

**THE AMERICAN LEGION - DEPARTMENT OF OREGON**

**2020-2021 QUESTIONNAIRE**

**NUMBER 14 – “ADJUTANT OF THE YEAR”**

**COMPLETED FORM DUE AT DEPARTMENT BY MAY 15, 2021.**

Please Print or Type

Post Name \_\_\_\_\_ Post No. \_\_\_\_\_  
Number of members in Post \_\_\_\_\_ Date \_\_\_\_\_

**NAME** \_\_\_\_\_

This traveling trophy will be presented annually at the Department Convention. The recipient of the award will be determined by the Department Headquarters Staff. When reviewing the work done by the Adjutant, the size of the Post and the area involved will be taken into consideration. A certificate will be presented to the Home Post of the recipient Adjutant for the year of the award. At the time of the award presentation a personal plaque will be presented to the winning Adjutant.

**FILL IN THE FOLLOWING INFORMATION**

1. Is the Post Adjutant salaried? Yes \_\_\_\_\_ No \_\_\_\_\_
2. The Adjutant has served since Installation of Officers in **2020**?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, explain:
3. The Adjutant attends the following:
  - a. Post meetings Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. District meetings Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. Department Conventions Yes \_\_\_\_\_ No \_\_\_\_\_
4. When unable to attend Post meetings, the Adjutant makes available to his/her replacement or the Post Commander, the previous Post meeting minutes and all necessary correspondence, old and new business to be brought up?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Upon receiving a member's dues (new or renewal) the Adjutant will promptly mail the membership card and free insurance form (when applicable) to the member? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Submits to Department in a prompt manner, correctly processed membership cards? Yes \_\_\_\_\_ No \_\_\_\_\_
  
7. Write a statement in your own words explaining why you believe your Post Adjutant is Oregon's best Post Adjutant. Include significant achievements made by the nominee while performing the duties of Post Adjutant; also list his/her Legion activities other than the duties of an Adjutant. List civic or other activities other than The American Legion.

Commander \_\_\_\_\_  
Signature

Other Post Officer \_\_\_\_\_  
Signature

Judged by Department Adjutant