POST MEMBERSHIP AWARDS

Cardinal Award
August 14, 2019-35% of 2020 Post Goal

Jefferson Award
September 4, 2019-50% of 2020 Post Goal

Jamestown Award
October 2, 2019-55% of 2020 Post Goal

Veteran’s Day Award
November 6, 2019-65% of 2020 Post Goal

Dogwood Award
December 4, 2019-75% of 2020 Post Goal

Yorktown Award
January 8, 2020-85% of 2020 Post Goal

Foxhound Award
February 5, 2020-90% of 2020 Post Goal

Legion Birthday Award
March 4, 2020-95% of 2020 Post Goal

Old Dominion Award
April 1, 2020-Gold Certificate-100% of 2020 Post Goal
April 15, 2020-Silver Certificate-100% of 2020 Post Goal
May 6, 2020-Blue Certificate-100% of 2020 Post Goal

Dan Daniel Plaque
June 3, 2020-110% of 2020 Post Goal

Post Honor Ribbon
100% *December 26, 2019*
Recruit a new member. Legionnaires who recruit one or more new members or reinstatements for 2020 by December 26, 2019, earn chances to win a free Paid-Up-For-Life Membership. One chance is earned for each new member or reinstatement recruited. Entries must arrive at Department Headquarters no later than January 3, 2020. A drawing will be held and the winner announced on January 8, 2020. Reinstatement: Any former member whose 2019 membership dues had not been paid.

I recruited a new Legionnaire. Please enter me in the drawing for a free Paid-Up-For-Life Membership.

New Member:_____________________________ Membership #______________________
Recruiter:_____________________________ Membership #______________________
Date of birth of recruiter________________________________
Address:_________________________________________________________________
City/State/Zip:___________________________________________________________
Telephone #: ____________________________________________________________
Post #:__________________________________________________________________

Mail to: New Member Contest
         The American Legion, Dept of VA
         PO Box 11025
         Richmond, VA  23230
INDIVIDUAL MEMBERSHIP AWARDS

Membership recruiters can earn cap pins by meeting the qualifications stated below (or similar qualifications developed at the Post Level) and having their accomplishments certified by their Post Adjutant using the form on opposite page of this manual. Pins are FREE OF CHARGE. Forms should arrive at Department Headquarters no later than March 20, 2020.

Category I – (15-35 member goal)-Four or more members
Category II – (36-75 member goal)-Eight or more members
Category III- (76-175 member goal)-Twelve or more members
Category IV- (176-375 member goal)-Sixteen or more members
Category V- (376-600 member goal)-Twenty-Five or more members
Category VI- (601 or higher)-50 or more members

SILVER STAR – Awarded to those individuals recruiting new members, based on the number of new members, reinstatements, DMS transfers, regular transfers or renewals, by the American Legion Birthday, March 15, 2020.

SILVER STAR W/WREATH - Awarded to those individuals who have earned a Silver Star for four consecutive years.

Category I-(15-35 member goal)-10 or more members
Category II-(36-75 member goal)-15 or more members
Category III-(76-175 member goal)-30 or more members
Category IV-(176-375 member goal)-50 or more members
Category V-(376-600 member goal)-75 or more members
Category VI-(601 or higher)-100 or more members

GOLD STAR – Awarded to those individuals recruiting the stated number, based on Post membership goal, of new members, reinstatements, DMS transfers, regular transfers or renewals, by the American Legion Birthday, March 15, 2020.

GOLD STAR W/WREATH –Awarded to those individuals who have earned a Gold Star for four consecutive years.

These four pins could be available after the deadline as supplies last.
INDIVIDUAL MEMBERSHIP AWARDS

INDIVIDUAL CAP PINS

Silver Star _____________ { PLEASE INCLUDE
Silver Star W/Wreath _____________ LIST OF NAMES
Gold Star _____________ OF RECIPIENTS OF
Gold Star W/Wreath _____________ THESE PINS }

Certified by: _____________________________________________
Post Adjutant: ___________________________________________
Post # - Location: _________________________________________
Date Signed: _____________________________________________

MAIL TO: THE AMERICAN LEGION
DEPARTMENT OF VIRGINIA
PO Box 11025
RICHMOND, VA. 23230

FORM MUST ARRIVE BY MARCH 20, 2020 OR AS SUPPLIES LAST.

CONTINUOUS YEARS MEMBERSHIP RECOGNITION – Members take a great
deal of pride in the number of continuous years they have been a member of the
American Legion, and due recognition at appropriate Post activities should be given by
the Post for this dedicated support.
The following items for recognizing Continuous Years Membership are available for
purchase through National Emblem Sales at emblem.legion.org or 1-888-453-4466.

<table>
<thead>
<tr>
<th>Award</th>
<th>Catalog</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Membership</td>
<td>720.300</td>
<td>$0.50 ea.</td>
</tr>
<tr>
<td>Embroidered Star for each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 to 75 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Membership</td>
<td>715.150</td>
<td>$7.95 ea.</td>
</tr>
<tr>
<td>Lapel Pin for each 5 to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lapel Pin Attachments</td>
<td>715.151</td>
<td>$7.95 ea.</td>
</tr>
</tbody>
</table>

NOTE: Prices are from the current National Emblem Sales Catalog and are subject to
change. See catalog for ordering details.
Membership recruiters can earn awards for their recruiting efforts during qualifying periods of the membership year. Rules vary for different awards and are detailed with the following award information. **In case of tie, winner will be chosen by a drawing.**

**POST TOP NEW MEMBER RECRUITER** – Awarded to those individuals recruiting the greatest number of NEW MEMBERS up through the cutoff date of **May 6, 2020**. (Awards will be presented during the Department Convention):

<table>
<thead>
<tr>
<th>Award Level</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Special Certificate and a Top Recruiter</td>
</tr>
<tr>
<td></td>
<td>Cap Pin (Gold with year engraved)</td>
</tr>
<tr>
<td>District</td>
<td>Pen Set</td>
</tr>
<tr>
<td>Geographic Region</td>
<td>Plaque and $50</td>
</tr>
<tr>
<td>Department</td>
<td>Plaque. Hotel accommodations for two nights at the Department Convention and two tickets to the Convention Banquet, (reimbursed). Note: Dept. Does not reserve room or tickets.</td>
</tr>
</tbody>
</table>

**CERTIFICATION REQUIRED:** Certification form on this page of the manual must be completed, certified by Post Adjutant and arrive at Department Headquarters by **May 15, 2020**. A tie at the Post level will be determined by a drawing.

