

# *The American Legion*

*DEPARTMENT OF ILLINOIS*



# *LEADERSHIP*

# *MANUAL*

# PREAMBLE TO THE CONSTITUTION

The Preamble of The American Legion Constitution contains 117 words that embody the values and principles that have bound together four generations of Legionnaires. Words alone, however, mean little without the corresponding deeds that give them substance. In their daily lives, Legionnaires across the nation are providing tangible examples of The Preamble's goals. They know full well what our founders meant when they wrote, **"FOR GOD AND COUNTRY, WE ASSOCIATE OURSELVES TOGETHER FOR THE FOLLOWING PURPOSES:**

## **TO UPHOLD AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA—**

Legionnaires at the post district and department levels are engaged in numerous programs that promote respect for, and awareness of, the U.S. Constitution. One of these programs is The American National High School Oratorical Contest. Each year, thousands of students demonstrate their understanding and knowledge of the Constitution through public speaking competitions. As veterans, Legionnaires defended their Constitution during times of war; as citizens they uphold it during times of peace.

## **TO MAINTAIN LAW AND ORDER—**

Most posts establish ties with law enforcement agencies and sponsor programs in support of law and order. Many posts and departments sponsor crime prevention and law-cadet programs that teach youngsters to respect the law and make them aware of the need for responsible behavior in our society.

## **TO FOSTER AND PERPETUATE A ONE HUNDRED PERCENT AMERICANISM—**

Legionnaires' hearts and minds are fully dedicated to America and the traditional values that have made it great. Legionnaires conduct numerous programs that promote understanding of the principles of democratic Government, emphasize religion, encourage education, instill the responsibilities of citizenship and combat subversion. Each year, American youths at Boy's State and Boy's Nation learn how government works and are tutored in the responsibilities of citizenship. Legionnaires are recognized as leaders in their communities in promoting respect for the flag and displaying the flag on patriotic days.

## **TO PRESERVE THE MEMORIES AND INCIDENTS OF OUR ASSOCIATIONS IN THE GREAT WARS—**

Service to the nation in time of war is the common bond of all Legionnaires. Legionnaires share their wartime experiences with one another, preserve the memories of their fallen comrades by

erecting monuments, and observe days of remembrance such as Memorial Day and Veterans Day.

## **TO INCULCATE A SENSE OF INDIVIDUAL OBLIGATION TO THE COMMUNITY, STATE AND NATION—**

As members of a veterans' service organization, Legionnaires volunteer their time, money, and energy for the good of the nation and their communities. Last year alone, Legionnaires and Auxiliary members donated more than \$35 million to programs for children and youth; contributed more than \$2 million for college scholarships; donated more than 340,000 pints of blood; and volunteered an estimated 1 million hours of services at veterans' hospitals and other agencies.

## **TO COMBAT THE AUTOCRACY OF BOTH CLASSES AND MASSES—**

As witnesses to the horrors of war, Legionnaires know all too well the devastating results of the twisted dreams of despots and tyrannical thugs. Legionnaires combated the autocracy of the classes by answering the nations' call in World War I and II, Korea and Vietnam, and oppose autocracy by the masses anywhere mob rule prevails.

## **TO MAKE RIGHT THE MASTER OF MIGHT...All four wars in which Legionnaires**

fought were started by those who wanted their might to supplant what was right. If human freedom is not to perish from the Earth, right must always be master of might. Legionnaires are pledged to stand with the right, protect the weak, and preserve the liberties of the

individual.

## **TO PROMOTE PEACE AND GOOD WILL ON EARTH—**

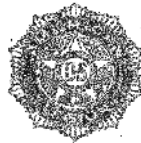
From experience, Legionnaires know that mutual understanding and diplomacy are far better alternatives than war. Legionnaires at the local and national levels monitor the nation's defense posture and encourage legislation that ensures the nation has sufficient military strength to deter war.

## **TO SAFEGUARD AND TRANSMIT TO POSTERITY THE PRINCIPLES OF JUSTICE, FREEDOM, AND DEMOCRACY—**

Legionnaires further this goal by supporting the Legion's Americanism programs that are designed to preserve these principles for future generations of Americans.

## **TO CONSECRATE AND SANCTIFY OUR COMRADESHIP BY OUR DEVOTION TO MUTUAL HELPFULNESS—**

This perhaps, is the sum of the Legion. Working together, Legionnaires help less-fortunate veterans and their families. More importantly, Legionnaires acknowledge that service and duty to the nation takes precedence over service to The American Legion. Selflessness, not selfishness, is the fuel that has driven Legionnaires for 70 years, and will continue to do so.



