



SON'S OF THE AMERICAN LEGION ADJUTANT OF THE YEAR

NUMBER 32 – “SAL ADJUTANT OF THE YEAR”

Completed Form Due to The American Legion Department May 1 Annually

**Department of Oregon
PO Box 1730
Wilsonville, OR 97070**

Please Print or Type

Squadron Name _____ Sqdn No. _____

Number of members in Squadron _____ Date _____

NAME _____

This traveling trophy will be presented annually at the Detachment Convention. The recipient of the award will be determined by the Detachment Headquarters Staff. When reviewing the work done by the Adjutant, the size of the Squadron and the area involved will be taken into consideration. A certificate will be presented to the Home Squadron 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 Squadron 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. Squadron meetings Yes _____ No _____
 - b. District meetings Yes _____ No _____
 - c. Detachment Conventions Yes _____ No _____
4. When unable to attend Squadron meetings, the Adjutant makes available to his/her replacement or the Squadron Commander, the previous Squadron 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 Detachment, correctly processed membership cards.
Yes ____ No ____

7. Write a statement in your own words explaining why you believe your Squadron Adjutant is Oregon's best Squadron Adjutant. Include significant achievements made by the nominee while performing the duties of Squadron 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 Officer _____
Signature

Judged and presented by Detachment Adjutant