**POST TOP NEW MEMBER RECRUITER**

Each Post may submit to the Department the name of the recruiter who has signed up the greatest number of New Members for the American Legion for the 2020 Membership Year by **May 6, 2020**. This form must be completed, certified by the Post Adjutant and arrive at Department Headquarters by **May 15, 2020**. Please copy form as needed.

In Post ______ the **Top New Member Recruiter** for the 2020 membership year is:

Name: ___________________________ Phone: ________________________
Address: ___________________________________________________________.
_________________________________________________________________
Number of New Members Recruited: ____________________________________

Attach TYPED sheet of new member names and ID#s/ (25 & over see Silver/Gold Brigade also)

Certified by: ____________________________________ (Post Adjutant)
Post # / Location: _____________________________________________
Date Signed: __________________________
MAIL TO: The American Legion
         Department of Virginia
         PO Box 11025
         Richmond, VA  23230
COMMANDER’S DISTINCTIVE HAT PIN

Awarded to any Legionnaire that recruits new members and renewals to get a total of 12 points or more between July 1, 2019 and May 1, 2020, will receive a Commander’s Distinctive Hat Pin.

RECRUITING OF A NEW MEMBER, 4 POINTS EACH
FOR EACH RENEWAL, 1 POINT EACH
(can be combined)

CERTIFICATION REQUIRED:
Certification form on next page of this manual must be completed, certified by Post Adjutant and arrive at Department Headquarters by May 15, 2020. Pins are available on first come basis and will be sent until supply runs out.
COMMANDERS DISTINCTIVE HAT PIN

In Post _____ the recruiter(s) who signed up new members/renewals for 2020 membership year for total of 12 points or more is/are

NAME _____________________________________ID Number __________________
ADDRESS
____________________________________
____________________________________

TOTAL _________
Enter names below or attach list of New members/Renewals and ID Numbers

Names and ID# of New Membership (4 pts ea) / Renewals (1 pt ea). Please do only 12 points. No need to send any more than the 12 points.

1. _______________________________________
2. _______________________________________
3. _______________________________________
4. _______________________________________
5. _______________________________________
6. _______________________________________
7. _______________________________________
8. _______________________________________
9. _______________________________________
10. _______________________________________
11. _______________________________________
12. _______________________________________

Total: ________
Certified by:________________________
(Post Adjutant)

Post # _____ Location: ______________________
Date Signed: ______

FORM MUST ARRIVE BY MAY 15, 2020.

MAIL TO: The American Legion
PO Box 11025
Richmond, VA 23230
RECRUITER OF THE MONTH – Awarded to the Legionnaire signing up the most new members (minimum of five) in any one given month during the period July 1, 2019 through April 30, 2020. There is no limit to the number of monthly contests a Legionnaire may win. In case of a tie, a drawing will determine the one winner.

<table>
<thead>
<tr>
<th>Award Level</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Award</td>
<td>Special Certificate and $25</td>
</tr>
</tbody>
</table>

This award is designed to provide a logical pathway and incentive for Virginia Legionnaires to qualify for membership in the elite Gold Brigade Club and the Department Top Recruiter of the Year.

CERTIFICATION REQUIRED: Certification form on next page of this manual must be completed, certified by Post Adjutant and arrive at Department Headquarters by the third Friday of the month following the completion month. (IE: Certification forms for members recruited in July 2019 must be in Department Headquarters by August 17, 2019; for members recruited in Aug. 2019 must be in by September 20, 2019, etc)

<table>
<thead>
<tr>
<th>Month</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2019</td>
<td>August 16, 2019</td>
</tr>
<tr>
<td>August 2019</td>
<td>September 20, 2019</td>
</tr>
<tr>
<td>September 2019</td>
<td>October 18, 2019</td>
</tr>
<tr>
<td>October 2019</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>November 2019</td>
<td>December 20, 2019</td>
</tr>
<tr>
<td>December 2019</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>January 2020</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>February 2020</td>
<td>March 20, 2020</td>
</tr>
<tr>
<td>March 2020</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>April 2020</td>
<td>May 15, 2020</td>
</tr>
</tbody>
</table>
RECRUITER OF THE MONTH CERTIFICATION FORM

Each Post may submit to the Department the name of the recruiter who has signed up the greatest number of New Members (min. of 5) for the American Legion during the preceding month, certified by the Post Adjutant, and arrive at Department Headquarters by the third Friday of the month following the competition month.

In Post ______ the Recruiter of the Month for ________2019____2020____ was:
(Month)

Name: ______________________________________ Phone: _______________
Address: ___________________________________________________________
Number of new members recruited:______________________________________

Names of new members:
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
Name: ______________________________ ID#_________________________
(Use blank sheet for continuation if necessary)

Certified By: ____________________________________
Post Adjutant

Post #: ___________ Location: ______________________________

Date Signed: ________________

MAIL TO: The American Legion
Department of Virginia
PO Box 11025
Richmond, VA  23230

FORM MUST ARRIVE NO LATER THAN THIRD FRIDAY OF MONTH
INDIVIDUAL RECRUITER AWARDS  
(National Awards)

Membership recruiters can earn awards for their recruiting efforts during qualifying periods of the membership year. Rules vary for different awards and are detailed with the award information following.

