollar and not include cents.

5. Please type or print clearly using a dark colored ink.

6. If your Post did not participate in a program listed on the report, or cannot get the information by the requested date, leave the section blank. It will be a very unusual Post that has something to report on every line.

Other Post Projects: If your Post has projects that cannot be adequately covered on the Consolidated Post Report Form, attach a narrative report to the National and Department copies. The narrative report will be reviewed by National Headquarters staff responsible for specific programs and may be passed on to the editor of The American Legion Magazine. Narrative reports are helpful to the Department Adjutant and the Department Program Committees in selecting Posts for various Department and National Program Awards. Be sure to identify the Post Number, District Number and Department.
### CONSOLIDATED POST REPORT MONTHLY WORKSHEET

**MAY**

<table>
<thead>
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<th>PROGRAMS</th>
<th>ACTIVITIES</th>
<th>EXPENSES</th>
<th>MAN HOURS</th>
<th># OF PARTICIPANTS</th>
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<td>VA&amp;R: Cases Handled,</td>
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<td>Funds Disbursed, Volunteer</td>
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<td>at VA Hospital</td>
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<td>National Security: # of</td>
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<td>Blood Donors &amp; Pints,</td>
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<td>Paper, Equipment, Postage, etc., List Program</td>
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<td>Contributions:</td>
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This report will help you keep a monthly record of the work your Post does in the programs of The American Legion, and makes the Annual Consolidated Post Report, due June 1st each year, easier to fill out.

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix D.*
COUNTY COMMANDER OF THE YEAR AWARD

Purpose: To recognize, each membership year, the County Commander who has exemplified themselves with outstanding traits of initiative, enthusiasm, loyalty and leadership above and beyond the normal duties of that office in keeping with the principles of The American Legion.

Action Required: No later than JUNE 1st of each membership year, the District will be allowed and encouraged to submit to Department Headquarters, the name and credentials of one County Commander nominee that the District considers for this prestigious award. Each candidates resume will be reviewed by a committee appointed by the Department Commander to select one outstanding recipient.

Programs, activities and areas of responsibilities to be considered in this selection will include, but not limited to:

1. County’s percentage of membership achieved.
2. County conducts, and reports on, County Youth Government Day.
3. County conducts County Council meetings.
4. County Commander attends all (unless excused) District conferences/meetings as required.
5. County Commander supervises and ensures that each Post under his control completes and timely submits to the Department Headquarters the mandatory Consolidated Post Report and other reports as mandated by the Department/National Headquarters.
6. Any other relevant activities to be considered (Oratorical Contest, Shooting Sports, A&G Testing etc.)

Individual Department recognition will be in the form of a plaque to be presented to the recipient, or a representative at The American Legion, Department of Wisconsin’s Annual Department Convention.

Districts are encouraged to appropriately recognize their respective candidate during a separate District activity.

For the County Commander of The Year Award form see Appendix C.
HISTORIAN’S INFORMATION

DEPARTMENT HISTORIAN

Historian Workshops are conducted by the Department Historian during the Midwinter Conference. *Not every year, watch www.wilegion.org for Midwinter training updates.* Historians are encouraged to join the Wisconsin Historians Association (WHA). Information about WHA will be available during the Department Convention and the Midwinter Conference.

The Department Historian can be contacted through Department Headquarters, P.O. Box 388 Portage, WI 53901 or by email at info@wilegion.org.

The Department Historian will accept photos from Post Historians of the Department Commander’s visit their Posts. Please submit these to info@wilegion.org.

POST HISTORIAN’S RESPONSIBILITIES

The Historian records the current events of their Post, with the help of their Post Leadership, Public Relations team and anyone else who takes pictures of Post Activities. By recording what the Post activities, there will be the necessary information needed to help complete the required reports and assist the membership team in their recruiting efforts. At the same time, you are preserving the history of your Post.

Scrapbooks are one way to record the Post history, but there are also other ways, for example:

- Display a collage of pictures of recent events.
- Put up a poster listing your donations back to the community.
- Create a slide show of pictures to run on your Post televisions during events. Perhaps it could also run on your public access channel.
- If you have a website, place pictures and narratives for the world to see.
- Create a “brag book” and leave it lying around the clubhouse or carry it with you when recruiting new members.
- Keep a calendar of what is happening at the Post. Make sure to record when the Boy Scouts or other non-profit organizations are using the Post building. These free rentals count on your end of the year reports.
- Create a binder or folder for each Post activity. Record the information necessary to allow a new chairman to take over the next year, make sure to record expenditures for your reports to Headquarters.

HISTORIAN AWARDS

The rules for entering the Historian yearbook or narrative competition are in the “Officers Guide and Manual of Ceremonies”. The “Post Histories” section of the manual explains in detail how to create a Post Narrative and a Post Yearbook. A copy of this manual is included in the post packets handed out at your District Caucus during the Department Convention. You can download additional copies at www.legion.org and search key work “Officer’s Guide”.
All submissions for the competition must be to Legion Headquarters in Portage by 3:00 PM on the second Friday in June. **Submissions must be identified as a Narrative or a Yearbook.** The Department currently has awards for Post and District books, there is not a competition for County Histories, but you are encouraged to keep County Council records.

Department awards are presented during the Department Convention. The Department winner of the Post Narrative and the winner of the Post Yearbook will be forwarded to National Headquarters in Indianapolis for judging in October. Judging at National is done by members of the National Association of Department Historians of The American Legion (NADHAL).

