NATIONAL MEMBERSHIP AWARDS POINTS MANUAL

MEMBERSHIP YEAR 2014

Ending 31 December 2014

Membership
http://www.legion.org/publications
317-630-1335
July 2013

2013 - 2014 NATIONAL MEMBERSHIP TARGET DATES

EARLY BIRD/NEF KICKOFF	***SEPTEMBER 11, 2013**	**50%**
FALL MEETINGS	**OCTOBER 9, 2013**	**55%**
VETERANS DAY	**NOVEMBER 14, 2013**	**65%**
PEARL HARBOR DAY	***DECEMBER 11, 2013**	**75%**
MID-WINTER	**JANUARY 15, 2014**	**80%**
PRESIDENT'S DAY	***FEBRUARY 12, 2014**	**85%**
LEGION BIRTHDAY	**MARCH 12, 2014**	**90%**
CHILDREN & YOUTH	***APRIL 9, 2014**	**95%**
ARMED FORCES DAY	**MAY 14, 2014**	**100%**
DELEGATE STRENGTH	**30 DAYS PRIOR TO NATIONAL CONVENTION**	

Target dates fall on the second Wednesday of the month unless there is a holiday on that day or at the beginning of that week.
The November target date will be on Thursday due to Veterans Day falling on that previous Monday.
To maximize the January renewal notice, the January target date will be on the third Wednesday of the month.

***This date is also a renewal notice cutoff date.**

AMERICAN LEGION MEMBERSHIP
2014 RENEWAL SCHEDULE

CUTOFF DATES	RENEWAL DATES
MAY 3, 2013	JULY 1, 2013
*SEPTEMBER 11, 2013	OCTOBER 1, 2013
*DECEMBER 11, 2013	JANUARY 2, 2014
*FEBRUARY 12, 2014	MARCH 3, 2014
*APRIL 9, 2014	APRIL 28, 2014

* This cutoff date is also a membership target date. Transmittals received after this date will not prevent a subsequent notice from being delivered at or around the renewal date.

F O R E W O R D

This manual is prepared and designed primarily to assist the department and district/county membership teams and commanders in building a complete membership program. It includes:

1. Material to help build a membership campaign.

2. Basic outline of important membership dates for the Legion membership year.

3. Information on national contests and awards throughout the entire year.

IMPORTANT NOTES:

- The instructions and forms in this document will take precedence for the National Awards Program in any instance where conflicting information exists in other national publications and should be mailed directly to The American Legion National Headquarters, Attn: Membership Division, P.O. Box 1055, Indianapolis, IN 46206 or faxed to (317) 630-1413.

- Departments, districts and posts are encouraged to establish incentive programs designed to foster an atmosphere to further growth and post development within the Legion family.

- The post/department/national recruiter forms have been incorporated into one form. Departments may make copies as needed.

- This manual can be downloaded from the Legion's website http://www.legion.org/publications and can be sent out electronically by contacting the Membership Division.

- DMS memberships will not count for points and awards unless otherwise stated in this manual. DMS-acquired members will count toward "all-time high" awards and the National Convention Delegate Strength.

- Unless otherwise specified, all trips awarded as incentive prizes include round trip airfare from an airport designated by National Headquarters in the continental United States.

- All target date accomplishments are based on each department's total membership on the transmittals received and successfully processed at the national offices by close of business on the target date. Transmittals with incorrect data or insufficient funds will not be counted.

- A **NEW** member is defined as any eligible veteran who was not a paid member, in good standing for the 2013 membership year. Transfers from one post to another do not constitute as a new member.

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NOTE: Several awards and recognitions are determined even after the 100 percent target date has passed. Membership teams are encouraged to continue to sign up members after the May target date in order to compete for the 100% District Commander Pin, Department Commander All-Time High Award, and certain other awards.

NATIONAL MEMBERSHIP AWARDS

A. INDIVIDUAL AWARDS

1. Gold Brigade Recruiter - May Target Date
2. Silver Brigade Recruiter - May Target Date
3. Department Recruiter of the Year - May Target Date
4. National Recruiter of the Year - May Target Date
5. Pioneer Award - anytime during the year
6. District Commander "100 %" Pin - anytime during the year
7. New Post Development Pin - anytime during the year

B. POST AWARDS

1. Post Honor Ribbon - December 31
2. Certificate of Meritorious Service - December 31
3. Five or More Consecutive Years All-Time High Post Award
4. Pioneer Award - anytime during the year
5. Post Revitalization Recognition Letter - anytime during the year

C. DISTRICT AWARDS

1. District Commander Race-to-the-Top - March 31
2. District Commander Achievement Award - May Target Date
3. District Commander New Post Achievement Award - May Target Date
4. District Honor Ribbon - May Target Date

D. DEPARTMENT AWARDS

1. General John J. Pershing Honor Award - December 31
2. Five or More Consecutive Years All-Time High Department Award - December 31
3. Big Twelve Competition – March Target Date
4. Henry D. Lindsley Trophy Award - March 31
5. North Carolina Trophy Award - March 31
6. Department Commander of the Year Award - May Target Date
7. Target Date Awards Points Program - May Target Date
8. National Convention Housing - May Target Date
9. National Convention Parade Position and Convention Hall Seating - June
10. O. L. Bodenhamer Trophy Award - June
11. Department Commander All-Time High Award - Delegate Strength Target Date
12. National Convention Delegate Strength - Delegate Strength Target Date
13. Department Honor Ribbon – Opening day of National Convention
14. General Henri Gouraud Trophy Award

TARGET DATE AWARDS POINTS PROGRAM

The department commander and the department membership chairman may earn checks up to $1,000 based on a points system for meeting the national target dates and other target areas. Each department must accomplish its goal by the May target date, using traditional methods, before becoming eligible for awards.

