



The American Legion

Department of Oregon

2023-2024

Trophy & Awards

Questionnaires

TROPHY AND AWARDS QUESTIONNAIRE

**DO NOT SEND IN BLANK
QUESTIONNAIRES**

Please pay attention to the *DUE* dates on each questionnaire - they are all different.

If you do not submit your questionnaires on time they will not be able to be judged.

- **Due back to the Department on or before April 15th**
Unity Award
- **Due back to the Department on or before May 15th**
Distinguished Legionnaire of the Year
- **Due at the State Convention at noon on Thursday**
Post-History Book
- **Due back to the Department on or before May 1st**
Scouting
Cub Scout
Older Scout

Junior Marksmanship
Public Relations
Ritual Team
Color Guard
Honor Guard
Adjutant of the Year
Back to God
Service Officer of the Year
Rehabilitation
Hunter Safety
Vet-Grenada, Lebanon, Panama, Persian Gulf/War on
Terror
Teacher of the Year
Children & Youth Narrative & Consolidated Post Reports
Chaplain of the Year
Legion Rider of the Year
Legion Rider Charter of the Year
SAL Dual Member of the Year
SAL Member of the Year
SAL Adjutant of the Year
SAL Chaplain of the Year

• **Due back to the Department on or before May 15th**

Americanism
Boys State
Blood Donor Program
Community Service
Post Newsletter

LIST OF QUESTIONNAIRES

1. AMERICANISM
2. BOYS STATE
3. BLOOD DONOR PROGRAM
4. SCOUTING
5. CUB SCOUTS
6. OLDER SCOUTS
7. COMMUNITY SERVICE
8. JUNIOR MARKSMANSHIP
9. LEGIONNAIRE OF THE YEAR
10. PUBLIC RELATIONS

11. RITUAL TEAM
12. COLOR GUARD
13. HONOR GUARD
14. ADJUTANT OF THE YEAR
15. HISTORY BOOK
16. BACK TO GOD
17. SERVICE OFFICER OF THE YEAR
18. REHABILITATIONTION
19. HUNTER SAFETY
20. VETERANS - GREENDA, LEBANON, PANAMA &
PERSIAN GULF/WAR ON TERROR
21. TEACHER OF THE YEAR
22. CHILDREN AND YOUTH NARRATIVE
23. CHAPLAIN OF THE YEAR
24. POST NEWSLETTER
25. THE UNITY AWARD
26. LEGION RIDER OF THE YEAR
27. LEGION RIDER CHAPTER OF THE YEAR
28. FIREFIGHTER OF THE YEAR (Due December)

- 29. LAW ENFORCEMENT OF THE YEAR (Due December)**
- 30. SAL Dual Member of the Year**
- 31. SAL Member of the Year**
- 32. SAL Adjutant of the Year**
- 33. Sal Chaplain of the Year**

If you have any questions, please contact Marty Manard Trophy &
Awards Chairperson

at 971-373-1954

or email martymanard70@gmail.com

email the Department Adjutant adjutant@orlegion.org

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 1 - AMERICANISM

COMPLETED FORM DUE AT DEPARTMENT BY MAY 15, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post: _____ Date: _____

1. Were American Legion School Award medals presented by Post? Yes ___ No ___

How many to: Senior HS ___ Junior HS ___ Elementary ___ Total _____

2. Did the Post sponsor an "Oratorical Contest?" Yes ___ No ___

a. How many contestants participated in local contests? _____

b. Did the winner advance into contests in District Contest: Yes ___ No ___

How many ___

Area: Yes ___ No. ___ State: Yes ___ No ___ National: Yes ___ No ___

3. Did the Post conduct a campaign on Flag Education? Yes ___ No ___

a. Were there any Flag presentations? Yes ___ No ___ How many _____

b. Did the Post provide any Flags? Yes ___ No ___ To schools _____

Parks ____, Cemeteries ____, Hospitals ____, Public Buildings ____, etc. _____

4. Did your Post sponsor a Flag placement and removal program in your Community?

Holidays Yes ___ No ___ Street Display Yes ___ No ___

Cemetery Flags Yes ___ No ___

5. Did Post sponsor and/or participate in Patriotic observances? Yes ___ No ___

Independence Day ____, Veterans' Day ____, President's Day ____, Thanksgiving ____,

Flag Day ____, Christmas ____, Legion Birthday ____, Memorial Day ____,

Oregon Statehood Day ____, Others not listed _____.

6. Did the Post participate in the Scouting Program? Yes ___ No ___

7. Did the Post observe "American Education Week"? Yes ___ No ___

8 Did the Post participate in Boys State Program? Yes ____ No ____

9 Did the Post participate in the Halloween Safety Program? Yes ____ No ____

10 Did the Post participate in the Junior Shooting Sports Program? Yes ____ No ____

11 Did the Post participate in Law Enforcement Career Camp Program? Yes ____ No ____

Please describe the programs that the Americanism activities your Post has done above.

Attach additional sheets if necessary. Show the Post number, Questionnaire title, and item number from this page, to which the additional information applies. BE SURE to index your supplemental sheets and place them in the same order as the preceding questions.

Commander _____
Signature

Adjutant _____
Signature

TROPHIES TO BE PRESENTED

- Posts 15 to 100
- Posts 101 to 250
- Posts 251 to 500
- Posts 501 to 750
- Posts 751 and up

Judged and presented by Americanism Commission

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 2 – BOYS STATE PROGRAM

COMPLETED FORM DUE AT DEPARTMENT BY MAY 15, 2023.

Please Print or Type

Post Name _____ Post No. _____
Number of members in Post: _____ Date: _____

- 1. How many boys did your Post send to Boys State? _____
 - A. How many boys did your Post sponsor? _____
 - B. How many boys had outside sponsorship? _____

2. List names of outside sponsors:

- 3. List all available schools in your area: Did your Post contact them?
 - A: _____ Yes ___ No ___
 - B. _____ Yes ___ No ___
 - C: _____ Yes ___ No ___
 - D. _____ Yes ___ No ___
 - E. _____ Yes ___ No ___

4. List the school faculty member(s) contacted in person by your Post committee.
School A _____
School B _____
School C _____
School D _____
School E _____

- 5. Were your boys interviewed by your Post committee before selection? Yes ___ No ___

- 6. Did your Post request the services of school counselors to help in selecting the boys?
Yes ___ No ___

7. What criteria is used to select your boys? (Class standing, School leadership, Community Involvement, School, City, etc. _____

8. How many boys wrote letters of appreciation to their sponsors? _____
9. Does your Post have an orientation program to provide information to the boys?
Yes ___ No ___
- A. How many boys attended? _____ B. How many parents attended? _____
- C. Post Representative? _____ D. Outside Sponsors? _____
- E. Others? _____

Number 2 Boys State Program

10. Does your Post have a recognition program for the Boys? Yes ___ No ___
- A. Which of the following were invited to attend and how many did attend?
1. Sponsors Yes ___ No ___ Number Invited _____ Attended _____
2. School Officials Yes ___ No ___ Number Invited _____ Attended _____
3. Community Leaders Yes ___ No ___ Number Invited _____ Attended _____
4. Media Yes ___ No ___ Number Invited _____ Attended _____
5. Family Yes ___ No ___ Number Invited _____ Attended _____
6. Post Members Yes ___ No ___ Number Invited _____ Attended _____
7. Others (List) Yes ___ No ___ Number Invited _____ Attended _____