*words alone  
mean little without the  
corresponding deeds  
that give them  
substance.*

## A Veteran

*A VETERAN...fell in love with their country—for better, for worse—for richer, for poorer—in sickness and in health*

*A VETERAN...is willing to lay down their life for the Statue of Liberty, so that her poor, her huddled masses, her homeless, her tempest-tossed, may breathe free and may enjoy life, liberty and the pursuit of happiness.*

*A VETERAN...does what they must—in spite of personal consequences—in spite of obstacles and dangers and pressures—for that is the basis of human morality.*

*A VETERAN...gets a lump in their throat when they see our beloved flag. And they'll fight to their death to protect our beautiful flag from those who would dare dishonor it.*

*A VETERAN...pays their taxes willingly; serves their country, honorably; cherishes their freedom, passionately.*

*A VETERAN...is well deserving of our appreciation, our love, and our prayers, 365 days a year.*

# The Four Pillars

## The Value of American Legion Membership Is Built Around Four Major Missions.

**I**n southern California, a Vietnam War veteran, who knows firsthand the cruel realities of homelessness, now leads one of the nation's most dynamic efforts to help severely wounded troops find their way home from war, sometimes with missing limbs, mental illness, or broken families.

In a courtroom at Guantanamo Bay, Cuba, a Chinese-American veteran from New York City closely monitors legal proceedings to assure that detainees from the war on terror are given fair opportunities to plead their cases.

In a college corridor in Maine, a patriotic veteran stands with his arms folded and stops students from walking across a U.S. Flag laid out on the floor. He is threatened with arrest before the so-called "art" project is removed.

A group of veterans in Alabama takes an annual motorcycle ride to a summer camp for children with cancer. Terminally ill youngsters thrill to the rumble of the big bikes. They try on helmets. They twist the throttles. The veterans drop off a check for \$10,000 before heading out.

These are some extraordinary veterans.

They are also members of The American Legion.

And their stories can be multiplied thousands of times over, across the nation and around the world. They abide by the preamble of a constitution written nearly 90 years ago, words that are held aloft on four main pillars of service and advocacy:

- Veterans Affairs & Rehabilitation
- National Security
- Americanism
- Children & Youth

Last spring, I asked our National Headquarters staff to prepare a "white-paper" report to provide information for the leading presidential candidates this year. Its intent was to spell out The American Legion's positions on VA health care, veterans benefits claims, the GI Bill, jobs and business opportunities, adjustment assistance for wounded warriors returning home, and other important issues taken up by our Veterans Affairs & Rehabilitation Commission. These are, indeed, major aspects of what we do.

But that's not all we do. And so, the report needed to be expanded.

The new commander in chief also needs to understand The American Legion's ongoing commitment to success in the global war on terrorism - that we support the troops and their mission.

The candidates need to know that The American Legion opposes illegal immigration and amnesty for illegal aliens, but fully supports opportunities for legal immigration. The candidates need to know that a full accounting of our POW/MIAs is a sacred priority, as is a decent quality of life for military personnel and their families. The candidates need to know that the strength of American Legion conviction on issues we include within the pillar known as National Security.

No candidate should ever question our patriotism. Upon the pillar of Americanism, this organization promotes obedience to law and order, and respect for the U.S. Flag. The American Legion builds enthusiasm for public service among young people through such programs as Boys Nation and the National Oratorical Contest. We will never abandon Boy Scouts of America as it fights disingenuous lawsuits filed by profit-minded legal organizations. We believe God deserves a place in the Pledge of Allegiance to the United States of America, and in the town square, too.

The roots of the fourth pillar - Children & Youth - reach back to the combat-weary doughboys who founded The American Legion. They survived trench warfare, machine-gun firefights, mid-air dogfights and mustard gas. When they called their first caucus at Paris in 1919, they focused not on themselves but on the children and youth of America. They knew that children were made orphans by the war, and that many had little chance to succeed without help. The slogan they coined resonates today: "A Square Deal for Every Child.". Millions of dollars have since been raised and innumerable hours have been volunteered by Legionnaires, in order to help children who are sick or in need, or simply looking for opportunities to achieve their goals. The

American Legion has advocated on their behalf, fighting against such social ills as child pornography, teen suicide, drug abuse, and violence at home.

