

2021-2022 District Officers

A photocopy of the "DD-214" or equivalent and Minutes of the District meeting showing the election of officers must accompany this report for ALL unless previously submitted.

District # _____

Date _____

NEW DISTRICT COMMANDER

Name _____ Post # _____

Membership # _____

Address _____ City _____ Zip Code _____

Res. Phone # _____ Cell # _____

Email _____

NEW DISTRICT ADJUTANT

Name _____ Post # _____

Membership # _____

Address _____ City _____ Zip Code _____

Res. Phone # _____ Cell # _____

Email _____

NEW VICE COMMANDER

Name _____ Post # _____

Membership # _____

Address _____ City _____ Zip Code _____

Res. Phone # _____ Cell # _____

Email _____

NEW DISTRICT JUDGE ADVOCATE

Name _____ Post # _____
Membership # _____
Address _____ City _____ Zip Code _____
Res. Phone # _____ Cell # _____
Email _____

NEW DISTRICT FINANCE OFFICER

Name _____ Post # _____
Membership # _____
Address _____ City _____ Zip Code _____
Res. Phone # _____ Cell # _____
Email _____

The Department will need this information for their records at Headquarters as soon as possible after the election at your District Causes.

Please complete the information and send it to the address below.

The American Legion
Department of Oregon
P.O. Box 1730
Wilsonville, OR 97070

DISTRICT OFFICER NOTIFICATION FORM

Change/New Replacement

This form is important and should be sent to Department Headquarters any time there is a change in District Officers:

District _____

Retiring Officer of Record:

Commander ___ Adjutant ___ Other ___ (Please state office held) _____

NAME _____ Member ID Number _____

New Officer of Record:

Commander ___ Adjutant ___ Other ___ (Please state office held) _____

NAME _____ Member ID Number _____

Mailing Address: _____ City _____ OR. Zip Code _____

Home Phone: ___ - _____ Business Phone ___ - _____

E-Mail : _____ FAX Number ___ - _____

Effective date of change: _____

Signed: _____

Commander or Adjutant

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2021-2022 District Officers
INSTALLATION & CERTIFICATION OF SERVICE RECORD OF AMERICAN LEGION OFFICIALS
NOTE: DO NOT REPORT "As previously Reported". Information must be complete This information is required by National.

District No: _____

OFFICE	NAME	MEMBER ID NUMBER	DATE OF ENLISTMENT	DATE OF DISCHARGE	BRANCH OF SERVICE	Serial SSN (Last 4 Digits)
COMMANDER						
VICE COMMANDER						
VICE COMMANDER						
ADJUTANT						
FINANCE OFFICER						
CHAPLAIN						
HISTORIAN						
SERVICE OFFICER						
JUDGE ADVOCATE						
SERGEANT-OF-ARMS						

Pursuant to the action of the 13th Annual National Convention of The American Legion at Detroit, Michigan, September 24, 1931, I have examined the service records and election results, verifying the eligibility of each of the above officials who have been duly elected/appointed and installed to serve the ensuing year.

Certified by _____

Installed by: _____
 (Signature and title)

Date: _____

Certified by _____

NOTE This report to be received in Department Headquarters as soon as elections and installations are complete.
 Send 1 copy to Department Headquarters and keep 1 copy for your Records.

DISTRICT COMMITTEES

COMMITTEE	NAME	ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
AMERICANISM				
CHILDREN & YOUTH				
COMMUNITY SERVICE				
JUNIOR SHOOTING SPORTS				
MEMBERSHIP				
POST ACTIVITIES				
VET'S AFFAIRS & REB.				
BOY SCOUTS				
BOYS STATE				
CADET LAW OFFICER				
ECONOMICE EMPLOYMENT				
LEGION BASEBALL				
LEGISLATIVE				
NATL. SEC/FOREIGN/ROTC				
ORATORICAL				
PUBLIC RELATIONS				
SON'S OF THE AMERICAN LEGION				

CERTIFIED BY DISTRICT COMMANDER/ADJUTANT SIGNATURE _____ DATE _____

The American Legion
2021 - 2022
Annual Constitution and By-Laws
Review
DISTRICT

District _____ Constitution and By-Laws were reviewed on _____

By District Commander _____

And found to be current and in compliance with The American Legion
National, Department of Oregon, and District Constitution and By-Laws', and
as such require no changes at this time.