Total in attendance _____

11. Did any of your Citizens get elected to a Boys State Office? Yes ___ No. ___
- Name: _____ Office Elected to _____
- Name: _____ Office Elected to _____

12. List your Citizens selected as Junior Counselors:
- _____
- _____
- _____
- _____

13. Did one of your Citizens get selected to go to Boys Nation? Yes ____ No____
Name _____

14. How many Legionnaires from your Post attended or visited Boys State? _____

Commander _____ Adjutant: _____

Signature

Signature

TROPHIES TO BE PRESENTED

Posts 15 to 150

Posts 151 to 500

Posts 501 and up

TROPHIES PRESENTED AT BOYS' STATE

Bob Holmes Leadership Award	To the Counselor identified as the inspirational leader.
Bob Fawcett JC Leadership Award	To the Junior Counselor displaying leadership, personal skills, and responsibility
Grady Bourell Award	To the Senior Counselor displaying futuristic leadership, while exemplifying the spirit of the program.
Governor	Elected by Citizens
First Citizen	Selected by Staff
Boys Nation Representative (two)	Selected by Staff

Note: Add additional pages as necessary to complete any of the above questions. You are encouraged to submit any information about your sponsorship and participation in this program that you have available. Samples of additional information might include any of the following:

- Copies of published articles in local papers (to include pictures).
- Copy of Citizen letter of appreciation to sponsor.
- Copy of recognition letter or certificates provided to sponsors by the Post.
- Photographs that support recognition of the program
- List of participants for Orientation and/or Recognition programs.
- Award presentations at Schools, City Hall, etc.

Judged and presented by Boys State Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 3 – BLOOD DONOR

COMPLETED FORM DUE AT DEPARTMENT BY MAY 15, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post: _____

Date: _____

BLOOD DONOR SERVICE TROPHY

1. Number of Blood Drives Hosted/Co-Hosted by Post?

Date	No. Prospective Donors	Productive Units collected.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The number of Post and Unit members who:

A. Gave Blood _____

B. Worked in Donor Centers doing escort service, greeting/registering/recording?

Refreshment service and who provided cookies, posted signs, and advertised?

Assisted in loading and unloading supplies and equipment. _____

3. The number of man-hours of service donated to The Blood Program by Post and Unit Members. _____

4. The Total number of miles traveled **by** Legion/Auxiliary and/or donor. _____

Attest: Commander _____ Adjutant: _____
Signature Signature

Category of Post Size

- Category 1: Posts with membership 15-150
- Category 2: Posts with membership 151-300
- Category 3: Post with membership 301-450
- Category 4: Posts with membership 451 and UP

**Judged and presented by National Security Commission
Blood Donor Program**

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 4 – SCOUTING PROGRAM

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date _____

SCOUTING PROGRAM AWARD: TROOP # _____

This Award for the most outstanding Scouting Troop regardless of gender will be granted to the Post whose Troop shows the greatest accomplishment during the current year on the following basis.

Please make out a separate report for each troop the Post sponsors.

Did the Post sponsor a Scouting Troop this year? Yes ____ No ____

What is the Troop Number? _____

1. TRAINING: Has the Scoutmaster had both The Outdoor Experience and Scouting Scoutmaster training? Yes ____ No ____
Is the Scoutmaster Wood Badge trained? Yes ____ No ____
Are all registered adults Youth Protection trained? Yes ____ No ____
2. LEADERSHIP: Does the Troop have one or more Assistant Scoutmasters registered, trained, and active? Yes ____ No ____
3. OUTDOOR ACTIVITIES: Did the troop conduct six highlight activities (such as hikes, campouts, trips, tours, etc.) and attend a Scouting of America long-term camp? May be done Virtually. Yes ____ No ____
4. ON-TIME CHARTER RENEWAL: Did the troop renew its charter on time as required by the Council timeline? Yes ____ No ____
5. PLANNED PROGRAM: Did the Troop Patrol Leaders Council conduct an annual program planning conference, publish an annual Troop program calendar and present it to all the parents at a family activity? Yes ____ No ____
6. SERVICE PROJECT: Did the Troop conduct a service project this year, preferably for the chartered organization or community? Yes ____ No ____

- 7. SCOUT LIFE: What was the percentage of Scouts receiving Scouts Life Magazine?
Percent _____
- 8. MEMBERSHIP: Did the Troop have an increase in membership this year? Yes ____ No ____
Number of Scouts at the beginning of the year _____ Number of Current Members _____
- 9. PATROL METHOD:
Did the Troop conduct Troop Junior Leader Training as outlined in the Scoutmasters Handbook and hold Monthly Patrol Leaders Council meetings? Yes ____ No ____
- 10. PARTICIPATION: Did the Troop participate in any Council or District Activities, such as Camporee? May be done Virtually Yes ____ No ____

**PROVIDE NARRATIVE
USE EXTRA SHEETS AS NECESSARY**

- 11. FINANCIAL SUPPORT: Did the Post provide financial support for the Troop?
Yes ____ No ____ Please provide amount \$ _____

Commander _____ Adjutant _____
Signature Signature

Judged and Presented by Scouting Committee



**THE AMERICAN LEGION - DEPARTMENT OF OREGON 2022-2023 QUESTIONNAIRE
NUMBER 5 – CUB SCOUT PROGRAM**

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post _____

Date _____

CUB SCOUT PROGRAM

This award for the most outstanding Cub Scout Pack will be granted to the Post whose pack shows the greatest accomplishment during the current year on the following basis.

[Make out a separate report for each pack of the Post sponsors.](#)

Did the Post sponsor a Cub Scout Pack this year? Yes ___ No ___
Pack Number _____

1. TRAINING: Has the Cubmaster and at least 50 percent of the Den Leaders and Webelos Den Leaders taken CD19 Position Specific online training for their current positions?
Yes _____ No _____

Have all registered adults passed Youth Protection training? Yes ___ No ___

2. LEADERSHIP: Does the pack have one or more Assistant Cubmaster (s) registered, trained, and active? Yes _____ No _____
3. OUTDOOR ACTIVITIES: Did the pack participate in one or more of the following experiences: Scout Day Camp, Resident Camp, Family Camp, Webelos Den overnights, and /or other activities conducted or approved by the District or Council? May be done Virtually. Yes ___ No ___
4. ON-TIME CHARTER RENEWAL: Did the pack complete its charter renewal on time as required by the Council timeline? Yes _____ No _____

5. PACK MEETINGS: Did the pack hold at least nine pack meetings this year, including at least one during the summer? May be done Virtually. Yes ___ No ___
6. TIGER CUBS: Did the pack have a Tiger Cub Den in the pack? Yes ___ No ___
7. FAMILY PACK:
Did the pack BECOME A Family Pack recruiting girls into the pack? Yes ___ No ___
8. MEMBERSHIP: Did the pack have an increase in membership this year? Yes ___ No ___

Number of Cubs at the beginning of the year: _____

Number of current members: _____

Number of girls that joined: _____

9. FINANCIAL SUPPORT: Did the Post provide financial support to the Pack?
Yes ___ No ___ Please provide the amount \$ _____

PLEASE provide a narrative of activities - Also provide for any Virtual activities.

(Use additional sheets if necessary)

NOTE: FORMS WITHOUT THE REQUIRED SIGNATURES OR INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

Attest:

Commander _____
Signature

Adjutant _____
Signature

Printed Name

Printed Name

Judged and presented by Scouting Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 6 – OLDER SCOUT PROGRAM (OSP) AWARD
(Varsity Team, Venture Crew, Sea Scout Ship, or Explorer Post)

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____
Number of members in Post _____ Date _____

OLDER SCOUT PROGRAM AWARD

This award for the most outstanding Older Scout Unit will be granted to the Post whose Older Scout Unit shows the greatest accomplishment during the current year on the following basis.