The American Legion, with 2.4 million members and more than 14,000 posts, has flourished since 1919 because of these pillars, these values. The pillars are us, and we are them. As you read the following pages, take pride. You are among millions of extraordinary veterans who call themselves Legionnaires, past, present and future. And it is our duty to keep strengthening the pillars.



**Past National Commander  
Marty Conatser**

**2008—September Issue  
The American Legion Magazine**

# Membership Eligibility Dates



## **WORLD WAR I**

**April 6, 1917, to November 11, 1918**

## **WORLD WAR II**

**December 7, 1941, to December 31, 1946**

## **KOREAN WAR**

**June 25, 1950, to January 31, 1955**

## **VIETNAM WAR**

**February 28, 1961, to May 7, 1975**

## **LEBANON and GRENADA**

**August 24, 1982, to July 31, 1984**

## **PANAMA**

**December 20, 1989, to January 31, 1990**

## **PERSIAN GULF**

**August 2, 1990 to Cessation of hostilities  
As determined by the United States Government**

# ASK THEM



# TO JOIN TO RENEW

**The American Legion Membership Application**

\_\_\_\_\_  
(Name) (Phone)

\_\_\_\_\_  
(Mailing Address) (Date)

\_\_\_\_\_  
(City) (State) (Zip) (Post #)

\_\_\_\_\_  
(Membership ID# former member) (Email Address) (Dues)

**Please check appropriate eligibility dates and branch of service below**

<input type="checkbox"/> Aug 2, 1990 – cessation of hostilities as determined by U.S. Government	<input type="checkbox"/> U.S. Army
<input type="checkbox"/> Dec. 20, 1989 – Jan. 31, 1990	<input type="checkbox"/> U.S. Navy
<input type="checkbox"/> Aug. 24, 1982 – July 31, 1984	<input type="checkbox"/> U.S. Air Force
<input type="checkbox"/> Feb. 28, 1961 – May 7, 1975	<input type="checkbox"/> U.S. Marines
<input type="checkbox"/> June 25, 1950 – Jan. 31, 1955	<input type="checkbox"/> U.S. Coast Guard
<input type="checkbox"/> Dec. 7, 1941 – Dec. 31, 1946	<input type="checkbox"/> Merchant Marines 12/7/41 – 12/31/46 (only eligibility)
<input type="checkbox"/> April 6, 1917 – Nov 11, 1918	

I certify that I served at least one day of active military duty during the dates marked above and was honorably discharged or am still serving honorably.

\_\_\_\_\_  
Signature of applicant Name of recruiter

30-009 (2012)

**Receipt of Dues**  
*(Please Print)*

From \_\_\_\_\_ \$ \_\_\_\_\_ for 20\_\_\_\_ Post # \_\_\_\_\_

Recruiter's Name \_\_\_\_\_

Recruiter's Signature \_\_\_\_\_

Recruiter's Phone # \_\_\_\_\_

**Membership in The American Legion is a matter of PRIDE:**

**PRIDE in Tradition**

**PRIDE in Heritage**

**PRIDE in Accomplishment**

**PRIDE in Serving**

**PRIDE in Belonging**

**We owe every eligible veteran the opportunity to share in this "PRIDE."**

**"MEMBERSHIP IS EVERYBODY'S BUSINESS"**



# How The American Legion got its name



Shortly after the gavel fell to open the historic Paris Caucus on March 15, 1919, a special committee was appointed to recommend possible names for the fledgling group of assembled WWI veterans.

Several names were submitted to the committee, and among them: The American Comrades of the Great War, Army of the Great War, Society of the Great War, The Legion, Veterans of the Great War, Liberty League, Great War Legion, The Great Legion, American Comrades, Legion of the Great War.

After some discussion, the list of names was whittled down to five, and the last name on the list was "American Legion." No "the," thank you very much.

Maj. Maurice K. Gordon of Kentucky was among the strongest supporters of the name "American Legion." He wryly reasoned that since it was the last choice of the committee, which was headed largely by Army brass, it would probably be the first choice of junior officers and enlisted men.

Another meeting was held stateside in May, this time in St. Louis. The Committee was appointed and tasked with recommending a name. "The American Legion of World War Veterans." drew immediate response from delegates. According to the minutes of the caucus:

- **New York delegate:** I propose, Mr. Chairman, an amendment; that the name be "The American Legion."
- **Ohio delegate:** Mr. Chairman, I think that "American Legion" might be an organization of—well, street cleaners...it is not comprehensive enough...they will not know what it means."
- **Florida delegate:** I say we call it "The American Legion," We shall soon show them what it means..."

