Department of Virginia 2024 - 2025 Awards Manual

Gene Malinowski, Department Commander

"Every Veteran Matters"

POST MEMBERSHIP AWARDS

Cardinal Award
August 10, 2024-35% of 2025 Post Goal

Jefferson Award
September 7, 2024-50% of 2025 Post Goal

Jamestown Award
October 5, 2024-55% of 2025 Post Goal

Veteran's Day Award
November 2, 2024-65% of 2025 Post Goal

Dogwood Award
December 7, 2024-75% of 2025 Post Goal

Yorktown Award
January 12, 2024-80% of 2025 Post Goal

Foxhound Award
February 8, 2024-85% of 2025 Post Goal

Legion Birthday Award
March 8, 2024-90% of 2025 Post Goal

Old Dominion Award
April 12, 2024-Gold Certificate-100% of 2025 Post Goal
April 19, 2024-Silver Certificate-100% of 2025 Post Goal
May 10, 2024-Blue Certificate-100% of 2025 Post Goal

Dan Daniel Plaque
June 1, 2024-110% of 2025 Post Goal

Post Honor Ribbon
100% of 2025 Post Goal by *December 30, 2024*

INDIVIDUAL MEMBERSHIP AWARDS

Recruit a new member. Legionnaires who recruit one or more new members or reinstatements for 2024 by December 30, 2024, 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, 2025. A drawing will be held, and the winner announced at the Spring Conference. Reinstatement: Any former member whose 2025 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 22, 2025.

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, 2025.

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-(60l 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, 2025.

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 _____

Silver Star W/Wreath _____

Gold Star _____

Gold Star W/Wreath _____

Certified by: _____
Post Adjutant: _____
Post # - Location: _____
Date Signed: _____

{ PLEASE INCLUDE LIST OF NAMES OF RECIPIENTS OF THESE PINS }

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

FORM MUST ARRIVE BY MARCH 22, 2025, 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.

Award	**Catalog**	**Price**
Continuous Membership Embroidered Star for each 5 to 75 years	720.300	$0.50 ea.
Continuous Membership Lapel Pin for each 5 to 80 years	715.150	$8.95 ea.
Lapel Pin Attachments	715.151	$8.95 ea.

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 3, 2025**. (Awards will be presented during the Department Convention):

Award Level	**AWARD**
Post	Special Certificate and a Top Recruiter Cap Pin (Gold with year engraved)
District	Pen Set
Geographic Region	Plaque and $50
Department	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.

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, 2025. 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 2025 Membership Year by **May 3, 2025**. This form must be completed, certified by the Post Adjutant and arrive at Department Headquarters by **May 15, 2025**. Please copy form as needed.

In Post _____ the **Top New Member Recruiter** for the 2025 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, 2024, and June 1, 2025, 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 June 5, 2025**.

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 2025 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 JUNE 5, 2025.

MAIL TO: **The American Legion**
PO Box 11025
Richmond, VA 23230

INDIVIDUAL RECRUITER AWARDS

(Department Awards – Continued)

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, 2024 through April 30, 2025. 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.

Award Level	Award
Each Award	Special Certificate and $25

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 Thursday of the month following the completion month**. (IE: Certification forms for members recruited in July 2024 must be in Department Headquarters by August 18, 2024; for members recruited in Aug. 2024 must be in by September 15, 2024, etc)

July 2024	due by	August 18, 2025
August 2024	by	September 15, 2025
September 2024	by	October 20, 2025
October 2024	by	November 17, 2025
November 2024	by	December 15, 2025
December 2024	by	January 19, 2025
January 2024	by	February 16, 2025
February 2024	by	March 16, 2025
March 2024	by	April 20, 2025
April 2024	by	May 18, 2025
May 2024	by	June 15, 2025

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 Thursday of the month following the competition month.

In Post _____ the Recruiter of the Month for _____ 2024 _____ 2025 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# _____
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 THURSDAY 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, 2025. 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 8, 2025. 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 18, 2025.**

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, 2025.**

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): _____

TYPED and numbered list attached of names and ID#'s to arrive at Department Headquarters by May 8, 2025. And unless the list is submitted as requested, it will return to the Post Adjutant to be corrected and still to arrive back to Dept. by May 18, 2025.

Post Adjutant (Signature) _____
Date: _____
Department Adjutant (Signature) _____
Date: _____

SEND TO: Department Headquarters by May 8, 2025

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 8, 2025. And unless the list is submitted as requested, it will return to the Post Adjutant to be corrected and still to arrive back to Dept. by May 18, 2025.**

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): _____
TYPED and numbered list attached of names and ID#'s to arrive at Department Headquarters by May 8, 2025. 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 18, 2025

_____ _____
Department Adjutant (Signature) **Post Adjutant (Signature)**

Date_____ Post_____
Address _____
Date_____

MUST ARRIVE AT DEPARTMENT HEADQUARTERS BY MAY 8, 2025.