Make out a separate report for each OSP Unit the Post sponsors.

Did the Post sponsor an OSP Unit this year? Yes ____ No. ____
Type of Unit _____ Unit No. _____

11. TRAINING:

Has the unit leader completed the appropriate Fast Start and Basic Leader Training?

Yes ____ No. ____

Have all registered adults completed Youth Protection Training? Yes ____ No ____

12. LEADERSHIP:

Does the OSP Unit have one or more assistants registered, trained, and active?

Yes ____ No. ____

If the OSP unit is coeducational, does the unit have at least one female adult assistant registered trained, and active? Yes ____ No ____

13. OFFICERS:

Did the OSP Unit elect officers and an officer's seminar was held? Yes ____ No ____

(This also could have been done virtually).

14. ON-TIME CHARTER RENEWAL:

Did the OSP unit renew its charter on time as required by the Council timeline?

Yes ____ No ____

15. SUPERACTIVITIES:

Did the OSP Unit conduct an annual super activity (such as a major trip, activity, or project) requiring advanced planning and promotion? Yes ___ No ___

(This also could have been done virtually).

16. PROGRAM:

Did the OSP Unit conduct a minimum of two meetings or activities each month?

(This also could have been done virtually). Yes ___ No ___

17. SERVICE PROJECT:

Did the OSP unit conduct a service project this year, preferably for the chartering organization or community? Yes ___ No ___

18. OPEN HOUSE:

Did the OSP unit conduct an annual open house or other efforts to recruit new members?

Yes ___ No ___

19. MEMBERSHIP:

Did the OSP unit have an increase in membership this year? Yes ___ No ___

Number of members at the beginning of the year _____

Current member number _____

20. OSP UNIT COMMITTEE:

Did the OSP unit have an adult committee of at least three members who were registered, trained, and active and met at least four times this year? Yes ___ No ___

21. FINANCIAL SUPPORT:

Did the Post provide financial support to the OSP unit? Yes ___ No ___

Please provide the amount \$ _____

**NARRATIVE OF OLDER SCOUT UNIT ACTIVITIES
USE ADDITIONAL SHEETS IF NEEDED
Please include Virtual Activities**

NOTE: FORMS WITHOUT THE REQUIRED SIGNATURES OR INCOMPLETE WILL NOT BE CONSIDERED.

Attest:
Commander _____ Adjutant _____
Signature Signature

Printed Name Printed Name

Judged and presented by Scouting Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 7 – COMMUNITY SERVICE

COMPLETED FORM DUE AT DEPARTMENT BY MAY 15, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post _____

Date _____

1. Did the Post support any community fund drive? Yes ____ No ____

Examples: Red Cross, United Appeals, Heart Fund, March of Dimes, Cancer Society, Muscular Dystrophy, Handicapped Children's Education, etc.

How were these drives supported by the Post?

Explain:

Hours ____ Miles ____

2. Did the Post participate in any safety campaign or program? Yes ____ No ____

Examples: Safety Council, First Aid Course, Home Safety Campaign, Fire Prevention, School Safety Patrol, etc.

In what capacity did the Post function?

Explain: _____

3. Did the Post sponsor Legion Baseball? Yes ____ No ____

Did the Post sponsor any other Baseball Program? Yes ____ No ____

Explain: _____

4. Did the Post support or sponsor a Squadron of Sons of The American Legion?

Yes _____ No _____

5. Did the Post support or sponsor one of the following Youth organizations?

Scouting Troops, Boys Clubs of America, Future Farmers of America, 4-H Club, etc.

Yes _____ No _____

6. Did the Post participate in local elections? Yes _____ No _____

Examples: Registration, Get-Out-The-Vote campaign, Non-partisan Political

Information meetings, Transportation to polls, etc.

Explain: _____

Hours _____ Miles _____

7. Did the Post support any community Holiday activities? Yes _____ No _____

Examples: Street decoration, House decoration contest, Easter Egg Roll, etc.

8. Was a Marksmanship program sponsored by the Post? Yes _____ No _____

Note: If the answer is **YES**, fill out Questionnaire No. 8 'Junior Marksmanship.'

9. Were Post Facilities available for activities designed to create a harmonious community

"Spirit"? Yes _____ No _____

10.. Has the Post participated in Community Enhancement projects? Yes _____ No _____

Explain: _____

Hours _____ Miles Traveled _____ Money \$ _____

11. Visitations and Contributions to hospitals and institutions? Yes _____ No _____

Explain: _____

Hours _____ Miles Traveled _____ Money \$ _____

12 Improved Firefighting equipment? Yes _____ No _____

Explain: _____

Hours _____ Miles Traveled _____ Money \$ _____

13. Has the Post supported any other community Project? Yes ___ No ___

Explain: _____

Hours _____ Miles Traveled _____ Money \$ _____

Please provide: Total Hours _____

Total Miles Traveled _____

Total Expenses \$ _____

Attached Additional sheets indicating Post Number, Questionnaire title, Number, and the item number from this page to which the additional information applies. BE SURE to index your supplemental sheets and place them in the same order as the questions.

Commander _____ Adjutant _____

Signature

Signature

AWARDS TO BE PRESENTED

Posts 15 to 100

Posts 101 to 250

Posts 251 to 500

Posts 501 to 750

Posts 751 and up

ALL QUESTIONS MUST BE ANSWERED WITH AN EXPLANATION AS WELL AS YES OR NO. ANY QUESTIONS HAVING A YES OR NO ONLY WILL NOT BE CONSIDERED FOR THE AWARD.

Judged and presented by Trophy & Awards Committee

2022-2023 QUESTIONNAIRE NUMBER 8 – JUNIOR MARKSMANSHIP

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1st, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date _____

1. How many Legionnaires of your Post regularly participate in this program?
Number _____
2. How many Juniors benefited from this program in the past year?
Number _____
3. Do you sponsor regular teams that compete against other teams? Yes _____ No _____
4. Do any or all of the team members belong to a Junior Reserve Officer Training Corps program?
Army _____ Marine Corps _____ Navy _____ Air Force _____

Name of High School _____

5. Are any of the teams chartered with the National Rifle Association of America?
Yes _____ No _____
6. Are any of the teams registered with the Civilian Marksmanship Program?
Yes _____ No _____
7. Are any of the teams chartered with USA Shooting?
Yes _____ No _____

8. List any Team Awards or Trophies won by each team as a Unit:

Team Name and/or Number _____

Trophy/Award Name _____

Team Name and/or Number _____

Trophy/Award Name _____

Team Name and/or Number _____

Trophy/Award Name _____

Team Name and/or Number _____

Trophy/Award Name _____

List Awards or trophies won by members of the Team as individuals. Enter the names of the winners and specify the Awards or Trophies won:

Trophy/Award _____ Name _____

Trophy/Award _____ Name _____

Trophy/Award _____ Name _____

9. Did the Post support "FIREARMS INSTRUCTION?" Yes _____ No _____

Explain to what capacity and extent:

a. Was Air Gun Instruction provided? Yes _____ No _____

b. Did the Post sponsor a Gun Safety Class? Yes _____ No _____

10. If the above questions do not seem applicable to your case, write your explanation of the MARKSMANSHIP program carried on or sponsored by your Post.

