

**DUE TO DEPT. HQ
BY 12/31/2023**

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD Information Sheet

In January of 2003, the Veterans Employment & Education Commission requested that each department appoint a Homeless Veterans Task Force chairman, who should coordinate the department's activities and report on them to the department adjutant and to the Veterans Employment & Education Division at least once a year.

The Homeless Veterans Outreach Award, instituted in 2005, recognizes departments for their activities toward eliminating homelessness among veterans and prevention of future homeless veterans.

Deadline: The deadline for submission of nominations for this outreach award is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Criteria: This award will be given to The American Legion department that demonstrates American Legion family involvement in homeless veteran initiatives that show outstanding support for activity in any or all of these areas: **volunteerism, prevention, supportive housing, advocacy and fundraising.**

Have you appointed a Homeless Veterans Task Force chairman? Does he/she have a committee? How often do they meet? Are your members working with the Sons of The American Legion? The American Legion Auxiliary? Are they working with agencies within the Departments of Defense, Labor, and Veterans Affairs? Are they working with local and county agencies, shelters, and faith-based and community-based organizations?

Tell us how many of your members are involved in your programs. Do programs operate year round or once a year? How are your activities organized?

Please tell us in narrative form what you are doing toward the goal of ending homelessness among veterans.

The Homeless Veterans Task Force executive committee will review the reports during Washington Conference, and the winner chosen by the National Veterans Employment & Education Commission Awards Subcommittee.

Procedure: Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing, calling, or emailing the National Veterans Employment & Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW, WASHINGTON, DC 20006

E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD
Nomination Form

The American Legion Department of: _____ Date: _____

Entry Check List:

1,500 Words, typed and available in MS Word format

Provide general program information: Program title, contact name and information, short program description, list of other organizations involved in this program, annual budget.

Define program objectives and how this is a Legion Family effort

Identify the number of homeless veterans in your community, list stand-down activity, community providers you work with, and fundraising efforts.

Outline program success & impact

Include articles/pictures

Completed coversheet

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

**All nominations from departments must arrive at National Headquarters on or before January 15th.
Either the department adjutant or department employment chairman must approve this nomination.**

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

Submit to: **The American Legion**
 Attn: National Veterans Employment & Education Commission
 1608 K Street NW Washington, DC 20006
 Email: VE&E@legion.org