GOLD BRIGADE – Awarded to those Legionnaires recruiting 50 or more NEW MEMBERS up through the cutoff date of April 30, 2020. Special recognition will be given to these recruiters through announcements in the American Legion News Service and in special articles in other publications. Members of the Gold Brigade will be recognized by the National Commander during the National Convention.

Award
- Special Gold Brigade Pin
- Gold Brigade Certificate
- Designer Jacket or Polo Shirt or
- Sweater with a Gold Brigade logo
- Special Gold Brigade Patch

NOTE: Legionnaires qualifying for membership in the Gold Brigade for a second (or greater number) of years will receive a Gold Brigade Certificate, a “Hash Mark” for their jacket sleeve and their choice of a second Designer jacket or Polo Shirt or a sweater with Gold Brigade logo.

CERTIFICATION REQUIRED: Certification form on the next page of this manual must be completed, certified by Post Adjutant along with a TYPED and numbered list attached of the new members’ names and ID#’s to arrive at Department Headquarters by May 1, 2020. And unless the list is submitted as requested, it will be returned to Post Adjutant to be corrected and still to arrive back to Dept. by May 8, 2020.
GOLD BRIGADE
NEW MEMBER RECRUITER AWARD
CERTIFICATION FORM

The following member in the Department of Virginia qualifies for the Gold Brigade Award for enrolling 50 or more new members into the American Legion by April 30, 2020.

First-time qualifiers will receive a Gold Brigade Jacket, Cap Pin, Certificate and Patch

Second or third-time qualifiers receive a Gold Brigade Certificate, Hash Mark for their jacket sleeve and choice of Gold Brigade Jacket, Polo Shirt or Sweater with the Gold Brigade logo.

PLEASE CHECK THE APPROPRIATE BOXES:

This Gold Brigade Award will be my:

___ First Gold Brigade Award ______ Other (Specify 2nd, 3rd, etc.) Time qualified

If you checked “Other”, choose from the following:

Gold Brigade Jacket _____ Sweater ______ Polo Shirt ______
Circle size:  S, M, L, XL, XXL, and XXXL.

PLEASE TYPE OR PRINT NAME OF RECRUITER:

Name: ________________________________ Post: _______
Address: ______________________________________________________
Phone: ________________________

Number of new members enrolled (must be at least 50): ________
Must Attach TYPED list and numbered of members names and ID#’s. And unless the list is submitted as requested, it will be returned to the Post Adjutant to be corrected and still to arrive back to Dept. by May 8, 2020.

Post Adjutant (Signature) _________________________________
Date: ________________________

Department Adjutant (Signature) _________________________________
Date: ________________________

SEND TO: Department Headquarters by May 8, 2020
SILVER BRIGADE
NEW MEMBER RECRUITER AWARD

A Legionnaire who recruits **25 to 49 NEW MEMBERS** into The American Legion by the May target date will qualify for this award.

A Silver Brigade cap pin and certificate will be awarded.

**CERTIFICATION REQUIRED:** Certification form on next page of this manual must be completed, certified by Post Adjutant along with a **TYPED and numbered list attached of names and ID#’s to arrive at Department Headquarters by May 1, 2020. And unless the list is submitted as requested, it will returned to the Post Adjutant to be corrected and still to arrive back to Dept. by May 8, 2020.**
SILVER BRIGADE NEW MEMBER RECRUITER AWARD CERTIFICATION FORM

The following member in the Department of Virginia qualifies for the “Silver Brigade” Award for enrolling 25-49 NEW MEMBERS into The American Legion by May target date.

Silver Brigadiers receive a Silver Cap Pin and a Silver Certificate.

Name: _______________________________ ID#_______________________
Address:  _______________________________________________________
Phone:  _______________________________

Number of NEW MEMBERS enrolled (25 to 49): __________
Must attach a numbered and TYPED list of members, ID#. And unless the list is submitted as requested, it will be returned to the Post Adjutant to be corrected and still to arrive back to Dept. by May 1, 2020.

________________________________  ______________________________
Department Adjutant (Signature)   Post Adjutant (Signature)
Date______________________   Post__________________________
Address ______________________
Date__________________________

MUST ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 1, 2020.
INDIVIDUAL RECRUITER AWARDS
(National Awards – Continued)

NATIONAL RECRUITER OF THE YEAR – Awarded to the Legionnaire certified with the highest number of new members recruited from among ALL the Departments.

<table>
<thead>
<tr>
<th>Position</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Grand Prize</td>
<td>All Expense paid trip to the 2020 National Convention. Trip includes for the Legionnaire and guest round-trip airfare, hotel accommodations for 6 days/5 nights, and reserved seating tickets to the National Commander’s Banquet for Distinguished Guests.</td>
</tr>
</tbody>
</table>

Awards for the NATIONAL RECRUITER OF THE YEAR COMPETITION – will be presented to the next highest 26 individuals:

- (1) Second Prize $1000.00 Award Certificate Emblem Sales.
- (10) Third Prizes $150 Award Certificate Emblem Sales.
- (15) Fourth Prizes $100 Award Certificate Emblem Sales.

NOTE: The Department Adjutant nominates all Top Recruiters to National by 5/8/2020. A Post Top New Member Recruiter Certification form with a minimum of 10 new members recruited must be submitted to Department by 5/1/2020 to be eligible for this award.
INDIVIDUAL AWARDS

LEGIONNAIRE OF THE YEAR – Awarded to those Legionnaires nominated by their Posts for outstanding service to that Post during the 2019-2020 Legion Year.