Commander _____ Adjutant: _____
Signature Signature

Two Awards:

Posts 15 – 500
Posts 500 and Up

Judged and presented by Junior Shooting Sports Committee

2022-2023 QUESTIONNAIRE

NUMBER 9 – DISTINGUISHED LEGIONNAIRE OF THE YEAR
(July 1, 2022 – June 30, 2023)

NOMINATIONS ARE DUE TO THE DEPARTMENT NO LATER THAN MAY 15, 2023.

ELIGIBILITY: Any Legionnaire who is a member in good standing of any Post in the Department of Oregon.

AWARD CRITERIA: Selection is to be made solely on merit for verifiable service and contributions to The American Legion and the Department of Oregon during the current American Legion Membership year (July 1, 2022 – June 30, 2023). Nominations should present a well-rounded narrative on behalf of the nominee, providing clear and convincing justification as to why the nominee warrants being the recipient of this prestigious Department Award above all other Legionnaires during the specified timeframe.

Submitting Post Name: _____ Post # _____

Number of members in Post: _____ Date: _____

Nominee Name _____ Member ID # _____ Post # _____ District # _____

Address _____ City _____ Zip Code _____

If applicable, list any elected or appointed positions (officer, chairman, commission/committee member) the nominee served at Post, District, Department or National levels from July 1, 2022, through June 30, 2023.

Which of the 4 pillars of The American Legion were your nominee's contributions involved with? (You may check more than one).

Veterans Affairs & Rehabilitation Americanism Children and Youth National Security

List any awards and/or recognition the nominee received for service to The American, community, state, or nation during the period July 1, 2022, through June 30, 2023:

List any American Legion training (virtual or in-person) the nominee participated in during the period of July 1, 2022, through June 30, 2023:

Which events did the nominee participate in during the period from July 1, 2022, through June 30, 2023:

Monthly Post Meetings District Meetings Department Meetings Community Events

(For the Period July 1, 2022, to June 30, 2023)

NUMBER 10 - PUBLIC RELATIONS

COMPLETED FORM DUE AT DEPARTMENT NO LATER THAN

MAY 1, 2023

Post Name and Location: _____ Post No. _____

Number of Members in Post: _____ Date: _____

1. Does the Post hold memberships in any community service organization such as the Chamber of Commerce, Habitat for Humanity, Food Bank, and others? Yes, ___ No ___ If so, list the names of the organization(s) the Post is a member of:

2. Which mode of social media resources does the Post use to publicize its activities:

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Daily/Weekly Newspapers | <input type="checkbox"/> Facebook | <input type="checkbox"/> Community Meetings |
| <input type="checkbox"/> Billboards | <input type="checkbox"/> Twitter | <input type="checkbox"/> Post Newsletter/Bulletin |
| <input type="checkbox"/> Post Webpage | <input type="checkbox"/> Television | <input type="checkbox"/> Letters to the Editor |
| <input type="checkbox"/> District Webpage | <input type="checkbox"/> Radio | <input type="checkbox"/> Press Releases |
| <input type="checkbox"/> Department Webpage | <input type="checkbox"/> Magazine | <input type="checkbox"/> E-Mail |

3. Does Post participate in Community Festivities and Celebrations such as Pageants, Rodeos, Fairs, parades, centennials, and other events: Yes_ No_ If so, list the occasion(s) and purpose of the event:

4. What American Legion events does the Post invite the public to attend and/or participate?

5. How does the Post reach out to the public to attend and/or participate in American Legion events?

6. Does the Post have a Public Relations officer? Yes No

7. Does the Post submit articles to the Department's *Oregon Legionnaire* newsletter?

Yes No

How does the Post introduce American Legion Youth Programs to schools and to the community at large?

How often is the Post newsletter published and distributed to Post members?

___ Annually ___ Quarterly ___ Monthly ___ Every two months

To include additional information about your Post-Public Relations program, please use additional sheets and include Questionnaire Number, Post Number, Name, and Item Number from this page to which the information applies. News clippings, photos, and other media examples are welcome.

Post Commander - Print Name

Post Commander - Signature

Post Adjutant - Print Name

Post Adjutant - Signature

PUBLIC RELATIONS AWARD ELIGIBILITY

- Category 1: Posts with membership 15-150
- Category 2: Posts with membership 151-300
- Category 3: Posts with membership 301-450
- Category 4: Posts with membership 451 and more

Judged and presented by the Department Public Relations Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 11 – RITUAL TEAM AWARD

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post _____

Date _____

1. How many members are on your team? Number _____
2. Does the Team have uniforms? Yes _____ No _____ (not necessarily required)
3. Do they all have their parts memorized? Yes _____ No _____ If not, how many do?
Number _____

ACTIVITY: State the number of performances since June 1, 2022, in each of the following categories:

4. Initiations _____
5. Installations _____
6. Post Everlasting _____
7. Funerals _____
8. Flag Disposal _____
9. Flag Raising/Lowering _____
10. Parades _____
11. Other Public Appearances _____

Commander _____
Signature

Adjutant: _____
Signature

AWARDS
Posts 15 to 500
Posts 501 and up

Judged and presented by the Trophies and Awards Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 12 – COLOR GUARD TROPHY

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date: _____

1. How many members on your team? _____
2. Does the Team have uniforms? Yes____ No ____ (not necessarily required)

ACTIVITY: State the number of performances since June 1, 2022, in each of the following categories:

3. Post Everlasting _____
4. Funerals _____
5. Flag Disposal _____
6. Flag Raising/Lowering _____
7. Parades _____
8. Other Public Appearances _____

Color Guard
Post 15 to 500
Post 501 and up

Commander _____ Adjutant _____
Signature Signature

Judged and presented by the Trophies and Awards Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 13 – HONOR GUARD TROPHY

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023

Please Print or Type

Post Name _____ Post No. _____
Number of members in Post _____ Date _____

1. How many members on your team? _____
2. Does the Team have uniforms? Yes ___ No ___

ACTIVITY: State the number of performances since June 1, 2021
in each of the following categories:

3. Post Everlasting _____
4. Funerals _____
5. Other Public Appearances _____

Qualifications:

Must have an active Honor Guard, versed in Military Graveside Services, rifle volleys, flag folding, and presented.

Honor Guard must be able to field a seven (7) man rifle squad with a squad leader properly trained and uniformed to represent The American Legion properly.

Must provide graveside services to any Veteran requested by licensed funeral directions.

Providing ceremonial Flag services for other organizations should also be considered part of the duties of an Honor Guard.

Commander _____ Adjutant: _____
Signature Signature

HONOR GUARD AWARD

15 – 500
501 and up

**Judged by: Three (3) Legionnaires chosen by Department Commander
No Judge will be from any team in consideration for this award.**

Presented by Trophies and Awards Committee

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

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 15 – HISTORY RULES

**NOTE: HISTORIES ARE TO BE TURNED IN TO THE HISTORIAN AT THE
DEPARTMENT CONVENTION
Before 12:00 (NOON) THURSDAY**

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date _____

PART I – FORMAT – 40 POINTS

1. **COVER:** A standard three-ring binder, or similar type, to accommodate 8 ½ x 11-inch bond paper must be used with The American Legion emblem centered (left to right) on the cover with the name and number of the post. However, the binders available through National Emblem Sales have The American Legion embossed on them.

Each book is not to exceed three inches between the front and back cover. If you submit two or more binders, you must indicate on the cover and title page the wording “Volume I”, “Volume II”, etc.

2. **NAME/ADDRESS OF COMPILER:** the full name and complete mailing address of the history author should appear on the inside front cover on the lower left-hand corner. It will be neatly typed and centered on a 3x5 inch index card.