An additional $1,000 is awarded to the department for meeting all target dates.

The membership office will record traditional accomplishments on the transmittals received and processed at national by the close of the target date business day.

POINTS KEY

TARGET I	(September)	(50%)	**5,000 points**
TARGET II	(October)	(55%)	**5,500**
TARGET III	(November)	(65%)	**6,500**
TARGET IV	(December)	(75%)	**7,500**
TARGET V	(January)	(80%)	**8,000**
TARGET VI	(February)	(85%)	**8,500**
TARGET VII	(March)	(90%)	**9,000**
TARGET VIII	(April)	(95%)	**9,500**
TARGET IX	(May)	(100%)	**10,000**

Post and district commanders should remember to place particular emphasis on renewing existing members (and reinstating expired members) as well as actively recruiting new members throughout the year.

MEMBERSHIP PROGRAMS POINTS KEY

Contacts with military officials or units (Reconnect)*(1)	=	100+ points each event
Gold Brigade nominations	=	100 points each
Race-to-the-Top winners and runners-up	=	500 points each
New Post Temporary Charters by May target date	=	1,000 points each
Posts accepted for cancellation by NEC	=	- 500 points each

Accomplishments as of January (80%) target date: *(2)

90%	=	2,000 points
85%	=	1000 points
80%	=	500 points

Big Twelve Competition in each category:

1st place	=	10,000 points
2nd place	=	7,500 points
Achieved goals	=	5,000 points

District Commanders nominated for the Race-to-the-Top Competition in each category: *(3)

5 or more	=	1,000 points
3 or 4 nominations	=	800 points
1 or 2 nominations	=	400 points

AWARDS CATEGORY KEY

Checks (the same value is awarded to both the department commander and to the department membership chairman)

LEVEL		VALUE*(4)		POINTS
7	-	$1000	=	60,000 or more
6	-	$800	=	55,000 - 59,999
5	-	$600	=	50,000 - 54,999
4	-	$500	=	45,000 - 49,999
3	-	$375	=	40,000 - 44,999
2	-	$200	=	30,000 - 39,999
1	-	$100	=	20,000 - 29,999

*(1) Submit to Membership Division (ssparks@legion.org) by June 30, 2014. There is a cap of 5,000 points in this category.

*(2) The membership percentage (not including DMS) by January target date.

*(3) RTTT nominations must reach National by April target date.

*(4) An additional $1,000 will be awarded to the department if all target dates are accomplished.

POST& DISTRICT DEVELOPMENT/REVITALIZATION

Departments will have a goal to start/revitalize two (2) posts in 2013-2014. Five hundred points will be deducted from each department's award total for each post submitted for cancellation and accepted by the NEC. Departments will earn 1,000 points for each post started.

MEMBERSHIP CHALLENGES AT COMMANDERS' AND ADJUTANTS' CONFERENCE

Challenges between departments provide ammunition for the membership drives ahead while adding a touch of friendly rivalry. It is every Legionnaire for their self at challenge time!

All challenges must be turned into the department staff liaisons in Membership prior to the adjournment of the Commanders' and Adjutants' Conference. This will permit the staff to review them and to clarify any questions about them. They must contain the signature of the individual making the challenge and the person accepting the challenge.

The statistical sheets used to assist with the Big Twelve roll call only show the department's membership goal for this year. Challenges may be based on a number of different criteria, not just sheer membership numbers.

TARGET NO. I

"EARLY BIRD/NEF KICKOFF"

Receipt Date: September Target Date

This target date is worth 5,000 points for meeting the 50% target (does not include DMS totals). Transmittals must be received and processed at National Headquarters during normal business hours on or before the September target date.

TARGET NO. II

"FALL MEETINGS"

Receipt Date: October Target Date

This target date is worth 5,500 points for meeting the 55% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the October target date.

TARGET NO. III

"VETERANS DAY"

Receipt Date: November Target Date

This target date is worth 6,500 points for meeting the 65% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the November target date.

TARGET NO. IV

"PEARL HARBOR DAY"

Receipt Date: December Target Date

This target date is worth 7,500 points for meeting the 75% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the December target date.

TARGET NO. V

"MID-WINTER"

Receipt Date: January Target Date

This target date is worth 8,000 points for meeting the 80% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the January target date.

POST HONOR RIBBON

Honor ribbons will be awarded to all posts whose membership for the current membership year (as of December 31) achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year just ending. The certification form, which must be submitted to the Membership Division by the last day of January, is on page 17.