ADDITIONAL REQUIREMENTS:

1. Post Commanders are not eligible for this award during their term in office.
2. If the Post wishes their selection for Post Legionnaire of the Year to be considered for awards **above the Post Level, a narrative evaluation, (not to exceed one page), of that Legionnaire’s accomplishments must accompany the nominating form.**
3. No Legionnaire shall be eligible for this award more than once in his/her lifetime and a post may make only one submission per year.

<table>
<thead>
<tr>
<th>AWARD LEVEL</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Dogwood Cap Pin (awarded during Vice Commander meetings at Department Convention)</td>
</tr>
<tr>
<td>District</td>
<td>Special Certificate (awarded during Vice Commander meetings at Department Convention)</td>
</tr>
<tr>
<td>Region</td>
<td>Pen Set and $25 (awarded at General Session Department Convention)</td>
</tr>
<tr>
<td>Department</td>
<td>Plaque. Hotel accommodations for two-nights at the Department Convention and two tickets to the Convention Banquet (reimbursed). (Awarded during General Session at Department Convention). Note: Dept does not reserve room or tickets. Or: Plaque &amp; $100.00 check</td>
</tr>
</tbody>
</table>

CERTIFICATION REQUIRED:
Certification form on next page of this manual must be completed, certified by Post Adjutant and arrive at Department Headquarters by **June 5, 2020.**
LEGIONNAIRE OF THE YEAR

Each Post may submit to the Department the name of the Legionnaire who has performed the most outstanding service to that Post during the 2020 membership year. This form must be completed, certified by the Post Adjutant, and mailed to arrive at Department Headquarters NO LATER THAN JUNE 5, 2020.

In Post ________, the following named Legionnaire has been chosen as Legionnaire of the Year for the Legion Year 2019-2020

Name: ___________________________________ Phone: ___________________
Address: __________________________________________________________________
________________________________________________________________________
City: ____________________________ State: ___________  Zip: _____________

If this nominee is to be considered for award above Post Level, a narrative evaluation(not to exceed one page) of his/her accomplishments during this year must accompany this form.

Certified by: ________________________________
Post Adjutant

Post #:__________ Location: ___________________

Date Signed: ________________________________

MAIL THIS FORM TO: The American Legion
Department of Virginia
PO Box 11025
Richmond, VA  23230

FORM MUST ARRIVE NO LATER THAN JUNE 5, 2020
POST COMMANDER AWARDS

Determination of the following Above and Beyond Awards will be based on paid membership on hand at Department Headquarters on the cutoff date.

**ABOVE AND BEYOND AWARDS** – Post Commanders can earn valuable awards for Post membership performance that reflects the spirit of “Above and Beyond” the call of duty. To earn awards, the following qualifications must be met:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TARGET</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 26, 2019</td>
<td>100%</td>
<td>Achievement Award Ribbon &amp; cert.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(presented at the Department Spring Conference)</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>110%</td>
<td>Executive Portfolio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(presented at Department Convention)</td>
</tr>
<tr>
<td>April 2, 2020</td>
<td>115%</td>
<td>Auto Plate Frame</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(presented at Department Convention)</td>
</tr>
<tr>
<td>June 4, 2020</td>
<td>120%</td>
<td>Pen Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(presented at Department Convention)</td>
</tr>
</tbody>
</table>

**POST COMMANDER OF THE YEAR** – Post Commanders can accumulate points during the year based on membership performance, attendance at Department and National meetings, submitting reports and Post Activities (awards will be presented at Department Convention). Awards will be based on the highest number of points accumulated for the competition at each level.

<table>
<thead>
<tr>
<th>AWARD LEVEL</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Special Certificate</td>
</tr>
<tr>
<td>Region</td>
<td>Pen Set and $25</td>
</tr>
</tbody>
</table>
| Department  | Plaque. Hotel accommodations for two nights at Department Convention and two tickets to the  
|             | Convention Banquet (reimbursed). Note: Dept. does not reserve room or purchase the tickets. |
CERTIFICATION REQUIRED: Certification form on opposite page of this manual must be completed, certified by the Post Adjutant and arrive at Department Headquarters by June 5, 2020.

POST COMMANDER OF THE YEAR CERTIFICATION FORM

(Enter points where applicable and total at end of form.)

**CATEGORY I – AWARDS EARNED BY POST:**

<table>
<thead>
<tr>
<th>Award</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Award (5 pts)</td>
<td></td>
</tr>
<tr>
<td>Jefferson Award (5 pts)</td>
<td></td>
</tr>
<tr>
<td>Jamestown Award (5 pts)</td>
<td></td>
</tr>
<tr>
<td>Veterans Day Award (10 pts)</td>
<td></td>
</tr>
<tr>
<td>Dogwood Award (10 pts)</td>
<td></td>
</tr>
<tr>
<td>100% by Dec.27, 2019 (40 pts)</td>
<td></td>
</tr>
<tr>
<td>Yorktown Award (15 pts)</td>
<td></td>
</tr>
<tr>
<td>Foxhound Award (15 pts)</td>
<td></td>
</tr>
<tr>
<td>Legion Birthday (15 pts)</td>
<td></td>
</tr>
<tr>
<td>Old Dominion Award</td>
<td></td>
</tr>
<tr>
<td>Gold (25 pts)</td>
<td></td>
</tr>
<tr>
<td>or Silver (20 pts)</td>
<td></td>
</tr>
<tr>
<td>or Blue (15 pts)</td>
<td></td>
</tr>
<tr>
<td>Dan Daniel Award (30 pts)</td>
<td>(Department will add)</td>
</tr>
<tr>
<td>John J. Wicker, Jr. Award (35 pts)</td>
<td>(Department will add)</td>
</tr>
</tbody>
</table>