3. **TITLE PAGE:** This should be the first page facing the reader as the yearbook is opened. It should be centered on the page and be in a logical arrangement with double spacing or more and contain the following:

YEARBOOK OF
(Name of Post) POST NO. (Number of Post)
THE AMERICAN LEGION
(City Location and State)
2019-2020
BY (Person Compiling Yearbook)

4. **INTRODUCTION:** Every yearbook should carry a Forward or Introduction, setting forth the reasons for the organization and may include:

- a. The selection of the Post name. If for a departed comrade or comrades, include an available. Short biographical sketch of their lives and include photographs whom they are
- b. If possible, include a brief resume of your community’s history, and especially the part played by the locality in furnishing the men and women during the wars and conflicts.
- c. Mention should also be made of the formation of our National Organization with a tie-in of the Department and Post.

- d. If your Post has a Post home, you may want to include a photograph of it and the street address location.
 - e. You can have a biographical background of the current Post Commander or the author of the yearbook with a photograph included.
 - f. You may also use this space to acknowledge any assistance used in compiling the yearbook.
5. **TABLE OF CONTENTS:** Consists of chapters covering programs with page references.
6. **PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION:** This basic document which sets forth the principle aims of The American Legion is a fitting introduction and should follow the **INTRODUCTION**. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored prints 8-1/2 x 11 inches of the **PREAMBLE**, may be obtained through National Emblem Sales.
7. **INDEX:** The alphabetical index is the last page of every yearbook. This comprehensive index of names, places, and events mentioned in your yearbook, with page references, shall be carried at the end of the yearbook. The index must cover all volumes.
8. **PAGE NUMBERING:** This appears to be a common oversight when compiling yearbooks. Do not forget to number all the pages. However, be consistent in where the page numbers are placed, either at the top or bottom of pages. Page numbering will start with the title page.

ORDER OF PAGE NUMBERING: The above pages should appear in order as listed above with pages listed in Arabic numerals or Roman numerals as follows:

Title Page	1 or I
Introduction	2 or II
Table of Contents	3 or III
Preamble	4 or IV

The following units will list each page in consecutive order using Arabic numerals, then the next number will follow your last number (e.g., if the Preamble is 4, then the first page of the history is 5), If you use Roman numerals, then the first page of the history is 1 (e.g., if the Preamble is IV, then the first page of the history is 1).

PART II – PROGRAMS AND ACTIVITIES/READABILITY – 50 POINTS
ONE-YEAR POST MEMORABILIA:

- 1. The yearbook material for your Post programs and activities will follow the **PREAMBLE** and precede the **INDEX**.
- 2. The yearbook is to cover one year, from the installation of officers up to and including the annual Department Convention. This time frame may vary from the last Convention to the current Convention.
- 3. A record is vitally important as the history itself is a complete and accurate yearbook containing all newspaper clippings, photographs, copies of programs, tickets, badges, and other items pertaining to the Post and its activities.
- 4. All material recorded in the yearbook must be in chronological order. A systematic and logical arrangement should be sought and planned. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with very little difficulty and confusion.
 - a. All newspaper clippings must include the name and date of the publication from which it was taken (must be cut from publication and pasted at the top of the article.)

- b. All photographs must be identified by full proper names (nicknames in brackets), from “left-to-right,” occasion, source, date function, etc. You may know who is in the photograph and why, but the reader may not.
 - c. Be sure all photographs are clear and sharp, as blurry, or fuzzy prints will detract rather than enhance your yearbook. Proper arrangement with the caption is important to achieve an eye-catching yearbook.
5. Neatness and originality are even more important for yearbooks than for narrative histories since all the material in the yearbook must be identified properly to make it worthwhile. If the compiler cannot type, nor print well, he or she should have a competent person do the printing or make typewritten inserts for him/her.
 6. The judges will consider the foregoing factors as well as the comprehensiveness of the yearbook and the features which made the yearbook especially attractive or especially useful and of historic value.

PART III– JUDGES’ OPTION

Under this category, Judges will consider a number of qualities or items of content in the yearbooks, which are not readily cataloged under the preceding headings. Some yearbooks contain items and features which make them attractive and especially useful.

By the same token, if inaccuracies should come to the attention of the Judges, they will have a disqualifying effect on your entry.

NATIONAL JUDGING STANDARDS FOR A ONE-YEAR POST-PICTORIAL YEARBOOK CONTEST

PART I – FORMAT – 40 POINTS

1. COVER – Not to exceed 12 x 15 inches, emblem, etc. (5) _____
2. NAME/ADDRESS OF COMPILER – inside front cover/lower left-hand corner (5) _____
3. TITLE PAGE – centered in a logical arrangement, double line spacing plus, etc. (5) _____
4. INTRODUCTION – background of Post; tie-in Department/National; community, etc. (5) _____
5. TABLE OF CONTENTS – page reference covering programs, events (5) _____
6. PREAMBLE - to the Constitution of The American Legion, etc. (5) _____
7. INDEX – comprehensive alphabetical listing carried at end of Yearbook (5) _____
8. PAGE NUMBERING – carried on Post Memorabilia pages and index (5) _____

PART II – PROGRAMS AND ACTIVITIES/READABILITY – 50 POINTS

1. ARRANGEMENT – systematic and logical arrangement should be sought and planned; material to be recorded in chronological order. The reader must be able to follow the meaning of the illustrations (pictures, clippings, copies of programs, tickets, badges, etc.) with very little difficulty or confusion. (20) 37

2. IDENTIFICATION – All clippings and/or photographs must have occasion, source, dates, functions, names, etc. listed to properly identify the subject matter. Provide proper left-to-right identifications. (10) ____

3. CLEAR CUT PHOTOGRAPHS – Blurry/fuzzy prints will detract. (10) ____

4. ORIGINALITY - Unique in thought and presentation. (10) ____

PART III – JUDGES OPTION – 10 POINTS

1. JUDGES WILL CONSIDER – a number of qualities or items of content in the Yearbook that are not readily cataloged under the preceding headings. They may determine that some Yearbooks contain items and features which make them attractive and especially useful (10) ____

TOTAL POINTS OF ENTRY (100) _____

*Point System to be awarded “Up To” amount shown. Possible Total – 100 Points

POST HISTORY BOOK _____

POST NAME _____

POST NUMBER _____

PERIOD COVERED _____ to _____

Commander _____ Adjutant: _____
Signature Signature

Posts with 15 to 150 members
Posts with 151 to 500 members
Post with 501 and over

**Awarded to the history judged “Best of the Three”
Award Winner and will be sent to National Headquarters for Judging in National History
Book Contest**

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 16 – BACK TO GOD PROGRAM

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date _____

1. Did your Post open and close its meetings with a prayer? Yes _____ No _____
Number of meetings held _____
Number of times prayer was used in opening _____ and
closing of meetings _____

2. What religious programs or ceremonies have been sponsored by the Post?
Give details:

3. What religious programs or ceremonies have the Post participated in but did not sponsor?
Explain the extent of participation:

4. Were physically disadvantaged persons or senior citizens transported to Church, under your
sponsorship? Yes _____ No _____

5. What has the Post done in advertising religious activity in your community?

a. Religious news editorials:

Number _____

Kind _____

b. Posted signs:

Number _____

Kind _____

c. Distributed literature? Yes _____ No _____

d. Religious theme parade floats, etc. Yes _____ No _____
(Give details on a separate sheet of paper)

6. Did the Post Chaplain make calls or visit the sick Veterans in the Post community?
Yes _____ No _____

(Give details on a separate sheet of paper)

7. Write up why Post Chaplain should be selected as Chaplain of Year and attach to the questionnaire.

Commander _____ Adjutant _____
Signature Signature

Judged and presented by Department Chaplain

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 17 – SERVICE OFFICER OF THE YEAR

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post: _____

Date: _____

Commander _____

Adjutant: _____

Signature

Signature

**“OUTSTANDING POST SERVICE OFFICER”
in
DEPARTMENT OF OREGON**

Name of Post Service Officer _____

The annual award will be presented at the Department Convention, as determined by the Department Executive Committee.