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.

Position	**Award**
(1) Grand Prize	All Expense paid trip 2025 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.

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 May 8, 2025. A Post Top New Member Recruiter Certification form with a minimum of 10 new members recruited must be submitted to Department by May 1, 2025, 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 2024-2025 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.

AWARD LEVEL		**AWARD**
Post		Dogwood Cap Pin (awarded during Vice Commander meetings at Department Convention)
District		Special Certificate (awarded during Vice Commander meetings at Department Convention)
Region		Pen Set and $25 (awarded at General Session Department Convention)
Department		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 & $100.00 check

CERTIFICATION REQUIRED:
Certification form on next page of this manual must be completed, certified by Post Adjutant and arrive at Department Headquarters by **June 2, 2025.**

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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 2023 membership year. This form must be completed, certified by the Post Adjutant, and mailed to arrive at Department Headquarters **NO LATER THAN JUNE 2, 2025.**

In Post _____, the following named Legionnaire has been chosen as Legionnaire of the Year for the Legion Year 2024-2025

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 2, 2025

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:

DATE	TARGET	AWARD
Dec. 30, 2023	100%	Achievement Award Ribbon & cert. (presented at the Department Spring Conference)
March 1, 2023	110%	Executive Portfolio (presented at Department Convention)
April 5, 2023	115%	Auto Plate Frame (presented Department Convention)
June 1, 2023	120%	Pen Set (presented at Department Convention)

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.

AWARD LEVEL	AWARD
District	Special Certificate
Region	Pen Set and $25
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 2, 2025.**

POST COMMANDER OF THE YEAR
CERTIFICATION FORM

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

CATEGORY I – AWARDS EARNED BY POST:

Cardinal Award (5 pts) _____
Jefferson Award (5 pts) _____
Jamestown Award (5 pts) _____
Veterans Day Award (10 pts) _____
Dogwood Award (10 pts) _____
100% by Dec.31, 2022 (40 pts) _____
Yorktown Award (15 pts) _____
Foxhound Award (15 pts) _____
Legion Birthday (15 pts) _____
Old Dominion Award
Gold (25 pts) _____
or Silver (20 pts) _____
or Blue (15 pts) _____
Dan Daniel Award (30 pts) _____(Department will add)
John J. Wicker, Jr. Award (35 pts) _____(Department will add)

CATEGORY II - POST COMMANDER ATTENDANCE:

2022 Department Convention (20 pts) _____
2022 American Legion College (25 pts) _____
2022 National Convention (35 pts) _____
2022 Dept. Fall Conference (25 pts) _____
2023 Washington Conference (10 pts) _____
2023 Dept. Spring Conference (25 pts) _____

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

Oratorical _____
American Legion Baseball _____
Scouting _____
Boys State _____
American Legion College (Staff or Students)_____
Blood Program _____
Sons of the American Legion _____
Regularly Initiates New Members _____
Special Olympics (participation/contribution)_____
Drug Abuse Prevention _____
Teenage Suicide Prevention _____
Halloween Safety _____
Contributes to VA Hospital _____

POST COMMANDER OF THE YEAR Page 2 of 2
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 2, 2025

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.**

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

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 1, 2025**, reflects the **largest percentage increase** above their final 2022 membership (must be at least 100% to qualify). **In case of any tie, a drawing will be held to pick the winner.**

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

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.

POSITION	**AWARD**
First Place	American Legion Wristwatch
Second Place	Wallet
Third Place	Nylon Garment Bag

DISTRICT MEMBERSHIP CHAIRMAN - The District Membership Chairman who reaches the **highest** membership percentage above their District Goal by **June 14, 2025** 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 28, 2024** 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 2020 final membership by **December 30, 2024** 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.