**CATEGORY II - POST COMMANDER ATTENDANCE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Department Convention (20 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 American Legion College (25 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 National Convention (35 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 Dept. Fall Conference (25 pts)</td>
<td></td>
</tr>
<tr>
<td>2020 Washington Conference (10 pts)</td>
<td></td>
</tr>
<tr>
<td>2020 Dept. Spring Conference (25 pts)</td>
<td></td>
</tr>
</tbody>
</table>

**CATEGORY III – POST PROGRAMS (10 POINTS FOR EACH PROGRAM):**

<table>
<thead>
<tr>
<th>Program</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oratorical</td>
<td></td>
</tr>
<tr>
<td>American Legion Baseball</td>
<td></td>
</tr>
<tr>
<td>Scouting</td>
<td></td>
</tr>
<tr>
<td>Boys State</td>
<td></td>
</tr>
<tr>
<td>American Legion College (Staff or Students)</td>
<td></td>
</tr>
<tr>
<td>Blood Program</td>
<td></td>
</tr>
<tr>
<td>Sons of the American Legion</td>
<td></td>
</tr>
<tr>
<td>Regularly Initiates New Members</td>
<td></td>
</tr>
<tr>
<td>Special Olympics (participation/contribution)</td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Prevention</td>
<td></td>
</tr>
<tr>
<td>Teenage Suicide Prevention</td>
<td></td>
</tr>
<tr>
<td>Halloween Safety</td>
<td></td>
</tr>
<tr>
<td>Contributes to VA Hospital</td>
<td></td>
</tr>
</tbody>
</table>
POST COMMANDER OF THE YEAR
CERTIFICATION FORM (CON’T.)

Post Has Active Service Officer
Post Has Color Guard/Burial Detail
Youth Cadet Law Enforcement
Junior Shooting Sports
Get Out The Vote
Flag Education
Other (Specify)

CATEGORY IV – POST OBSERVANCES (10 PTS FOR EACH OBSERVANCE):
July Fourth
Veteran’s Day
Pearl Harbor Day
Four Chaplain’s Sunday
American Legion Birthday
Memorial Day
Flag Day

CATEGORY V – POST COMMUNICATIONS:
Mail Newsletter or Bulletin to Members (20 pts)  
Send News Releases to Media – minimum of five (10 pts)
Send Cards or Visit Sick Members (10 pts)  
Submitted Consolidated Post Report (25 pts)
Post Consolidated Report submitted on time (20pts)

TOTAL FROM FRONT
TOTAL FROM BACK

GRAND TOTAL

Certified by:

Post Adjutant (Signature)

Post # Location: Post Commander:
Date Signed:

MAIL TO: The American Legion,
Department of Virginia; PO Box 11025, Richmond, VA 23230

FORM MUST ARRIVE BY JUNE 5, 2020
100% Posts

Whenever a Posts hits 100%, we send them the 100% Post Commander and 100% Post Adjutant hatpin. These pins are made available as immediately as possible after the 100% is hit and confirmed no duplication or at the next conference or convention for distribution to a Post or District Officer for presentation.

No Certification form required.
MEMBERSHIP CHAIRMAN AWARDS

Awarded to Post and District Membership Chairmen for setting the pace in reaching their 100% membership goals, based on the date memberships and dues are received at Department Headquarters. **NO CERTIFICATION FORMS REQUIRED**

**POST MEMBERSHIP CHAIRMEN** – There will be 6 levels of competition based on Post size categories, each with a First, Second and Third Place winner (total 18 winners). Winners will be those Post Membership Chairmen whose Post are the **FIRST** three in their size category to reach 100% of their membership goal. **In case of any ties, higher percentage will prevail. In case of further tie, a drawing will be held to pick the winner.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Goal Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>15-35 member goal</td>
</tr>
<tr>
<td>II</td>
<td>36-75 member goal</td>
</tr>
<tr>
<td>III</td>
<td>76-175 member goal</td>
</tr>
<tr>
<td>IV</td>
<td>176-375 member goal</td>
</tr>
<tr>
<td>V</td>
<td>376-600 member goal</td>
</tr>
<tr>
<td>VI</td>
<td>601 or higher members</td>
</tr>
</tbody>
</table>

**POSITION** | **AWARD**
---|---
First Place (6) | Gold Membership Achievement Medal
Second Place (6) | Silver Membership Achievement Medal
Third Place (6) | Bronze Membership Achievement Medal

**YEAR-END POST MEMBERSHIP CHAIRMEN AWARDS** – There will be six levels of competition (total 18 winners) based on Post size categories. Winners will be those Post Membership Chairmen whose Post membership on **June 5, 2020**, reflects the largest percentage increase above their final 2019 membership (must be at least 100% to qualify). **In case of any tie, a drawing will be held to pick the winner.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Goal Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>15-35 member goal</td>
</tr>
<tr>
<td>II</td>
<td>36-75 member goal</td>
</tr>
<tr>
<td>III</td>
<td>76-175 member goal</td>
</tr>
<tr>
<td>IV</td>
<td>176-375 member goal</td>
</tr>
<tr>
<td>V</td>
<td>376-600 member goal</td>
</tr>
<tr>
<td>VI</td>
<td>601 or higher members</td>
</tr>
</tbody>
</table>

**POSITION** | **AWARD**
---|---
First Place (6) | Special Certificate and $30.00 Gift Certificate
Second Place (6) | Special Certificate and $20.00 Gift Certificate
Third Place (6) | Special Certificate and $10.00 Gift Certificate
MEMBERSHIP CHAIRMAN AWARDS
(Continued)

DISTRICT MEMBERSHIP CHAIRMEN – First, Second and Third Place winners will be those District Membership Chairmen whose Districts are the First three to reach 100% of their membership goal.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Place</td>
<td>American Legion Wristwatch</td>
</tr>
<tr>
<td>Second Place</td>
<td>Wallet</td>
</tr>
<tr>
<td>Third Place</td>
<td>Nylon Garment Bag</td>
</tr>
</tbody>
</table>

DISTRICT MEMBERSHIP CHAIRMAN - The District Membership Chairman who reaches the highest membership percentage above their District Goal by June 11, 2020 will be awarded a Legion Jacket. In the event of a tie, winner will be determined by random draw.