CERTIFICATE OF MERITORIOUS SERVICE
ALL-TIME HIGH AWARD

This certificate will be awarded to all posts that have, by December 31, enrolled an advance membership for the membership year equaling or surpassing the post's previous all-time high membership. The report form is on page 18 of this manual.

GENERAL JOHN J. PERSHING HONOR AWARD

This plaque is to be awarded annually to the department that has the greatest percentage of its posts receiving the Post Honor Ribbon for achieving 100 percent or more of the post's previous year's membership enrolled for the coming year by December 31, and having reported such achievement to National Headquarters no later than January 31.

TARGET NO. VI

"PRESIDENTS' DAY"

Receipt Date: February Target Date

This target date is worth 8,500 points for meeting the 85% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the February target date.

TARGET NO. VII

"THE AMERICAN LEGION BIRTHDAY"

Receipt Date: March Target Date

This target date is worth 9,000 points for meeting the 90% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the March target date.

BIG TWELVE COMPETITION

Receipt Date: March Target Date

The Big Twelve standings will be taken from the national roll call made at the Commanders' and Adjutants' Conference. It will be necessary for each department to maintain its own respective roll call pledge by having remittance forms and accompanying dues to equal the pledge made - received at National Headquarters during normal business hours on or before the March target date. The department in each category that has pledged the highest percentage and meets this goal will be the winner. Transmittals in excess of the pledge (at least 90% and does not include DMS totals) will not alter the relative standing of the departments, but defaulting among the Big Twelve, by turning in a smaller number than pledged, will completely disqualify the department. As departments default, others in the same category will move up. The winner in each category will be reimbursed for computer equipment purchases up to $2,000. Department runners-up in all six categories will be reimbursed for computer equipment purchases of up to $1,000.

The six categories in the Big Twelve Competition are:

Category I	-	Departments of 100,000 or more members
Category II	-	Departments of 65,000 to 99,999 members
Category III	-	Departments of 40,000 to 64,999 members
Category IV	-	Departments of 25,000 to 39,999 members
Category V	-	Departments of 10,000 to 24,999 members
Category VI	-	Departments of 9,999 or less members

Note: All departments winning Big Twelve Competition awards in March must submit legible cash register receipts and request reimbursement from the National Membership Division by September 30 or lose all entitlements.

DISTRICT COMMANDER RACE-TO-THE-TOP COMPETITION

- END DATE IS MARCH 31-

Competition will be divided into five categories based on the membership of the district without regard to geographic locations. District commanders will compete in each of the following categories based on final membership year totals, and a top district commander for the national award will be selected from each of the five categories. Post ribbons will also be awarded to each top district commander for all American Legion posts in those districts.

Second and third place awards will also be presented in each category. The district commanders will be awarded checks in the amount of $500 for second place or $375 for third place, but no additional ribbons will be awarded for the posts in these districts.

The RTTT Certification Form, which must be submitted by the April target date, is on page 20.

Race-to-the-Top Categories:

Category I	-	Districts 15 to 1,499 members
Category II	-	Districts 1,500 to 2,999 members
Category III	-	Districts 3,000 to 4,999 members
Category IV	-	Districts 5,000 to 7,499 members
Category V	-	Districts 7,500 and above members

First Place Award – Trip to 2014 National Convention in Charlotte, NC will be presented to the top district commander and guest in each category whose district membership on March 31 represents the greatest percentage over the final previous year membership of that district. **Cannot be less than 100 percent to qualify**. This entitles each winner and guest to a trip to attend the National Convention as a distinguished guest of the National Commander, including round-trip airfare, tickets to the National Commander's Banquet, and hotel accommodations for 6 days/5 nights. These district commanders will also be awarded a Legion cap that signifies they are a Race-to-the-Top winner that will be awarded on stage at the National Convention. Plus Race-to-the-Top ribbons for each of the district's posts.

Second Place Awards will be presented to the district commander in each category whose district membership on March 31 represents the second highest percentage **over** the final previous year membership of that district. **Cannot be less than 100 percent to qualify**. Winners will receive a $500 check.

Third Place Awards will be presented to the district commander in each category whose district membership on March 31 represents the third highest percentage over the final previous year membership of that district. **Cannot be less than 100 percent to qualify**. Winners will receive a $375 check.

TARGET NO. VIII

"CHILDREN AND YOUTH"

Receipt Date: April Target Date

This target date is worth 9,500 points for meeting the 95% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the April target date.

TARGET NO. IX

"ARMED FORCES DAY"

Receipt Date: May Target Date

This target date is worth 10,000 points for meeting the 100% target (does not include DMS totals). Transmittals must be received and fully processed at National Headquarters during normal business hours on or before the May target date.

NATIONAL CONVENTION HOUSING CUTOFF

Department housing at National Convention will be determined by transmittals received at National Headquarters during normal business hours on or before the May target date.

DEPARTMENT COMMANDER OF THE YEAR AWARD

Any department commander who meets or exceeds the 100 percent goal by May target date will receive a framed certificate presented at the National Convention by the National Commander. This award does not include a trip to the National Convention.