What to name the organization wasn't the only challenge to the founders.

Many of the veterans were obtaining temporary charters and forming units across the nation. Some referred these groups as "posts."

Yet, the committee, selected to draft the constitution and bylaws, wanted to call the units "billets" - hardly a term some wanted to use.

Said one New Jersey delegate after hearing the proposal: "My objection to the word "Billet" is that it is not a dignified word. It has many unpleasant associations, as to those men who slept in France will testify.

"Billet means some place where you lie down and sleep—and The American Legion is not going to lie down and sleep."

The committee bowed the will of the majority, and "Post" became the moniker adopted.

In September, the Congress officially recognized The American Legion and granted it federal charter—the first ever in veterans organization.

Two months later, delegates gathering in Minneapolis for the first national convention gave their blessing to the name "The American Legion" and the carefully crafted preamble, constitution and bylaws.

"More than 750,000 men and women would join The American Legion in the eight-month period." says National Commander Bruce Thiesen. "A great deal of thought went into the naming of our organization. "Our founders wanted it to stand for something, not only for its members but all of the nation."

And Maj. Gordon's contribution didn't go unnoticed. A large sign along the Pennyryle Parkway north of his hometown of Madisonville, Kentucky proudly proclaims him as the man who helped give the American Legion its name.

**"I say we call it  
"The American Legion"  
We will soon show  
them what it means..."**

## Basic Parliamentary Procedure

- It is a set of rules for conducting business at a meeting. It is important because it allows everyone to be heard and to make decisions without confusion.
- All Posts have a meeting agenda such as;
  - ◆ Call to order
  - ◆ Reading of the minutes
  - ◆ Officers reports/Membership
  - ◆ Executive Committee reports
  - ◆ Standing Committee reports
  - ◆ Special Committee reports
  - ◆ Unfinished business
  - ◆ New business
  - ◆ Announcements
  - ◆ Programs
  - ◆ Adjournment
- A motion is a proposal that the membership takes a stand or takes action on some issue.
- The motion is made, and then seconded. The Commander calls for discussion, then a vote on the motion.
- A speaker may only be interrupted (I rise to a question of privilege), complain about the heat, noise, etc. (I rise to a point of order), protest breach of rules or conduct (I appeal from the chair's decision), vote on a ruling from the Chair (I object to consideration of this motion), avoid considering an improper matter (I call for a division), verify a voice vote by having members stand (Point of information), request information (I move to reconsider the vote), or reconsider a hasty action **only if the speaker has the floor but has not actually begun to speak.**
- A second is needed for everything except: complaints about heat & noise, protest breach of rules or conduct, avoid considering an improper matter, verify a voice vote by having members stand and request information.
- What's debatable: postponing discussion for a certain time, closer study of something, amend a motion, introduce business, vote on ruling from the chair, reconsider a hasty action.
- Most votes require only a majority vote (more than half the members present and voting).
- Motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



**[www.legion.org](http://www.legion.org)**

**[www.illegion.org](http://www.illegion.org)**

## **Commander**

*"To you, my comrade, is entrusted a very important duty, of teaching and protecting the cardinal principles of The American Legion throughout your entire Post. To you is entrusted supervision of the duties of all other officers of this Post. To you may come the needy and the distressed and it is your duty to see that no worthy comrade is turned away without full justice. It is your duty to see that Freedom is ever the watchword of those with whom you may come in contact. Loyalty to your Post, to its membership, to the state and to the National Organization, are obligations which you now assume. You are more than the presiding officer for meetings. You are guided by the Constitution and by the decisions of the Post as a body, yet the responsibility for the success of the year's program is largely on your shoulders. You must initiate and carry through programs to completion. You must thoroughly familiarize yourself with the policies and traditions of your Post and of The American Legion. By your sincere acceptance and earnest performance of these duties, may the great trust which your comrades have reposed in you be justified. To you I extend the congratulations of the Department, and I wish you well as you assume the responsibilities of your office. I present to you a copy of the Legion Officer's Guide and Manual of Ceremonies to serve as your guide during the coming year."*

### **--Charge from Installation Ceremony**

Yes, Commander, the charge you accepted is broad and difficult. How you respond will determine to a large degree the standing of The American Legion among your associates and within the community.