District Commander Signature _____ Date _____

District Adjutant Signature _____ Date _____

**** Due Date is May 15, 2022 ****

**DISTRICT COMMANDER'S RECOMMENDATIONS
FOR DEPARTMENT CONVENTION COMMITTEE APPOINTMENTS
(COMMITTEE ON COMMITTEE FOR DEPARTMENT CONVENTION)
(Must be a delegate to the State Convention)**

DISTRICT _____

REPORT DUE TO DEPARTMENT HEADQUARTERS BY **JUNE 8, 2022**

	DELEGATE	ALTERNATE
AMERICANISM	_____	_____
CONSTITUTION, BY-LAWS & INTERNAL AFFAIRS	_____	_____
LEGISLATIVE	_____	_____
FINANCE	_____	_____
MEMBERSHIP & POST ACTIVITIES	_____	_____
PUBLIC RELATIONS & PUBLICATIONS	_____	_____
RESOLUTIONS	_____	_____
REHABILITATION VA&R	_____	_____
CHILDREN & YOUTH	_____	_____
TIME & PLACE (CONVENTION LOCATION)	_____	_____

DATE _____

Signed _____
District Commander

Please list only elected delegates to Department Convention, if you do not have enough delegates to fill all of the positions, please leave alternates' blank.

**The American Legion
Department of Oregon
Certification of Eligibility for Post Officers**

Pursuant to the action of Resolution Number 5 from the May 9 - 10, 2018 Spring Meeting of the National Executive Committee of The American Legion in Indianapolis, Indiana. I have enclosed a copy the service record (DD 214) of each of the following officers who have been duly elected or appointed to serve as Post ____ Officers for the year 20__ to 20__:

Position	Name	Member ID	Date of Enlistment	Date of Discharge/Retirement	Branch
Commander					
1st Vice CDR					
2nd Vice CDR					
Adjutant					
Finance Officer					
Chaplain					
Sgt At Arms					
Executive Board (E-Board)					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					

I hereby certify that each of the above officers are eligible for membership in the American Legion.

YOU MAY DUPLICATE FORM AS NECESSARY

Post Adjutant



★ NATIONAL HEADQUARTERS ★ PO BOX 1055 ★ INDIANAPOLIS, INDIANA 46206 ★
(317) 630-1200 ★ FAX (317) 630-1223 ★



OFFICE OF THE
NATIONAL JUDGE ADVOCATE

Certification of Eligibility for American Legion Officers

Pursuant to the action of the 2018 Spring Meetings of the National Executive Committee of The American Legion, every officer of The American Legion must provide satisfactory evidence of their honorable service during prescribed a timeframe thereby establishing one's eligibility for membership in The American Legion.

This certification is carried out as follows:

- (a) Eligibility documents of post officers submitted and certified by their department adjutant.
- (b) Eligibility documents of department officers submitted and certified by their department adjutant with notification to the National Adjutant.
- (c) Eligibility documents of national officers, National Executive Committeemen, Alternative National Executive Committeemen, commission chairman and committee chairman submitted to the National Judge Advocate for an initial review, certified by the National Adjutant and reported to the National Executive Committee.

The form for providing certification of eligibility of officers described above is attached. It is recommended you reproduce this form and submit it to all posts in your department for their use in certifying eligibility of post officers to your department headquarters. It is also recommended you forward the completed department specific form to National Headquarters as soon after your department convention as possible.

KEVIN J. BARTLETT, J.D.
National Judge Advocate

**NATIONAL EXECUTIVE COMMITTEE
OF
THE AMERICAN LEGION
Indianapolis, Indiana
May 9-10, 2018**

**Resolution No. 5: Officer and Chairman Certification of Service
Origin: Internal Affairs Commission
Submitted By: Internal Affairs Commission**

WHEREAS, The Certification of Service Record of American Legion Officers has been in effect since October 20, 1931 pursuant to Resolution 591 adopted by the Thirteenth National Convention in 1931; and

WHEREAS, It is advisable to update the recommendations of Resolution No. 591 of 1931; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on May 9-10, 2018, That it is required that before the induction into office, every officer and national chairman of The American Legion provide satisfactory evidence of honorable military service proving eligibility for membership in The American Legion as follows:

(a) Eligibility for American Legion membership of post officers will be certified by their post adjutant with notification to their department adjutant;

(b) Eligibility for American Legion membership of department officers will be certified by their respective department adjutants with notification to the national adjutant; and

(c) Eligibility for American Legion membership of national officers, National Executive Committeemen, Alternate National Executive Committeemen, commission chairman and committee chairman, after an initial review by the national judge advocate, will be certified by the national adjutant and reported to the National Executive Committee; and, be it further

RESOLVED, That any member with aspirations of future national leadership in The American Legion may, at any time, submit one's proof of eligibility for American Legion membership to the office of the national judge advocate; and, be it finally

RESOLVED, That Resolution No. 591, Certification of Service Record of American Legion Officers, passed by the Thirteenth National Convention in 1931 is hereby superseded and rescinded.