History books will be on display during the Department Convention and must be picked up by noon Sunday, the last day of Convention. Books not picked up Sunday will be taken back to Department Headquarters in Portage and you will need to make arrangements to pick the book up there. **Books will not be mailed.**

Other sources of information include:
- National Headquarters website [www.legion.org](http://www.legion.org)
- Emblem Sales website [www.emblem.legion.org](http://www.emblem.legion.org)
- Department Headquarters website [www.wilegion.org](http://www.wilegion.org)
MARTHA MARLOWE POST CHAPLAIN AWARD

PURPOSE:
The purpose of the Martha Marlowe Post Chaplain Award is to bring RECOGNITION to Post Chaplains.

AWARDS:
Submissions will be awarded as follows:

1st Place Award - Plaque
2nd Place Award - Framed Citation
3rd Place Award - Citation

APPLICATION:
The Martha Marlowe Post Chaplain Award Application can be found in Appendix C.

DEADLINE:
All applications submitted for consideration need to be postmarked by June 15th of each year.

Mail submissions to:
The American Legion, Department of Wisconsin
Attn: Martha Marlowe Award
P.O. Box 388
Portage, WI 53901
ARMED FORCES DAY

110% GOAL
Traditionally the second week of MAY.

Membership cards received at the Department Headquarters on or before the cutoff date, will receive credit toward this goal.

For exact dates please see Appendix G.
POST HONOR GUARD AWARD

PURPOSE:
The purpose of the Post Honor Guard Award is to recognize a Post Honor Guard and the members for their years of service.

AWARDS:
Certificates for each member, with the number of years they have served, will be distributed at the Department Convention during the District Caucuses. Certificates will be awarded to each Legionnaire or squad determined by the percentage of times the individual falls out when asked. At least 60-75% participation is requested before submitting for an award.

APPLICATION:
The Post Honor Guard Award Application can be found in Appendix C.

DEADLINE:
In order for your certificates to be ready for distribution at your District Caucus during the Department Convention; please submit by June 1st of each year.

Mail submissions to:
The American Legion, Department of Wisconsin
Attn: Post Honor Guard Award
P.O. Box 388
Portage, WI 53901
# RECONNECT REPORT – MAY

REPORT OF POST ACTIVITIES WITH GUARD/RESERVE/ACTIVE DUTY MILITARY PERSONNEL

Post No: __________ District: __________ Year: ______

<table>
<thead>
<tr>
<th>Date of Event</th>
<th># of Legionnaires Participating</th>
<th>Identify Military Organization</th>
<th>Purpose of Visit</th>
</tr>
</thead>
<tbody>
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</table>

Please summarize all military visits/meetings monthly.

Send completed report to:
The American Legion, Department of Wisconsin
Attn: Reconnect Report
P.O. Box 388
Portage, WI 53901
Fax: (608) 745-0179

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix E.*
**VETERANS AFFAIRS AND REHABILITATION REPORT FORM**

Please type, print neatly or attach a computer generated form and return to Headquarters by June 1st. A fillable version of this form can be found at [www.wilegion.org](http://www.wilegion.org) under ‘Services’ then ‘Veterans Affairs & Rehabilitation’.

<table>
<thead>
<tr>
<th>POST NAME:</th>
<th>POST NO:</th>
<th>DISTRICT:</th>
<th>1. Do you have a Post Service Officer (PSO)?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>2. Number Veterans assisted by your PSO.</td>
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<td>3. Do you have medical equipment to loan to veterans?</td>
<td>Yes</td>
<td>No</td>
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<td></td>
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<td></td>
<td>4. Do you have medical equipment to loan to veterans’ dependents?</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td>5. Do you have activities and/or programs to help homeless veterans?</td>
<td>Yes</td>
<td>No</td>
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<td>6. Number of veterans for whom you have found employment.</td>
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<td>7. Number of veterans for whom you have found training opportunities.</td>
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<td>8. Does your Post provide Military Funeral Honors?</td>
<td>Yes</td>
<td>No</td>
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<td>9. Number of regularly scheduled volunteers that contribute to VA Voluntary Service (VAVS) Programs.</td>
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<td>10. Number of regularly scheduled hours contributed VA Voluntary Service (VAVS) Programs</td>
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<td>11. Number of occasional volunteers that contributed VAVS Program</td>
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<td>12. Number of occasional volunteer hours contributed to VAVS Programs</td>
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<td>13. Give a short report on any Post activities within the VAVS Program at local VA health care facilities, State facilities or other facilities.</td>
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<td>14. What does your Post do to encourage and support Youth Volunteers?</td>
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<td></td>
<td></td>
<td>15. Are Post funds contributed at local VA health care facilities?</td>
<td>Yes/Amount</td>
<td>No</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>16. Are Post funds contributed in rehabilitation related activities?</td>
<td>Yes/Amount</td>
<td>No</td>
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<tr>
<td></td>
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<td></td>
<td>17. Does your Post newsletter have a regular column by your Post Service Officer?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

*This is a SAMPLE form for your information. For the fillable form to submit see Appendix A.*
JUNE

Consolidated Post Report (CPR) Monthly Worksheet ............ 142
Reconnect Report ................................................................. 143
**CONSOLIDATED POST REPORT MONTHLY WORKSHEET**

**JUNE**

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>ACTIVITIES</th>
<th>EXPENSES</th>
<th>MAN HOURS</th>
<th># OF PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VA&amp;R:</strong> Cases Handled, Funds Disbursed, Volunteer at VA Hospital</td>
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<td><strong>National Security:</strong> # of Blood Donors &amp; Pints, ROTC Medals</td>
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**Americanism ~ Children & Youth**

- Boys State, Baseball, Oratorical Contest, Shooting Sports
- Scholarships
- School Awards
- Other Education Programs
- Flag Education/School Flags
- Other Children & Youth Programs
- **Community Service:** Donated Hall usage, Flag presentation at community events, Main Street Flag program, etc.
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**Other:**

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