The recipient of this award will be determined by the Department Service Office. The Department Award Certificate will be presented to the Home Post of the recipient Post Service Officer for the year. In concert with the selection of the Department Post Service Officer, an “Individual Plaque” will be presented to the selected Post Service Officer.

COMPETITION INFORMATION

The Post competing must submit a written statement of 200 words or less. The narrative should include accomplishments of the Post Service Officer such as Direct Services provided in the aid of Veterans and Family Members. Internal Post activities hosted by the Post Service Officer; (i.e., Veterans Programs) such as veterans informational and guidance seminars, direct person assistance, employment referrals, financial assistance, and VA claim referrals to the Department Service Office. All activities and specific functions performed by the Post Service Officer must have been accomplished through his/her own Post and NOT by, or FOR any other Post Activities, (such as VA Hospitals, Churches, etc.) Keep in mind, this competition is to identify actions taken by the Post Service Officer for internal activities as they relate to Veterans Affairs within the respective Post and the Veterans Community.

Judged and awarded by the Service Office

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 18 – REHABILITATION REPORT

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____
Number of members in Post _____ Date _____

1. Competing Post will submit in story form, not to exceed 1,000 words, any activities of Rehabilitation done by **Post Members Only**.

NO CREDITS CAN BE USED WHICH ARE DERIVED FROM THE AUXILIARY OF YOUR POST

2. Gifts to Gift Shops of Veteran's Hospitals _____

Monetary value of gifts \$ _____

3. Contributions to VAVS \$ _____

4. Christmas Basket Program No. _____ \$ _____

5. Hospital Visits, how many? _____ Hours _____

6. Aid to Veterans' families, how many? _____

Money Spent \$ _____

7. Contributions to Post's Auxiliary Program \$ _____

8. Mileage for hospital visits _____ and/or hospital parties _____

(to include all food donations, party favors, etc., monetary value \$ _____)

9. All other projects giving Aid to Veterans (ATTACH SUPPLEMENTARY REPORT GIVING HOW MANY ASSISTED.)

Attest: Commander _____ Adjutant: _____
Signature Signature

Rehabilitation Award
Posts 15 to 250 members
Rehabilitation Award
Posts 251 to 500
Rehabilitation Award
Posts 500 and up

Judged and presented by VA & Rehabilitation Commission

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE NUMBER 19: HUNTER SAFETY EDUCATION REPORT

COMPLETED FORM DUE AT DEPARTMENT OF OREGON BY MAY 1st, 2023.

Please Print or Type

Post Name _____ Post No. _____
Number of members in Post: _____ Date: _____

Do not confuse this report with the JUNIOR MARKSMANSHIP REPORT.

1. Did your Post sponsor an Oregon Department of Fish and Wildlife approved Hunter Education Course or Field Day? Yes _____ No _____
2. How many Legionnaires from your Post participate in this program?
Number _____
3. Total number of volunteer hours? _____
4. Total number of dollars donated in support of the program? \$ _____
For Meeting room(s) \$ _____
For Refreshments \$ _____
For Scholarship(s) \$ _____
For use of Shooting Range(s) \$ _____
5. Number of classes held between June 1st, 2022, and May 31st, 2023 _____
6. Average number of students per class _____
7. Total number of students between June 1st, 2022, and May 31st, 2023 _____

Please give a short narrative about your post's hunter education course(s) or field day(s) (e.g., details about: Instructors and their qualifications, the age range of students, the classroom(s) and shooting facilities, firearm and archery safety, game wildlife identification/habitat/conservation, hunting firearms and archery equipment, hunting seasons, laws and permits regulating hunting,

clothing, useful equipment in the field, camping equipment, finding one’s way through the field and the forest, field dressing of game, first aid, care/cleaning/transportation/storage of firearms and archery equipment).

Commander _____ Adjutant _____
Signature Signature

Small Posts 15 – 500
Large Posts 501 and up

Judged and presented by Junior Shooting Sports Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 TROPHY AND AWARDS

QUESTIONNAIRE NUMBER 20 – VETERANS AWARD

GRENADA, LEBANON, PANAMA & PERSIAN GULF CONFLICTS

COMPLETED FORM DUE AT DEPT. HEADQUARTERS BY MAY 1, 2023.

Please Print or Type

Post Name _____

Post No. _____

Number of members in Post: _____

Date: _____

TO ALL POST ADJUTANTS

These certificates will be awarded annually to the Post having the highest percentage of Grenada, Lebanon, Panama, and Persian Gulf Veterans enrolled.

This percentage will be based on the Post's total membership as of the final "Department Membership Bulletin" issued before the State Convention.

List the number of Grenada, Lebanon, Panama, and Persian Gulf Veterans enrolled in your Post and signed up as members in this current year:

Grenada/Lebanon	_____
Panama	_____
Persian Gulf/War on Terror	_____
TOTAL	_____

This form must be submitted to Department Headquarters no later than the arrival date set out in the heading to be eligible to compete in the fiscal year before the State Convention.

Commander _____
Signature

Adjutant: _____
Signature

Posts 15 to 100
Posts 101 to 250
Posts 251 to 500
Posts 501 and over

Judged and presented by Department 1st Vice Commander and Membership Commission Chair

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 21 – TEACHER OF THE YEAR

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____ Date: _____

ELIGIBILITY: Any State-certified teacher working in the State of Oregon Grades 1 through 12.

AWARD: Selection to be made solely on merit for service during the current year.

NAME _____ OF NOMINEE.

ADDRESS _____ CITY _____ STATE _____

NAME _____ OF SCHOOL.

LOCATION _____

The Post must submit a written statement.

The narrative should include the accomplishments of the Teacher.

1.. Did the nominated teacher involve students in the following activities?

Community Service program (s) Yes _____ No _____ How many _____

Flag Education program(s) Yes _____ No _____ How many _____

Veterans Memorial Visitation or Parade Yes _____ No _____ How many _____

2.. Did the nominated teacher instruct students in the following areas?

The United States Constitution and Bill of Rights Yes _____ No _____

The Pledge of Allegiance Yes _____ No _____

American History Yes _____ No _____

3. Please write a statement in your own words explaining why you believe the teacher is Oregon's best teacher. List his/her activities other than the duties of a teacher. List civic or other activities accomplished. _____

Please attach additional sheets if necessary. Show the Post number, questionnaire title, and item number from this page, to which the additional information applies. BE SURE to index your supplemental sheets and place them in the same order as the proceeding questions.

Commander _____ Adjutant: _____
Signature Signature

AWARDS TO BE PRESENTED
Teacher of the Year Award to the Teacher
And Award for the Post submitting the winner.