District CMDR Post Inspection

Post _____

Rating schedule

0 - No participation

1 - Poor

2 - Below Average

3 - Average

4 - Above Average

5 - Excellent

	0	1	2	3	4	5
1. Follows principles of Preamble?	_____	_____	_____	_____	_____	_____
2. Has good youth programs?	_____	_____	_____	_____	_____	_____
3. Members are interested and active?	_____	_____	_____	_____	_____	_____
4. Is a real asset to the community?	_____	_____	_____	_____	_____	_____
5. Post is a community center?	_____	_____	_____	_____	_____	_____
6. Veterans needing help are helped?	_____	_____	_____	_____	_____	_____
7. Has businesslike operation?	_____	_____	_____	_____	_____	_____
8. Is a friendly place to be?	_____	_____	_____	_____	_____	_____
9. Is well thought of in community?	_____	_____	_____	_____	_____	_____
10. Is well thought of by Veterans?	_____	_____	_____	_____	_____	_____

TOTAL POST SCORE _____

DATE OF AUDIT _____

Overall rating (assessment) from Post total

0-4	Dead
5 -14	Poor
15 - 24	Below Average
25 - 34	Average
35 - 44	Above Average
45 - 50	Excellent

POST ANALYSIS

The American Legion Department of _____

Post _____ # _____ Location _____

Date of visit _____ By _____ Title _____

Name of commander _____ Adjutant _____

Last review of Consolidated Post report? _____

COMMITTEES	Committee Appointed		Achieved last year's goal		Number of Events
	Yes	No	Yes	No	
Americanism	_____	_____	_____	_____	_____
Membership	_____	_____	_____	_____	_____
Children & Youth	_____	_____	_____	_____	_____
Veterans Affairs & Rehabilitation	_____	_____	_____	_____	_____
Veterans Employment & Education	_____	_____	_____	_____	_____
National Security	_____	_____	_____	_____	_____
Boy Scouts	_____	_____	_____	_____	_____
Boys State (# of last year's participants)	_____	_____	_____	_____	_____
Legion Baseball	_____	_____	_____	_____	_____
Oratorical (# if last year's participants)	_____	_____	_____	_____	_____
Other committees	_____	_____	_____	_____	_____
Community patriotic observances	_____	_____	_____	_____	_____

MEMBERSHIP

Goal _____ To date _____ Last Year _____ Renewal rate of membership last year _____

Describe the general conduct of the meeting _____

How could post meetings better attract members to attend? _____

Average attendance at _____ How often does post meet? _____ Dates _____
at post meetings _____

How often does the post executive committee meet? _____

Does the post have a five-year strategic plan? _____ When was it last reviewed? _____

In your opinion, what can be done to assist this post? _____

Does post leadership attend district meetings? _____

Does post leadership attend department conferences and conventions? _____

Does post have fundraising plan to ensure post programs remain vibrant? _____

Signed (post officer) _____ Title _____

Signed (department representative) _____ Title _____

District/Post request for Department Commander Visitation

ALL REQUESTS SHOULD HAVE 45 DAYS NOTICE

SEND ALL REQUESTS TO: **The American Legion
Department of Oregon
PO Box 1730
Wilsonville, OR 97070-1730
(503) 685-5006 (fax) (503) 685-5008**

District# _____ Post# _____ Commander/Adjutant _____
Reason for request: Post Meeting _____ District Meeting _____ Installation _____
Awards Ceremony _____ Dinner/ Banquet _____ Other (Specify) _____
Date of function _____ Time (AM or PM) _____
Location of Function (address & phone #) _____
Does the event include The American Legion Auxiliary: _____ S.A.L.: _____
If the Commander is not available on the requested date, will the Department
Vice- Commander or another representative be acceptable? Yes _____ No _____
What role will the Department Commander or representative play during function?
Main Speaker _____ Greetings from Department _____ Guest/Observer _____ Other _____
Has the news media been contacted? Yes _____ No _____
Has event received PR in Post and or District? Yes _____ No _____
Have any other Department Officers or representatives been contacted: Yes _____
No _____ If yes: Who _____
If the function includes a dinner or banquet, will the Commander or representative
be expected to pay? Yes _____ No _____
Will their spouse or traveling companion? Yes _____ No _____
(These two questions are asked solely to avoid awkward situations for all
concerned)

Local Contact Person: _____ Phone: (____) _____

Whenever possible, visits by the Department Commander will be coordinated with other Posts or Districts in the area to economize on the travel of the Commander and to maximize the efficiency of the Commander to make as many visits as possible during his tour.