



Post Adjutant of the Year 2017

The American Legion, Department of Pennsylvania

Applicant: _____ Post: _____ District: _____
Street: _____ Jacket Size (S, M, L, XL, 2X, 3X): _____
City, St, Zip: _____ Continuous Years as Adjutant: _____

Section I: Applicants Post must have completed the following during his/her term in office:

All requirements listed in Section I are MANDATORY

Reached 100%+1 members as of June 10, 2017: _____
Observed two patriotic holidays (list): _____
Submitted Consolidated Post Report form for 2017: _____
Submitted Post Officers Report form by end of July for 2016: _____
Participated in three Americanism programs (list): _____

Sent in membership cards every week or no less than once per month: _____
Attended and recorded the minutes at ALL Post meetings: _____

IMPORTANT: Section I Totals 70 Pts.

Section II: Applicant should have completed the following during his/her term in office:

All activities listed in Section II are OPTIONAL for additional points

Attended County/Bi County Meetings (1 point per meeting): _____
Attended District Meetings (2 points per meeting): _____
Attended DEC Meetings (4 points per meeting): _____
Attended Membership Workshop (3 points per meeting): _____
Attended Americanism Conferences (3 points per conference): _____
Attended Quota Post (5 points): _____
Organized to Attain Quota: _____
 Phone Contact (2 points): _____
 Written Notices (2 points): _____
 New Membership (4 points per each he/she signed): _____
 Used 945 List (4 points each received): _____
Attended Legion College (3 points): _____
Attended VA Hospital/Home Visits (1 point per visit): _____

TOTAL: _____

Section III: The following three committee members have reviewed the above named individual:

and certified this information to be true and correct

Name: _____ Title: _____

Attest: _____

DISTRICT COMMANDER

2017 POST ADJUTANT OF THE YEAR AWARD

1. District Commander shall appoint a committee of three past or present District officers, preferably Past District Adjutants, to serve on a selection committee. The District Commander is to serve as an ex-officio member.
2. Post must have completed the following requirements to make the Adjutant eligible:
 - Must have attained 100% + 1 membership as of June 10, 2017
 - Must have observed (2) patriotic holidays, such as Memorial Day, Flag Day, Legion Birthday or Veteran's Day
 - Must have submitted a Consolidated Post Report form for 2017
 - Must have sponsored or participated in three Americanism programs
 - Must have held a Post Officer's installation
3. Adjutant and/or Post must have completed the items in Section II of the instructions to earn extra points.
4. If awarded Post Adjutant of the Year, the individual is not eligible for participation in the following year.
5. COMPLETED APPLICATIONS MUST BE SUBMITTED TO DISTRICT COMMANDER NO LATER THAN JUNE 1, 2017, ALONG WITH A WRITTEN RESUME LISTING CHRONOLOGICALLY THE ACHIEVEMENTS OF THE APPLICANT.
6. The application of the District's nominee must be signed by all three committee members and the District Commander, as well as three committee members of the selection committee.
7. After the application is received at Department Headquarters, it can only be contested with the written consent of the District Commander and three committee members of the selection committee.
8. In the event a District does not have a qualified applicant, it is the responsibility of the District Commander to notify Department Headquarters NO LATER THAN JUNE 30TH that there will be no application submitted from that respective District.
9. The nominee will be recognized for his/her achievements at the State Convention in July 2017.

Note: District Adjutants are not eligible for this award.