DEPARTMENT RECRUITER OF THE YEAR

Each American Legion post will have the opportunity to submit the name of the recruiter from that post who has signed up the highest number of new members for the membership year by the May target date. Department headquarters will supply certification forms to be completed by the post commander or adjutant and submitted to department headquarters by the May target date plus one week. Department adjutants will determine the top new member recruiter for their respective department and certify the winner to National Headquarters, on or before the last day of May.

The top new member recruiter, properly nominated and certified from each department, will be awarded a framed certificate with his/her accomplishment inscribed thereon.

The certification form is located on page 21 of this manual.

NATIONAL RECRUITER OF THE YEAR

The individual certified with the highest number of new members recruited from among all the departments will be declared "National Membership Recruiter of the Year." The award will consist of a trip to the National Convention. The trip includes 6 days/5 nights for the Legionnaire and guest, round-trip air transportation, hotel accommodations, and reserved seating tickets to the National Commander's Banquet for Distinguished Guests.

Monetary awards will be presented to the next highest 26 individuals:

1 - $1,000 award check
10 - Third Prizes - $150 award check
15 - Fourth Prizes - $100 award check

NOTE: Department adjutants must nominate all top recruiters on or before the last day of May using the form on page 21.

DISTRICT COMMANDER'S NEW POST ACHIEVEMENT AWARD

District commanders who achieve the goal of creating new American Legion posts in their respective districts and have the new post Temporary Charter Application on file at National Headquarters by the May target date will receive a distinctive framed certificate. The certification form is on page 22 of this manual.

DISTRICT COMMANDER ACHIEVEMENT AWARD and DISTRICT HONOR RIBBON

All district commanders whose May target date membership exceeds the previous year's membership by at least the number of posts in that district will be awarded the District Commander Achievement Framed Certificate Award. In addition, the district will receive a District Honor Ribbon for its district colors. This certification form is on page 23 of this manual.

SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARDS

THE GOLD BRIGADE AWARD

A Legionnaire who recruits 50 or more **NEW MEMBERS** (transfers do not count as new members) into The American Legion by the May target date will qualify for enrollment in the elite Gold Brigade of The American Legion. These very special Legionnaires will be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special announcements in *The Dispatch* and in special articles in other publications. The gifts awarded to a Gold Brigader will depend on the number of times he/she has qualified for this award. Gold Brigade recipients will receive a choice of jacket, sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch for the blue blazer, and Gold Brigade certificate. A second, third or fourth time winner will receive a Gold Brigade patch and certificate, a "hash mark" for the jacket sleeve, and the choice of either another designer jacket or a sweater with the Gold Brigade logo on the left breast or a polo shirt. This certification form is on page 24 of this manual.

First time Gold Brigade members will receive:

- Gold Brigade patch
- Special Gold Brigade cap pin
- Gold Brigade certificate
- Designer jacket **or**
- Polo Shirt **or**
- Sweater with a Gold Brigade logo

Second time (or more) Gold Brigade members will receive:

- Gold Brigade patch
- Gold Brigade certificate
- "Hash mark" for jacket sleeve
- Designer jacket **or**
- Polo Shirt **or**
- Sweater with Gold Brigade logo

GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD

A Gold Brigader who has won the Gold Brigade award for five consecutive years is eligible for a distinctive Gold Brigade blazer. A Legionnaire may only qualify once every five years. This certification form is on page 25 of this manual.

NOTE: Department adjutants must submit all Gold Brigade certification forms on pages 24-26 to arrive at National by the last day of May.

GOLD BRIGADE
SIXTH CONSECUTIVE YEAR OR MORE AWARD

A Gold Brigader who has earned the Gold Brigade Award for at least six consecutive years or more to include the current membership year is eligible for a $150 check and a Legion cap with the inscription "Master Recruiter."

Department adjutants must submit the certification form on page 26 by the last day of May.

THE SILVER BRIGADE AWARD

A Legionnaire who recruits 25 to 49 **NEW MEMBERS** (transfers do not count as new members) into The American Legion by the May target date will qualify for this award. A silver pin and certificate will be awarded. The certification form is located on page 27.

Note: Silver Brigade and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year.

JUNE (FLAG DAY) AWARDS

(Determined as of the Flag Day membership report)

O. L. BODENHAMER TROPHY AWARD

(Flag Day—June)

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 limits of the United States, including Washington, DC and Puerto Rico. DMS acquired members will not be considered while determining the Bodenhamer Trophy winner.

PARADE POSITION AND CONVENTION HALL SEATING

(Flag Day—June)

The National Convention seating in the National Convention hall is determined based on the department's standing on the Flag Day membership report. DMS acquired members will not be considered while determining convention hall seating or parade position except as indicated below.

National Convention Parade position will be in the following order of priority:

A. Foreign Departments

In the order established for the domestic departments (see below) - followed by:

B. O. L. Bodenhamer Trophy Winner - awarded to that department whose standing is number one on the Flag Day (June 14th) membership report - followed by:

C. Domestic Departments (All other)

1. All departments that have achieved an all-time high **(with DMS)** for the current year by the June 14th membership report. They will be in the order of attainment - *followed by:*
2. All departments that have achieved an all-time high **(with DMS)** for the previous year in order of consecutive years of achievement - *followed by:*
3. All other departments in order of their appearance on the June 14th membership report **(without DMS) -** *followed by:*
4. The host department.

