

THE AMERICAN LEGION - DEPARTMENT OF OREGON

2024-2025 QUESTIONNAIRE

NUMBER 14 – “ADJUTANT OF THE YEAR”

COMPLETED FORM DUE AT DEPARTMENT BY MAY 1, 2025.

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 **2024**?
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