AWARD LEVEL	**AWARD**
Region	Pen Set
Department	Plaque. Hotel accommodations for three nights at the Department Convention and two tickets to the Convention Banquet (reimbursed)

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 2, 2025.**

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 must send application to National for this award by May 5, 2025. Therefore, the temporary charter must 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)

Post Target Date Goal	Total
No "Goose Egg" Posts by 9/29/2022 (20 pts each)	_____
Cardinal Award (5 pts ea)	_____
Jefferson Award (5 pts ea)	_____
Jamestown Award (5 pts ea)	_____
Veteran's Day Award (10 pts ea)	_____
Dogwood Award (10 pts ea)	_____
100% by Dec. 31, 2022 (40 pts ea)	_____
Yorktown Award (15 pts ea)	_____
Foxhound Award (20 pts ea)	_____
Legion Birthday (20 pts ea)	_____
Old Dominion Gold Award (25 pts ea)	_____
Old Dominion Silver Award(15 pts ea)	_____
Old Dominion Blue Award(10 pts ea)	_____
Posts earning Dan Daniel Award (30 pts ea)	_____(Department will add)
Posts earning John J. Wicker, Jr., Award (35 pts ea)	_____(Department will add)
New Post with Temporary Charter (25 pts each)	_____
New SAL Squadron Organized (10 pts each)	_____

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

2022 Department Convention & DEC (20 pts)	_____
2022 New Officer Conf. (20 pts)	_____
2022 Legion College (25 pts)	_____
2022 National Convention (35 pts)	_____
2022 Veterans Day Service (20 pts)	_____
2022 Department Fall Conf. & DEC (25 pts)	_____
2023 Washington Conference (10 pts)	_____
2023 Dept. Spring Conference & DEC (25 pts)	_____
2023 Memorial Day Service (20 pts)	_____

(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 2, 2025

DISTRICT COMMANDER AWARDS
(National awards)

MEMBERSHIP ACHIEVEMENT & DISTRICT HONOR RIBBON – District Commanders whose 2025 District Membership, as of **May 4, 2025**, exceeds the 2025 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 2025 District totals. Winners will be those District Commanders whose membership **at National Headquarters on March 31, 2025**, represents the greatest percentage over the final 2025 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 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 28, 2024,** 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:

Award	**GOALS TO BE ACHIEVED**
$25	Cardinal, Jefferson, Jamestown, Veteran's Day
$50	Dogwood, Yorktown, Foxhound, Legion BD, Old Dominion (Gold)
$100	Dan Daniel

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 2, 2025.**

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, 2020 _____
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 9/29/2022 (20 pts) _____

CATEGORY II – DEPT. VICE COMMANDER ATTENDANCE:

2022 Department Convention & DEC (20 pts) _____
2022 New Officer Conference (20 pts) _____
2022 Legion College (25 pts) _____
2022 National Convention (30 pts) _____
2022 Veterans Day Service (20 pts) _____
2022 Dept. Fall Conference & DEC (25 pts) _____
2023 Washington Conference (10 pts) _____
2023 Dept. Spring Conference & DEC (25 pts) _____
2023 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 2, 2025.

POST MEMBERSHIP GOAL AWARDS

POST HONOR RIBBONS – Each Post whose 2023 membership on **December 30, 2024** equals or exceeds their final 2022 membership will receive the Post Honor Ribbon for their Post Colors and a certificate.

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 1, 2025**

CERTIFICATE OF MERITORIOUS SERVICE – This certificate is awarded to those Posts which by **December 30, 2024** 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.

FIVE OR MORE CONSECUTIVE YEARS ALL-TIME HIGH – Each Post whose membership as of **May 3, 2025**, 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.

CERTIFICATE OF MERITORIOUS SERVICE
POST ALL-TIME HIGH MEMBERSHIP
CERTIFICATION FORM

I certify that Post_____Post # _____transmitted _____2023 memberships to Department Headquarters by **December 30, 2024** 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 Headquarters by **January 9, 2025.**

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 9, 2025

FIVE CONSECUTIVE YEARS ALL-TIME HIGH
MEMBERSHIP CERTIFICATION FORM

I certify that Post _____Post # _____transmitted _____2023 memberships to Department Headquarters and the total membership were the fifth or more consecutive year that the Post had established an All-Time High membership. **This is based on membership as of May 3, 2025.**

NUMBER OF CONSECUTIVE YEARS OF ALL TIME-HIGH MEMBERSHIP

No. of Years	From	To

This form must be completed, certified by the Post Adjutant and final date to arrive at Department Headquarters by **June 2, 2025.**

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 2, 2025

NEW POST AWARDS

PIONEER 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, 2025). District Commanders and/or Chartering Officer should plan 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 11, 2025 will receive a Special National Recognition Plaque (see District Commander Awards).

AMERICAN LEGION PIONEER DEPT. AWARD
CERTIFICATION FORM

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 2, 2025

NATIONAL AWARDS FOR DEPARTMENTS

HENRY D. LINDSLEY TROPHY – Awarded to the Department who, on March 26, 2025, has attained the highest percentage of membership over its 2025 final membership (based on membership transmittals received **at National Headquarters before March 30, 2025).**

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).