NATIONAL CONVENTION DELEGATE STRENGTH

Receipt Date: 30 days prior to the beginning of National Convention

National Headquarters must receive transmittals for delegate strength during normal business hours on or before 30 days prior to the beginning of National Convention.

Delegate strength is determined by total membership, including DMS members, in the hands of the National Treasurer 30 days prior to National Convention. Total number of delegates for each department is based on five delegates at large, one delegate for each 1,000 members or major fraction thereof, and the members of the National Executive Committee.

DEPARTMENT COMMANDER ALL-TIME HIGH AWARD

A specially cast All-Time-High ring will be awarded to the department commander, department adjutant, and department membership chairman of each department attaining a new all-time high membership (with DMS) for the current membership year by 30 days prior to the National Convention.

The National Commander reserves the right to award a different, but similar award to any commander, adjutant, or membership chairperson who has already received an all-time high ring.

DEPARTMENT HONOR RIBBON

Each department equaling or surpassing its previous year's final membership by opening day of the National Convention will receive an honor ribbon for its department colors.

MISCELLANEOUS TROPHIES AND AWARDS

PIONEER AWARD

The National Membership and Post Activities Committee created The Pioneer Award on May 5, 1965 so those involved directly with new post formation could be so recognized. However, the recognition and awarding of this citation are the responsibility of the new post.

The completed certification forms should be returned to department headquarters for approval prior to being forwarded to National Headquarters. All Pioneer Awards will be returned to department headquarters for proper presentation. The certification form is on page 28 of this manual.

FIVE OR MORE CONSECUTIVE YEAR ALL-TIME HIGH POST AWARD

Purpose of Report: To certify to National Headquarters those posts eligible to receive the Five (or more) Consecutive Year All-Time High Award. The citation may be ordered at any time for a qualifying post, but generally we suggest they be ordered about one month prior to the time planned for presentation (department convention, district convention, visit by department commander, etc.). Departments should check and ensure at the close of department books that all qualifying posts are certified. After a post has won the award for five consecutive years of all-time membership highs, it may continue to win the award each year thereafter as long as each year's membership sets a new all-time high.

Please list posts in numerical order. The certification form is on page 19 of this manual.

IMPORTANT NOTE: POST NAMES AND NUMBERS WILL BE PRINTED ON THE AWARD EXACTLY AS SHOWN ON YOUR REPORT. COSTS OF REPLACEMENT AWARDS RESULTING FROM AN INCORRECT REPORT WILL BE CHARGED TO THE DEPARTMENT.

GENERAL HENRI GOURAUD TROPHY AWARD

A plaque is awarded annually to that department in each of the six categories for first exceeding its national membership goal. These department categories will be the same as those used for determining Big Twelve winners, with one winner to be determined in each category.

FIVE OR MORE CONSECUTIVE YEARS ALL-TIME HIGH DEPARTMENT AWARD

All departments that by December 31st have an all-time high in membership for the current membership year, counting DMS, which represents five or more consecutive years, will receive a special plaque recognizing the number of consecutive years all-time high.

HENRY D. LINDSLEY TROPHY

All membership transmittals used in determining the winner of this plaque must be part of the March 31 turn-in and must be received at National Headquarters during normal business hours on or before March 31. The trophy is to be awarded to that department which on March 31 has attained the highest percentage of membership over its previous year's final membership, without counting DMS in either year.

NORTH CAROLINA TROPHY

This is a membership plaque for the departments other than the 50 state departments and the District of Columbia. The North Carolina Trophy is to be awarded to that department, which on March 31 has attained the highest percentage of membership over its previous year's final membership, without counting DMS in either year.

100% DISTRICT COMMANDER PIN

This special pin may be worn only by those Legionnaires who as district commanders accomplished at least 100 percent of their assigned district membership goals. These commanders may be nominated at any time during the calendar year. The certification form is on page 30 of this manual.

POST REVITALIZATION RECOGNITION LETTER

Individuals who assist in revitalizing a post will receive a recognition letter from the National Commander for their hard work. The revitalized post will receive a letter from the National Commander welcoming them back into The American Legion. The certification form is on page 31 of this manual.

NEW POST DEVELOPMENT PIN

The New Post Development Pin is available to members of The American Legion, American Legion Auxiliary and the Sons of The American Legion who assist with the initial start-up of a new post. These volunteers can be nominated for this pin at anytime during the year. The certification form is on page 32 of this manual.

DEPARTMENT MEMBERSHIP CHALLENGE

(Must be turned in to staff liaison)

Date_____

Department making challenge _____

Challenge directed to Department of _____

Official wording as to term and prizes (If not picked from list below): _____

_____

_____

Challenge based on the following membership performance as tabulated at National Headquarters:

(***Sample*** challenges—if desired, check appropriate item)

[ ] Highest numerical total membership
[ ] Highest percent of current year's goal
[ ] First to hit 100 percent of current year goal
[ ] Highest percent increase over previous year
[ ] Largest Reconnect event
[ ] Dept to hit most targets (Sept-May)
[ ] Dept to hit all targets (Sept-May)
[ ] Most new post charters

Challenge is based on appropriate information from:

[ ] Target date: _____ [ ] Membership report dated week of: _____

DMS acquired members will count [ ]; will not count [ ] in this challenge (Check one).