The awards will be presented at the Department Vice Commander Regional Meetings during the July Department Convention.
DISTRICT COMMANDER AWARDS

Determination of the following awards will be based on paid membership on hand at Department Headquarters on the cutoff date.

**NO GOOSE EGG AWARD** – District Commanders who have no zero membership Posts within their District as of September 26, 2019, will receive a SPECIAL GIFT (award will be presented at Department Fall Conference).

**NEW YEAR’S DAY AWARD** – District Commanders whose District equals or exceeds its 2019 final membership by December 26, 2019, will receive a Legion Jacket (award will be presented at Department Spring Conference).

**DISTRICT COMMANDER OF THE YEAR** – District Commanders can accumulate points during the year based on attendance, membership performance, submitting reports and Post activities (award will be presented at Department Convention).

Awards will be based on the highest number of points accumulated.

<table>
<thead>
<tr>
<th>AWARD LEVEL</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Pen Set</td>
</tr>
<tr>
<td>Department</td>
<td>Plaque. Hotel accommodations for three nights at the Department Convention and two tickets to the Convention Banquet (reimbursed)</td>
</tr>
</tbody>
</table>

**CERTIFICATION REQUIRED:** Certification form on the next page of this manual must be completed, certified by District Adjutant and arrive at Department Headquarters by June 5, 2020.

---

**NEW POST ACHIEVEMENT AWARD**
(National award)

*District Commanders* who establish new Posts within their respective Districts and have the Temporary Charter Application on file at National Headquarters will receive a **Special Recognition Plaque**. The Department has to send application to National for this award by 5/8/2020. Therefore, the temporary charter has to be on file at National by that date.
DISTRICT COMMANDER OF THE YEAR
CERTIFICATION FORM
(Enter Points where applicable. Department will total.)

CATEGORY I – (40% OF TOTAL) AWARDS & ACHIEVEMENT EARNED BY DISTRICT / Multiply number of posts achieving award and points for totals.
(contact Dept for spreadsheet on Post Target Date Goal Awards, if needed)

<table>
<thead>
<tr>
<th>Post Target Date Goal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No “Goose Egg” Posts by 9/26/2019 (20 pts each)</td>
<td></td>
</tr>
<tr>
<td>Cardinal Award (5 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Jefferson Award (5 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Jamestown Award (5 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Veteran’s Day Award (10 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Dogwood Award (10 pts ea)</td>
<td></td>
</tr>
<tr>
<td>100% by Dec. 26, 2019 (40 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Yorktown Award (15 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Foxhound Award (20 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Legion Birthday (20 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Old Dominion Gold Award (25 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Old Dominion Silver Award (15 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Old Dominion Blue Award (10 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Posts earning Dan Daniel Award (30 pts ea)</td>
<td></td>
</tr>
<tr>
<td>Posts earning John J. Wicker, Jr., Award (35 pts ea)</td>
<td></td>
</tr>
<tr>
<td>New Post with Temporary Charter (25 pts each)</td>
<td></td>
</tr>
<tr>
<td>New SAL Squadron Organized (10 pts each)</td>
<td></td>
</tr>
</tbody>
</table>

CATEGORY II – (20% OF TOTAL) DISTRICT COMMANDER ATTENDANCE:

<table>
<thead>
<tr>
<th>Event</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Department Convention &amp; DEC (20 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 New Officer Conf. (20 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 Legion College (25 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 National Convention (35 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 Veterans Day Service (20 pts)</td>
<td></td>
</tr>
<tr>
<td>2019 Department Fall Conf. &amp; DEC (25 pts)</td>
<td></td>
</tr>
<tr>
<td>2020 Washington Conference (10 pts)</td>
<td></td>
</tr>
<tr>
<td>2020 Dept. Spring Conference &amp; DEC (25 pts)</td>
<td></td>
</tr>
<tr>
<td>2020 Memorial Day Service (20 pts)</td>
<td></td>
</tr>
</tbody>
</table>

(Continued next page)
DISTRICT COMMANDER OF THE YEAR
CERTIFICATION FORM (CON’T)

CATEGORY III – (20% OF TOTAL) POST PROGRAMS (ENTER NUMBER OF POSTS PARTICIPATING, DEPARTMENT WILL COMPUTE PERCENTAGE):
DISTRICT COMMANDERS: YOU MUST CONTACT EACH POST FOR YOUR NUMBERS.
Oratorical
American Legion Baseball
Scouting
Boy’s State
American Legion College (Staff or Students)
Blood Program
Sons of the American Legion
Youth Cadet Law Enforcement
Junior Shooting Sports
Get Out The Vote
Flag Education

CATEGORY IV – (20%OF TOTAL) REPORTS (ENTER NUMBER OF POSTS PARTICIPATING – DEPARTMENT WILL COMPUTE PERCENTAGE):
Post Visitation Quarterly Report (turned in all 4)
Consolidated Post Report Form
Children & Youth Report
Americanism Report

TOTAL (Department will total)

CERTIFIED BY: _________________________
DISTRICT ADJUTANT

DISTRICT #: ________ DATE SIGNED: _______________

District Commander: _________________________ (please print)

MAIL TO: The American Legion
          Department of Virginia
          PO Box 11025
          Richmond, VA  23230

FORM MUST ARRIVE BY JUNE 5, 2020
MEMBERSHIP ACHIEVEMENT & DISTRICT HONOR RIBBON – District Commanders whose 2020 District Membership, as of May 1, 2020, exceeds the 2019 membership by at least the number of Posts in that District, will receive the District Commander Achievement Award mounted on a plaque. In addition, the District will receive an Honor Ribbon for its District Colors.