Judged by The Department Children and Youth Committee

**THE AMERICAN LEGION – DEPARTMENT OF OREGON
CHILDREN & YOUTH
2022--2023 POST NARRATIVE REPORT FORM**

NUMBER 22 – CHILDREN & YOUTH

**Send this narrative with the report form and any attached narrative sheets to your
Department Children & Youth Chair, in care of Department Headquarters by May 1, 2023.**

(Please Type or Print)

Date _____

Post Name _____ No. _____ Present Membership _____

A. Did your Post file a Consolidated Post Report form? Yes _____ No _____

B. Did your Post participate in any one-off following National Children & Youth Program objectives?

___ Missing Children	___ Suicide Prevention	___ Drug & Alcohol
___ April is Children & Youth Month	___ Children's Miracle Network	___ Halloween Safety
___ Temporary Financial Assistance	___ Child Welfare Foundation	___ Spinoza Bears
___ Juvenile Delinquent	___ Family Emphasis Program	___ Abuse Prevention
___ Other Programs (Please list)		

C. Estimate the number of volunteer service hours provided by your Post membership for the Children & Youth in your community. _____ Hours

D. Please estimate the amount of money your Post expended on administrative expenses for the Children & Youth overhead, i.e., Postage, printing, conference, travel, etc \$ _____

E. Please estimate the total amount of money the Post expended for Children & Youth programs other than (D) above \$ _____

Please describe, in detail, **one** specific Children & Youth activity promoted by your Post. (Attached are extra sheets if necessary). REMEMBER: This section of the narrative report is most important

to your Department Children & Youth Commission in determining awards:

F. Please describe any other Post Children & Youth activities that your Post has been involved in that you feel are worthy of comment:

To the POST Children & Youth Chair:

1. Before completing this form, be sure your section of the Consolidated Post Report form is completed.
2. Fill out this narrative report form.

3. Send this narrative report form and any attached narrative sheets to your Department Children & Youth Chair, in care of Department Headquarters by **May 1, 2023**
4. This narrative report form is NOT to be attached to the Consolidated Post Report. It is intended for the Department Children & Youth Commission to determine Post Children & Youth awards and to substantiate to National Headquarters that your Department has attained 100 percent Children & Youth Post narrative reporting.
5. To make your total report more effective, it is recommended that you make additional copies of this form, maintain one in the Post file, and mail one to the District Children & Youth Chair.

AWARDS TO BE PRESENTED

Posts 15 to 100	Posts 101 to 200
Posts 201 to 500	Posts 501 to 750
Posts 751 and up	

Post with Best Overall Program

Judged and presented by Children and Youth Committee

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 23 – CHAPLAIN OF THE YEAR

“OUTSTANDING POST CHAPLAIN”

DEPARTMENT OF OREGON

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2023.

Please Print or Type

Post Name _____ Post No. _____

Number of members in Post _____ Date _____

Name of Post Chaplain _____

The annual award and trophy will be presented at the Department Convention, as determined by the Department Chaplain.

1. A number of Post Internal Activities such as Memorials, Funerals, and Post Special Services are hosted by the Post Chaplain. Please give details below:

2. A number of Direct Services are provided in the aid of Veterans and Family Members such as Veteran’s Activities and Seminars, Direct Personal Assistance, Employment Referrals, and Financial Assistance. Please give details below.

3. Did the Chaplain conduct a special service for the Four Chaplains? Yes___ No___

Please submit a written statement of 500 words or less. The narrative should include the accomplishments of the Post Chaplain.

Commander _____ Adjutant _____
Signature Signature

Judged and presented by Department Chaplain

THE AMERICAN LEGION – DEPARTMENT OF OREGON
2022-2023 QUESTIONNAIRE
NUMBER 24 - POST NEWSLETTER

THEY NEED TO REACH THE DEPARTMENT NO LATER THAN MAY 15, 2023

Please Print or Type

Post Name _____

Post No. _____

Number of Members in Post _____

Date _____

Send in copies of at least three (3) different issues of your Post Newsletter published between May 1st last year and April 30th of this year. They need to reach Department Headquarters ***NO LATER THAN May 15, 2023***. Your submissions will be judged on the following:

1. Content well-suited to the audience and The American Legion.
2. Content is well-balanced and shows a variety of subject matter.
3. Lead and writing hold interest.
4. Writing is clear and concise.
5. Articles are well-organized.
6. Articles are accurate, reflect research, and are credible and convincing.
7. Overall design makes it an effective publication.
8. Good balance in the use of illustration.
9. Cover or front page is effective and well-designed.
10. Evaluation of printing/paper quality.

Commander _____ Adjutant _____
Signature Signature

POST NEWSLETTER AWARD
15 to 500 Post Membership
501 and up Post Membership

Judged by Oregon Legionnaire Committee

POST AND UNIT "UNITY" AWARD

NARRATIVE REPORT FORM

THE AMERICAN LEGION & AUXILIARY - DEPARTMENT OF OREGON

Number 25

PLEASE COMPLETE THIS FORM AND SEND IT TO THE DEPARTMENT BY APRIL
15, 2023

THIS IS FOR ONE "SINGLE" PROJECT COMPLETED BETWEEN THE CLOSE OF THE 2022
DEPARTMENT CONVENTION AND THE START OF THE 2023 DEPARTMENT CONVENTION.

*More than one entry may be submitted by the Post and Unit
but must cover only a "single" project on each entry form.
Additional forms available at Department Headquarters*

(Please Type or Print)

Post & Unit Name _____ Post & Unit No. _____ District No _____

Address _____ City _____ Zip Code _____

Date _____ Signature _____
Post Commander & Unit President

Present Post Membership _____ Present Unit Membership _____

Total Post Members Participating in Project ____ Total Unit Members Participating in Project ____

A. Choose one project your Post and Unit supported together from the following activities:
(If more than one project, please submit an alternate form)

- | | | |
|----------------------------------|---------------------------------------|------------------------|
| _____ Christmas Baskets | _____ Memorial Day | _____ County Fairs |
| _____ Independence Day | _____ Veterans Day | _____ Halloween Safety |
| _____ Children's Christmas Party | _____ Flag Day | _____ Rodeos/Parades |
| _____ Flag Presentations | _____ Hospital/Veterans Home Programs | _____ Voting |
| _____ Other programs/activities | | |

List _____

B. Estimate the number of volunteer service hours provided by the membership of your Post and Unit for this project. _____ hours

C. Please estimate the amount of money your Post and Unit expended on administrative Expenses for this project. (Postage, printing, conference, travel.) \$ _____

D. Publicity/Public Relations – Yes ___ No ___ Please attach copy/copies.

E. Community recognition for this project – Yes ___ No ___ Please attach copy/copies.

F. Please describe, in detail, a specific project/activity completed by your Post and Unit.
(Attach extra sheets if necessary).

REMEMBER: This section of the narrative report is most important in determining this award:

G. What impact did this event have on your Post and community?

H. Why did your Post & Unit select this project?

The “Unity” Award will be presented to the “Winning Team” at the Department Convention Banquet.

THE AMERICAN LEGION DEPARTMENT OF OREGON

LEGION RIDER OF THE YEAR AWARD

Number 26 – Legion Rider of the Year

Completed Form Due to Legion Department NLT May 1, Annually

Nomination Guidelines

The Legion Rider of the Year Award is an honor to recognize the Legion Rider who has made significant service contributions to the American Legion, veterans, and their community. Riders who are nominated are those who have gone above and beyond in the service of their nation, the American Legion, their post, their chapter, our veterans, and their community with their dedication. The nominee must be a member in good standing of an Oregon American Legion Post and an American Legion Riders chapter.