CHALLENGE BY:
Signature _____
Title _____
Department _____

ACCEPTED BY:
Signature _____
Title _____
Department _____

(CHALLENGES MUST CONTAIN THE SIGNATURES OF BOTH PARTIES)

NATIONAL WILL TABULATE THE RESULTS OF THE CHALLENGES AND NOTIFY BOTH WINNERS AND LOSERS.

CERTIFICATION FORM
POST HONOR RIBBON

Honor ribbons will be awarded to all posts whose membership, as of December 31, achieves an advance membership (for the year about to begin) equal to or exceeding the final membership for the year then ending.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

Please do not list posts—report only the total number of posts within the department, the total number qualifying for the honor ribbon, and the percentage qualifying.

The Department of _____ requests the following honor ribbons:

1. **Total number of posts within the department: _____.**
2. **Total number of posts qualifying for honor ribbon: _____.**
3. **Percentage qualifying (Line 2 divided by Line 1) _____%**

_____
Department Adjutant

_____
Department

DEADLINE IS JANUARY 31

CERTIFICATE OF MERITORIOUS SERVICE
POST ALL-TIME HIGH AWARD

This certificate is awarded to those posts which, by December 31st, have enrolled an advance membership for the year about to start equaling or surpassing the post's previous all-time high membership.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

DEADLINE: January 31st

Date _____

Please list posts in numerical order starting with No. 1

The Department of _____ requests citations for the following posts:

Name of Post/ Post No.	Location	All-Time High	No. of advance members Dec 31st

_____
Department Adjutant

_____
Department

DUPLICATE AS NECESSARY

CERTIFICATION OF POSTS EARNING FIVE CONSECUTIVE YEARS ALL-TIME HIGH AWARD

This award is for a citation to the post which has five or more consecutive years all-time high. Please note a minimum of five consecutive years is necessary to qualify, but a citation can be earned each year the post continues its all-time high performance after the fifth year.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

Please list posts in numerical order starting with No. 1

The Department of _____ requests citations for the following posts:

NAME OF POST AND NUMBER	**NUMBER OF CONSECUTIVE YEARS OF ALL-TIME HIGH MEMBERSHIP**		
	No. of Years	From	To
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

_____
Department Adjutant

_____
Department

DUPLICATE AS NECESSARY

CERTIFICATION FORM
DISTRICT COMMANDER
RACE-TO-THE-TOP AWARD

TO: The American Legion, Attn: Membership Division, P.O. Box 1055, Indianapolis, IN 46206

This is to certify the below listed district commander has attained at least 100 percent of the district's assigned membership objective by March 31, and we have transmitted the information to National for receipt by the APRIL TARGET DATE.

Competition will be divided into five categories based on the membership of the district without regard to geographic locations. District commanders will compete in each of the following categories based on the previous year's final totals.

Category I - Districts of 15 to 1,499
Category II - Districts of 1,500 to 2,999
Category III - Districts of 3,000 to 4,999
Category IV - Districts of 5,000 to 7,499
Category V - Districts of 7,500 and above

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

Name _____ District No. _____ Category: _____

Address _____ Phone: (____) _____

City, State, Zip _____

Previous year mbrshp. _____ Current year mbrshp. _____

Percentage of current year mbrshp. increase over previous years final mbrshp. _____

Number of Posts within the District: _____.

_____ _____ _____
Department Adjutant Department Date

MAIL TO REACH NATIONAL HEADQUARTERS ON OR BEFORE APRIL TARGET DATE - Other Race-to-the-Top information: page 8

NOMINATION FORM
"RECRUITER OF THE YEAR"

*** POST ADJUTANT SEND TO:**
DEPARTMENT HEADQUARTERS

**** DEPARTMENT ADJUTANT SEND TO:**
THE AMERICAN LEGION
ATTN: MEMBERSHIP DIVISION
P.O. BOX 1055
INDIANAPOLIS, IN 46206

In the Department of _____, the top new member recruiter of membership enrolled for current membership year as of May target date, and transmitted to National Headquarters is: **(PLEASE PRINT OR TYPE)**

1. NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
Phone (____) _____
Number of NEW MEMBERS enrolled (minimum 10): _____

(Attach list of names and ID numbers of new members)

Next Highest New Member Recruiter (Make additional copies if needed)

2. NAME _____ POST _____ MEMBER ID NO. _____
ADDRESS _____
CITY, STATE, ZIP _____
Phone (____) _____
Number of NEW MEMBERS enrolled (minimum 10): _____

(Attach list of names and ID numbers of new members)

_____ _____
Post Adjutant Date Department Adjutant Date

Mail to reach on or before:
*Department Headquarters: May Target Date
**National Headquarters: Last Day of May

CERTIFICATION FORM
DISTRICT COMMANDER NEW POST ACHIEVEMENT AWARD

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

This is to certify the below listed district commander has created _____new post(s) in District _____. This also certifies a new Post Temporary Charter is on file at National Headquarters.