“RACE TO THE TOP” COMPETITION – This National Award competition is conducted at five levels based on categories of membership of the District without regard to geographic location. District Commanders will compete in each of the following categories based on final 2019 District totals. Winners will be those District Commanders whose membership at National Headquarters on March 27, 2020, represents the greatest percentage over the final 2019 membership of that District (must be at least 100% to qualify).

Category I (15-1,499 members)
Category II (1,500-2,999 members)
Category III (3,000-4,999 members)
Category IV (5,000-7,499 members)
Category V (7,500 or more members)

POSITION    _____________AWARD_____________
First Place (5) District Commander and spouse – all expense paid trip for five days to attend the 2020 Indianapolis 500 Race. Trip includes round-trip airfare, tickets to the Indianapolis 500 and first class hotel accommodations for four nights. Post Ribbons for all AL Posts in their District
Second Place (5) $500 Award Certificate for choice of several gifts.
Third Place (5) $375 Award Certificate for choice of several gifts.
VICE COMMANDER AWARDS
(Department awards)

Determination of the following awards will be based on paid membership on hand at Department Headquarters on the cut-off date.

NO GOOSE EGG DISTRICTS AWARD – Vice Commanders who have no zero membership Posts within every District within their geographic areas as of September 26, 2019, will receive a SPECIAL GIFT.

TARGET DATE AWARDS – Vice Commanders will receive a cash award for each target goal attained within their geographic areas in each of the following groups:

<table>
<thead>
<tr>
<th>Award</th>
<th>GOALS TO BE ACHIEVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25</td>
<td>Cardinal, Jefferson, Jamestown, Veteran’s Day</td>
</tr>
<tr>
<td>$50</td>
<td>Dogwood, Yorktown, Foxhound, Legion BD, Old Dominion (Gold)</td>
</tr>
<tr>
<td>$100</td>
<td>Dan Daniel</td>
</tr>
</tbody>
</table>

No certification form required.

DEPARTMENT VICE COMMANDER OF THE YEAR – Vice Commanders can accumulate points during the year based on attendance, membership performance, submitting reports and Post activities (awards will be presented at Department Convention). Award will be based on highest number of points accumulated.

AWARD: Plaque. Hotel accommodations for three nights at the Department Convention and two Convention Banquet tickets (reimbursed).

CERTIFICATION REQUIRED: Certification form on the next page of this manual must be completed by the Vice Commander and arrive at Department Headquarters by June 5, 2020.
DEPARTMENT VICE COMMANDER OF THE YEAR  
CERTIFICATION FORM  
(Enter Points Where Applicable – Department Will Total)

CATEGORY I – AWARDS & ACHIEVEMENTS EARNED BY DISTRICT:
(Enter total number of Districts achieving)
Cardinal Award
Jefferson Award
Jamestown Award
Veteran’s Day Award
Dogwood Award
100% by Dec. 26, 2019
Yorktown Award
Foxhound Award
Legion Birthday
Old Dominion Gold Award
Posts Earning Dan Daniel Award (10 pts each Dist.) (Dept. will add)
Posts Winning John J. Wicker, Jr. Award (20 pts ea Dist.) (Dept. will add)
New Post with Temporary Charter (25 pts ea Dist.)
No “Goose Egg” Posts by 9/26/2019 (20 pts)

CATEGORY II – DEPT. VICE COMMANDER ATTENDANCE:
2019 Department Convention & DEC (20 pts)
2019 New Officer Conference (20 pts)
2019 Legion College (25 pts)
2019 National Convention (30 pts)
2019 Veterans Day Service (20 pts)
2019 Dept. Fall Conference & DEC (25 pts)
2020 Washington Conference (10 pts)
2020 Dept. Spring Conference & DEC (25 pts)
2020 Memorial Day Service (20 pts)

CATEGORY III – PROGRAMS: (ENTER NUMBER OF POSTS PARTICIPATING) REGION VICE COMMANDERS: YOU MUST CONTACT YOUR DISTRICT COMMANDERS TO GET YOUR NUMBERS.
Oratorical
American Legion Baseball
Scouting
Boy’s State
American Legion College (Staff or Student)
Blood Program
Sons of the American Legion
Youth Cadet Law Enforcement
Junior Shooting Sports
Get Out The Vote
Flag Education
DEPARTMENT VICE COMMANDER OF THE YEAR
CERTIFICATION FORM (Cont’.)

CATEGORY IV – REPORTS  (ENTER NUMBER OF POSTS PARTICIPATING)
VA & R Report  __________
Consolidated Post Report Form  __________
Children & Youth Report  __________
Americanism Report  __________

TOTAL  __________

Certified By: ________________________________ (Department Vice Commander)

Date Signed: ______________________________

MAIL TO:  The American Legion
Department of Virginia
PO Box 11025
Richmond, VA  23230

FORM MUST ARRIVE BY June 5, 2020.
POST MEMBERSHIP GOAL AWARDS

POST HONOR RIBBONS – Each Post whose 2020 membership on December 26, 2019 equals or exceeds their final 2019 membership will receive the Post Honor Ribbon for their Post Colors and a certificate. (see page 18)

MEMBERSHIP GOAL AWARDS - At the Department Convention, Posts earning the Old Dominion Award (100%) will receive a certificate. ALL other target dates - one certificate listing all goal awards received for the year will be presented to each Post earning these awards; individual certificates for these goal awards will NOT be issued.

JOHN J. WICKER, JR. TRAVELING TROPHY – One Post from each size category will be awarded the John J. Wicker, Jr. Traveling Trophy & Cert. in recognition of having achieved the highest membership percentage above its 110% goal (award will be based on paid memberships on hand at Department Headquarters on June 5, 2020).