Nominations will be evaluated on the scope and impact of a nominee's commitment and the extent to which her/his efforts benefit and provide inspiration to other Riders, Legionnaires, and veterans. This award will be presented at the annual Department of Oregon convention. Details of the Rider's contribution/s are to be attached in letter form.

RIDER OF THE YEAR NOMINEE FORM

Nominee Name: _____ Membership #: _____

Post Name _____ Post # _____

Address _____ City _____ Zip Code _____

Nominator's Name _____

Post Name _____ Post # _____

Address _____ City _____ Zip Code _____

Telephone # _____ E-mail _____

I have read the nomination guidelines and attest that the above information is accurate and true. If selected as the "American Legion Rider of the Year "I agree to attend the State Convention with the nominee to receive the award.

Nominee Signature

Nominator Signature

All applications for the Rider of the Year whether through State ORALR found at the (Legion Riders website or Post trophies and awards) must be received by the Department ALR committee NLT 1 May annually. Awards are presented during the annual June State Convention. Submissions to The America Legion Department of Oregon Office PO Box 1730, Wilsonville, OR 97070 or email to adjutant@orlegion.org

THE AMERICAN LEGION DEPARTMENT OF OREGON
AMERICAN LEGION RIDERS CHAPTER OF THE YEAR AWARD

Number 27 – Legion Rider Chapter of the Year

Completed Form Due to Legion Department NLT May 1, Annually

**INSTRUCTIONS FOR AMERICAN LEGION RIDER
CHAPTER OF THE YEAR AWARD**

PURPOSE: Per US Code Title 36, Chapter 217, Section 21702(5), the American Legion is to consecrate the efforts of its members to mutual helpfulness and service to their country. The primary purpose of this award is to recognize the American Legion Chapter that has done the most in furtherance of the Oregon Department of the American Legion's mission.

RECOGNITION: This award will be presented to the Chapter that has accomplished the most in the advancement of the American Legion. This honor is achievable by both small and large chapters by bestowing this award on a per capita basis. In the event of a tie, the Chapter with the most volunteer hours will be the winner. Small chapter = between 3 and 10 members; Large = 10 members and above.

HOW TO FILL OUT THE FORM

1. VOLUNTEER POINTS: 1 Volunteer Hour = 2 Points

This is a total amount of hours for all members of the American Legion Rider Chapter i.e. If 5 riders spend 1 hour providing a flag line for a veteran's funeral or in support of their post that would be 5 hours for 10 points).

2. DONATION POINTS: \$100 Dollar = 5 Points (Rounding up to the nearest \$100)

This is the total amount of money donated and donations in kind on behalf of the American Legion Rider Chapter (i.e., If American Legion Rider Chapter Y donated \$100 to the Legacy Fund, \$125 to a local charity, and donated \$205 in toys during a Christmas toy run that would be \$430 or 5 points).

3. TOTAL NUMBER OF MILES TRAVELED: 100 Miles = 1 Point (Rounding up to the nearest (100) This is the total number of miles driven by the American Legion Rider Chapter i.e. If 5 riders ride 135 miles to drop off the Hot Potato, that would be a total of 675 miles for 7 points.)

4. POINT SUBTOTAL: Add lines 1, 2, and 3.

5. Per Capita Points: This is the total number of dues-paying Legion Rider members of the Chapter divided by line 4.

Please Print or Type

Post Name _____ Post # _____

Number of Registered Members _____ Date _____

ALR Chapter name/title _____

1. Volunteer Points (1 Hour = 2 Points) _____

2. Donation Points (\$100 Dollar = 1 Point) _____

3. Number of Miles Traveled (100 Miles = 1 Point) _____

4. Point Subtotal _____

5. Per Capita Points (Divided Line 4 by the total number of dues-paying Legion Rider members of the Chapter. _____)

6. New Programs/Projects started:

The undersigned attest the above is true and accurate to the best of their knowledge.

I have read the nomination submission statistics and attest the information is accurate and true. If selected as the "American Legion small or large chapter of the Year I agree to attend State Convention with the nominee to receive the award.

American Legion Rider Chapter Director

Post Commander

All applications for the Chapter of the Year whether through State ORALR found at the (Legion Riders website or Post trophies and awards) must be received by the Department ALR committee NLT 15 May annually. Awards are presented during the annual June State Convention. Submissions to The America Legion Department of Oregon office PO Box 1730, Wilsonville, OR 97070 or email to Adjutant@orlegion.org

**THE AMERICAN LEGION DEPARTMENT OF OREGON
SON'S OF THE AMERICAN LEGION DUAL MEMBER OF THE YEAR AWARD**

Number 30 – Dual SAL Member of the Year

Completed Form Due to The American Legion Department May 1, Annually

To be completed and returned no later than May 1

Make copies of this form if you have more than one nominee.
An attachment to the form is acceptable.

ELIGIBILITY: Any Squadron **AND** Legion member in good standing in the Detachment of Oregon and Department of Oregon in recognition of outstanding performance, service to the community, and dedication to God and Country.

Nominee: _____

Squadron name and number: _____

Nominator: _____

Please use this form to describe, in detail, the reason you are nominating this person for Dual Member of the Year and why you feel they are deserving of this honor.

Judged By Past Detachment Commanders

THE AMERICAN LEGION DEPARTMENT OF OREGON
SON'S OF THE AMERICAN LEGION MEMBER OF THE YEAR AWARD

Number 31 – SAL Member of the Year

Completed Form Due to The American Legion Department May 1, Annually

To be completed and returned no later than May 1

Make copies of this form if you have more than one nominee.
An attachment to the form is acceptable.

ELIGIBILITY: Any Squadron member in good standing in the Detachment of Oregon in recognition of outstanding performance, service to the community, and dedication to God and Country.

Nominee: _____

Squadron name and number: _____

Nominator: _____

Please use this form to describe, in detail, the reason you are nominating this person for Son of the Year and why you feel they are deserving of this honor.

Judged By Past Detachment Commanders

THE AMERICAN LEGION - DETACHMENT OF OREGON

2022-2023 QUESTIONNAIRE

NUMBER 32 – “SAL ADJUTANT OF THE YEAR”

COMPLETED FORM DUE AT DETACHMENT BY MAY 1, 2023.

Please Print or Type

Squadron Name _____ Squadron 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

THE AMERICAN LEGION - DETACHMENT OF OREGON

SON'S OF THE AMERICAN LEGION

2022-2023 QUESTIONNAIRE



NUMBER 33 –SAL CHAPLAIN OF THE YEAR

**“OUTSTANDING SQUADRON CHAPLAIN”
DETACHMENT OF OREGON**

COMPLETED FORM DUE AT DETACHMENT BY MAY 1, 2023.

Please Print or Type

Squadron Name _____

Squadron No. _____

Number of members in the Squadron _____

Date _____

Name of SAL Chaplain _____

The annual award and trophy will be presented at the Detachment Convention, as determined by the Detachment Chaplain.

1. A number of Squadron Internal Activities such as Memorials, Funerals, and Squadron Special Services are hosted by the Squadron Chaplain. Please give details below:

2. A number of Direct Services are provided in the aid of Veterans and Family Members such as Veteran’s Activities and Seminars, Direct Personal Assistance, Employment Referrals, and Financial Assistance. Please give details below.

3. Did the Chaplain conduct a special service for the Four Chaplains? Yes ___ No ___

Please submit a written statement of 500 words or less. The narrative should include the accomplishments of the Squadron Chaplain.

Commander _____
Signature

Adjutant _____
Signature

Judged and presented by Detachment Chaplain