NAME _____ DISTRICT NO. _____

ADDRESS _____

CITY, STATE, ZIP _____

NEW POST NO.(S) _____

_____
Department Adjutant

_____
Department

_____
Date

MAIL TO REACH NATIONAL ON OR BEFORE THE LAST DAY OF MAY (POST CHARTER APPLICATION MUST ALREADY BE ON FILE BY THE MAY TARGET).

See other new post achievement award - "Pioneer Award" information on page 14 of this manual.

CERTIFICATION FORM
DISTRICT COMMANDER ACHIEVEMENT AWARD
AND DISTRICT HONOR RIBBON

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

I certify the following information concerning district membership for the previous membership year and current membership year in this department is correct.

_____
Department Adjutant

_____
Department

_____
Date

NOTE: Report only those districts exceeding their previous year's membership by at least the number of posts in the district.

USE THIS FORM AS A COVER FOR ATTACHED SHEETS WITH THE FOLLOWING INFORMATION:

1.) District commander's name and address
2.) District name or number
3.) District final previous year membership as of December 31
4.) Number of posts in district
5.) District current year membership as of May target date

MAIL ON OR BEFORE LAST DAY OF MAY

CERTIFICATION FORM
GOLD BRIGADE NEW MEMBER RECRUITER AWARD

POST: RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT ON OR BEFORE THE MAY TARGET DATE

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by May target date. (Please attach the list of names with each nomination form).

First time qualifiers for the Gold Brigade receive:
a Gold Brigade cap pin, certificate, a Gold Brigade patch, and choice of a jacket, or sweater, or polo shirt with the Gold Brigade logo.

Second time qualifiers for the award receive:
a Gold Brigade certificate, patch, a "hash mark" for the sleeve, and the choice of either another Gold Brigade jacket, **or** sweater, **or** polo shirt with the Gold Brigade logo.

PLEASE CHECK THE APPROPRIATE BOX(ES):
This Gold Brigade award will be my:
[ ] A. First "Gold Brigade" award
[ ] B. Other (Specify 2nd or 3rd time qualified) _____

If you checked either box "A" or "B", circle one: jacket sweater polo shirt

(Circle size) Size: (S, M, L, XL, XXL, XXXL)

NAME _____ POST NO. _____

ADDRESS _____
City State ZIP
PHONE: (____) _____ Number of NEW MEMBERS enrolled (minimum 50) _____

_____ _____
Department Adjutant (signature) POST ADJUTANT (signature)

_____ _____
Date ADDRESS

_____
DATE (Cannot be after May Target Date)

USE ADDITIONAL SHEETS IF NECESSARY

DEPARTMENT REMINDER - Forward a copy of this form to the National Membership Division and a copy of the list of new members signed up to National Headquarters, on or before the last day of May.

CERTIFICATION FORM
GOLD BRIGADE
FIFTH CONSECUTIVE YEAR AWARD

Departments: Send to National Headquarters by last day of May.

The following member of the Department of _____ qualifies for the prestigious fifth consecutive year Gold Brigade award for enrolling fifty or more new members into The American Legion by the May target date.

A Legionnaire may only qualify for this award once every five years.
This Navy blue blazer replaces the gold blazer of previous years.

(Circle One)

Man's Blazer: (Cut) Short, Regular, Portly (Stout), Long, Extra Long, Extra Extra Long
PLEASE SPECIFY EVEN SIZES 34-54 _____ Size

Lady's Blazer: (Cut) Short, Regular, Long, Extra Long, Extra Extra Long
PLEASE SPECIFY EVEN SIZES 4-20 _____ Size

(Please Type or Print)

Name _____ Post No. _____ Mem. ID _____

Phone (_____) _____ Years of being a Gold Brigader 19____ - 20____

Certified:

_____
Department Adjutant (signature)

_____
Date

DEPARTMENT REMINDER - Forward a copy of this form to the National Membership Division and a copy of the list of new members signed up to National Headquarters, on or before the last day of May.

CERTIFICATION FORM
GOLD BRIGADE
SIXTH CONSECUTIVE YEAR OR MORE AWARD

The following member of the Department of _____ qualifies for the sixth consecutive year or more Gold Brigade award for enrolling fifty or more new members into The American Legion by May target date.

This award is a $150 check and a Master Recruiter Legion cap, along with a Gold Brigade plaque, cap pin, and hash mark.

Note: Please type or print; make sure <u>all</u> of the information below is complete to help avoid processing delays.

Name: _____ Member ID#: _____

Phone: _____ Post #: _____ Post City: _____

Years qualifying for Gold Brigade: _____

Number of NEW MEMBERS enrolled (minimum 50): _____

Please specify crown type (Regular, Fort Knox, Women's crown): _____

Please specify (Lined or Unlined): _____ Cap size: _____

Mandatory Insignia (Y/N): _____ If yes, please list: _____

Certified:

_____
Department Adjutant (signature)

_____
Date

DEPARTMENT REMINDER - Forward a copy of this form to the National Membership Division and a copy of the list of new members signed up to National Headquarters, on or before the last day of May.