CERTIFICATE OF MERITORIOUS SERVICE – This certificate is awarded to those Posts which by December 26, 2019 have enrolled an advance membership for the year about to start equaling or surpassing the Post’s previous all time high membership (since Post Charter) will receive the National Certificate of Meritorious Service. See form next page.

FIVE OR MORE CONSECUTIVE YEARS ALL-TIME HIGH – Each Post whose membership as of May 1, 2020, reaches an All-Time-High for the fifth consecutive year is eligible to receive the National Certificate. Posts can also earn a certificate for each year the Post continues its all-time high performance after the fifth year. (Form on page 33).
CERTIFICATE OF MERITORIOUS SERVICE
POST ALL-TIME HIGH MEMBERSHIP
CERTIFICATION FORM

I certify that Post_____________________________Post # ___________ transmitted
_________ 2020 memberships to Department Headquarters by December 26, 2019, and
that the total membership as of that date was the All-Time High membership for the Post.

This form must be completed, certified by the Post Adjutant and arrive at Department

Certified by:  _______________________________
               Post Adjutant

Post #_______ Location: ______________________

Date Signed: _____________

MAIL TO:   The American Legion
            Department of Virginia
            PO Box 11025
            Richmond, VA  23230

FORM MUST ARRIVE BY JANUARY 3, 2020
FIVE CONSECUTIVE YEARS ALL-TIME HIGH MEMBERSHIP CERTIFICATION FORM

I certify that Post _______________________________ Post # __________ transmitted __________ 2020 memberships to Department Headquarters and the total membership was the fifth or more consecutive year that the Post had established an All-Time High membership. This is based on membership as of May 1, 2020.

NUMBER OF CONSECUTIVE YEARS OF ALL TIME-HIGH MEMBERSHIP

<table>
<thead>
<tr>
<th>No. of Years</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

This form must be completed, certified by the Post Adjutant and final date to arrive at Department Headquarters by June 5, 2020.

Certified by: __________________________
Post Adjutant

Date Signed __________

Citation will be presented at Department Convention

MAIL TO: The American Legion
         Department of Virginia
         PO Box 11025
         Richmond, VA 23230

FORM MUST ARRIVE BY JUNE 5, 2020
NEW POST AWARDS

PIOioneer Award – The National Membership and Post Activities Committee created this award so that those involved directly with new Post formation could be recognized. However, the recognition and the awarding of the citation are the responsibility of the new Post (Legionnaires involved in the chartering of a new Post should make members of the new Post aware of the availability of this award).

The certification form for the Pioneer Award can be found on the next page of this manual. After a new Post has received its temporary charter, the Post officers and members can designate the one person they feel was most instrumental in starting their Post.

Instructions for preparing the certification form are on the form and are self-explanatory. There is no deadline for submission of the form, however, you should be aware that it will probably take at least one month to receive the award after applying to Department Headquarters. If you apply for the Pioneer Award, it will be presented at the next Department Conference or Convention unless you specifically request that other arrangements be made for its presentation.

DEPT. NEW POST AWARDS – The Legionnaire who receives the Pioneer award also receives an American Legion Jacket, a Meritorious Service Medal and $100.

The new Post Commander and New Post Adjutant will receive two nights lodging at the Department Convention and $50 each (this award applies to new Post Commanders and Adjutants whose Temporary Charter is on file at National Headquarters on or before May 11, 2020). District Commanders and/or Chartering Officer should make arrangements for these Legionnaires to attend the Department Convention. Department will reimburse for lodging and banquet tickets. New Post Commander and Adjutant must be in attendance for the presentation to receive the cash award.

Also, District Commanders having a new Post chartered in their Districts and having the Temporary Charter application on file at National Headquarters on or before May 10, 2020 will receive a Special National Recognition Plaque (see District Commander Awards).
The American Legion has authorized the issuance of a citation titled the American Legion Pioneer Award. A new Post may make a nomination for this award immediately after securing a temporary charter.

The award is a means of recognition for an individual who had made the greatest contribution to get the new Post chartered and insuring a successful operation. **No member of the new Post is eligible to receive the award, but it may be given to a District or Department Officer or other individual Legionnaire.**

This award can play an important role in giving proper recognition to both the nominee and to the new Post. If a new Post has someone to nominate, please complete the information requested below and return it to Department Headquarters for certification and forwarding to National Headquarters.

Post #________, Department of Virginia, was chartered on ______________, 20____.
Nomination for the American Legion Pioneer Award is hereby made for: ____________ ________________________________ (Name of Legionnaire).

Post #_______________ feels that the above nominee is eligible for the Pioneer Award because:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Certified by: ________________________  _______________________
Post Commander   Post Adjutant

Post # _______ Location ____________________
Address: ______________________________________________________________

Date Signed: _____________________________

MAIL TO: The American Legion
Department of Virginia
PO Box 11025
Richmond, VA  23230

**Final Date to submit to Department HQ June 5, 2020**
NATIONAL AWARDS FOR DEPARTMENTS

HENRY D. LINDSLEY TROPHY – Awarded to the Department who, on March 27, 2020, has attained the highest percentage of membership over its 2019 final membership (based on membership transmittals received at National Headquarters before March 30, 2020).

GENERAL HENRI GOURAUD TROPHY AWARD – A plaque awarded annually to that Department in each of the six categories for first exceeding its National membership goal. Department categories will be according to the categories used for determining Big Twelve winners, with one winner to be determined in each category.

O. L. BODENHAMER TROPHY – This is a plaque to be awarded annually to the Department designated to lead the Parade at the time of the ensuing National Convention. This award shall be confined to the 52 Departments within the continental limits of the United States (Puerto Rico is also included).