As you look to the overall operation of the Post/County/District/, you realize that you have stepped up to another level. You may feel that the steep is too high, but as you proceed, following the guidelines as suggested in, "The Officer's Guide," and helpful advice from past officers, you will develop the organization and leadership skills that will make your term as commander one of the most rewarding of your life.

Your own ability, the help you obtain from other officers, the information contained in this guide, and the help you will get from officers who form your team, all combine to make the performance of your job possible. It cannot be done alone, you must accomplish goals for your Post/County/District.

## Planning Operations for the Coming Year

It's a rare group of new officers who take the office without enthusiasm and desire for a successful year. In the charge you accepted at your installation, you were entrusted with the supervision of the duties of all other officers of the Post/County/District. This does not mean that you will discourage them from taking initiative and developing new ideas. What it does mean is that you will be judged by the effectiveness of your officers.

## Executive Committee Suggested

Very early on in the game, you will find out that running a small organization is more than a one-person job. If you don't, you may feel as though the weight of the world is on your shoulders. This is the reason the constitution provides for a full group of officers, as well as an executive committee. They are elected or appointed to do specific jobs. It's up to you to get them to work together for the good of the entire organization.

## Events

Your budget is a means to an end. The amount of money you have is not as important as what you do with it. So, right along with the budget, you need to set up a calendar of events. This will insure that all officers are aware of what your organization will be doing during the coming year.

## Committee Assignments

Elected officers will be responsible for some activities and projects. Your appointed chairs will be in charge of others. Decide at the very beginning what is going to happen, when it is going to happen, and who is going to make it happen. Most of the assignments will be to carry on already established programs or activities.

There are handbooks, manuals, and brochures on all of the important Legion programs. Use National and Department resources. Many forms and brochures can be downloaded from both websites.

**National—[www.legion.org](http://www.legion.org). Department—[www.illegion.org](http://www.illegion.org).**

You and your Adjutant will receive much needed materials from the department. It is vital to get this information to the proper officers and committees as soon as possible.

***“Commander, it's up to you!  
Programs require intelligent  
planning to be successful.”***

## Programs

Keep in mind that on the Post and County level you may not be able to take on every program of the American Legion. Review what's there, decide on those of interest, and especially keep up with the times. Every new activity or program offers the opportunity to interest new people in joining the American Legion. Inactive members can be turned into active members by the same means.

## Protocol

There is a certain amount of protocol, which applies to American Legion meeting and social functions, especially those to which dignitaries have been invited. Protocol for those events is a responsibility that begins with the planning of the event. The department has a booklet on protocol and there is a section of the Officers Guide as well.

## Resolutions

If you have an idea that will improve The American Legion at any level, put that idea into words in the form of a resolution. All resolutions must be passed at the Post level first. When that has been accomplished the resolutions can be presented at the District convention meeting. Instructions on the proper writing of a resolution can be found in the Officers Guide.

You have been shown ways to utilize the potential of your members, but there's more help available when you need it; Past commanders, District, Division, and Department Officers are always the staff at Department Headquarters.

## Leadership Seminars

Each year your District/Division may hold seminars on general Legion operations, Legion programs, and leadership. As a Post and County officer, you can go a long way toward solving any future leadership problems by making certain that the Post and County are represented at these training sessions when provided.

## First Meeting

Now we come to the very important first Post meeting. You know that every member present is going to be judging you in comparison with previous commanders. At the first meeting, the pattern and the tone are probably going to be set for the entire year. If changes are going to be made, this is the time to announce them.

The American Legion is an impressive organization, and its meetings should be suitably formal and impressive. No time is saved by omitting parts of the ritual. Meetings, of course, can and should vary.

*"Seek those who have mentored you!"*

# MEETINGS

## The How To

## The Program

## The Procedure

### **The Beginning:**

- Call to Order
- Post Colors
- Salute to Colors
- Invocation
- POW/MIA Statement
- Pledge of Allegiance
- Preamble
- "I now declare this meeting of \_\_\_\_\_"

### **The Basics:**

- Roll Call of Officers
- Reading of the Minutes
- Guests
- Committee Reports
- Sick Call
- Service Officers Report