CERTIFICATION FORM
SILVER BRIGADE NEW MEMBER RECRUITER AWARD

POST: RETAIN COPY FOR YOUR RECORDS
SEND TO: DEPARTMENT HEADQUARTERS ON OR BEFORE MAY TARGET DATE

The following member in the Department of _____ qualifies for the Silver Brigade Award for enrolling 25 to 49 **NEW MEMBERS** into The American Legion by May target date.

Silver Brigaders receive a silver pin and a silver certificate.

NAME _____ POST NO. _____

ADDRESS _____
City State ZIP

PHONE: (____) _____ Number of NEW MEMBERS enrolled (25 to 49) _____

_____ _____
Department Adjutant (signature) POST ADJUTANT (signature)

_____ _____
Date ADDRESS

_____
USE ADDITIONAL SHEETS IF NECESSARY DATE

DEPARTMENT REMINDER - Forward a copy of this form to the National Membership Division and a copy of the list of new members signed up to National Headquarters, on or before the last day of May.

THE AMERICAN LEGION PIONEER AWARD

Post Commander:
Post Adjutant:

The American Legion has authorized issuance of a citation titled "The American Legion Pioneer Award." Your post may make nominations for this award immediately after securing a temporary charter.

This award is a means of recognition for an individual who has made the greatest contribution in helping to get your post chartered and insuring a successful operation.

You can play an important role in giving proper recognition both to the nominee and to your post. If your post has someone to nominate, please complete the information below and return to your department headquarters for certification and forwarding to National Headquarters.

_____ Post No._____ located at_____
Department of _____, was chartered on_____, 20_____
Nomination for The American Legion Pioneer Award is hereby made for: _____
_____
Post No. _____ feels the above nominee deserves the Pioneer Award because:
_____
_____
_____

ATTEST:

_____
Post Commander

_____
Post Name and Number

_____
Address

_____ _____
Post Adjutant City and State (ZIP)

The above information is certified as correct:
Date _____, 20____

_____
Department Adjutant

_____
Department

DUPLICATE AS NECESSARY

CERTIFICATION OF DEPARTMENTS ACHIEVING ALL TARGET DATES DURING THE MEMBERSHIP YEAR

This recognition is for any department meeting or exceeding each target date up to and including the May (100 percent) membership target date published for the National Points Awards Program for the current membership year. The National Commander or a member of his staff will recognize the department during the National Convention for meeting all targets using traditional membership methods.

Department adjutants must nominate their departments before the Delegate Strength reporting date, approximately thirty days before the beginning of the National Convention.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

The Department of _____ requests recognition at the National Convention for meeting all target dates for the membership year.

Target Month:	Target:	Actual:
September	**50%**	_____
October	**55%**	_____
November	**65%**	_____
December	**75%**	_____
January	**80%**	_____
February	**85%**	_____
March	**90%**	_____
April	**95%**	_____
May	**100%**	_____

ADJUTANT _____ DEPARTMENT _____

CERTIFICATION FORM
100% DISTRICT COMMANDER PIN

This recognition, in the form of a specially designed cap/lapel pin and certificate, is for any district commander (or similar county or parish commander) who accomplishes 100 percent of his or her assigned membership goal by December 31st of the membership year.

Department adjutants may nominate their district commanders by name at any time before January 31st of the following membership year, and may use this form at any time to certify one or more winners.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

The Department of _____ requests 100 % District Commander Pins for the following district commander(s) for meeting or exceeding assigned membership goals for membership year _____.

Commander	District	#Goal	#Attained

ADJUTANT _____ **DEPARTMENT** _____

DUPLICATE AS NECESSARY

Pins and certificates will be shipped directly to the department for presentation at an appropriate ceremony.

CERTIFICATION FORM
POST & DISTRICT REVITALIZATION RECOGNITION LETTER

These letters are awarded to the revitalized post and those individuals who assisted in the revitalization effort.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

The Department of _____ requests a "Welcome Back" letter for Post_____:

Name of individual(s) who assisted in the revitalization of this post.

_____

_____

_____

_____

_____

_____

_____

_____
Department Adjutant

_____
Department

DUPLICATE AS NECESSARY

Letters will be shipped directly to the department for presentation at an appropriate ceremony.

CERTIFICATION FORM
NEW POST DEVELOPMENT PIN

This recognition, in the form of a specially designed cap/lapel pin, is for any individual who assists in starting a new post.

Department adjutants may nominate these individuals by name at any time once the temporary charter has been submitted.

TO: The American Legion
Attn: Membership Division
P.O. Box 1055
Indianapolis, IN 46206

Date _____

The Department of _____ requests New Post Development Pins for the following individual(s) for assisting in the development of Post _____.

Name of individual(s) who assisted in starting this new post.

_____

_____

_____

_____

_____

ADJUTANT _____ **DEPARTMENT** _____

DUPLICATE AS NECESSARY

Pins will be shipped directly to the department for presentation at an appropriate ceremony.