THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 14 – "ADJUTANT OF THE YEAR"

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

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 the Installation of Officers in **2022**?
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. Promptly submits to Department, 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