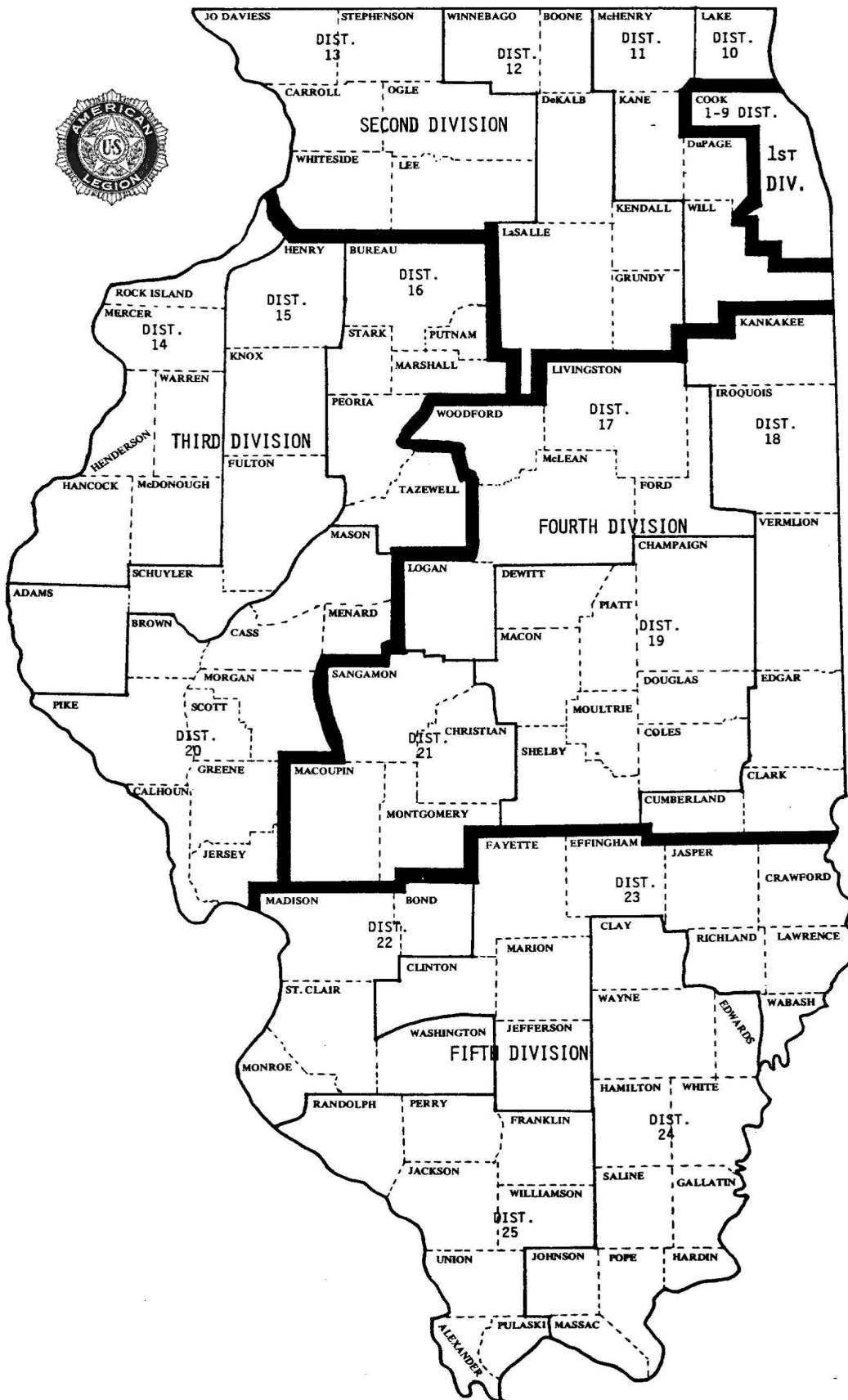
### **The Home Stretch:**

- Unfinished Business
- New Business
- Correspondence
- For the Good of the Legion

### **The Closing:**

- Any further Business
- Closing Prayer
- Retire Colors
- "I now declare this meeting of \_\_\_\_\_"

**Remember that this is your meeting or program, not the audience's.  
Keep control. Be in command. Be yourself and have fun.**



## **Senior Vice Commander**

“To you is given the responsibility of an active cooperation between yourself and the Commander— particularly should you interest yourself in the membership of the Post.”

You should be assisted by the most active and devoted members of the Post.

No single factor has so important an influence on the Posts success as membership.

You will be the exponent of means of safeguarding the honor of the Flag of our Country. To you are committed these endeavors with the expectation you shall fulfill each and every one of them. You are the teacher of Democracy.”

You are second in Command and you are the **Membership Chairman**.

Regardless of the size of your Post, members will look to you for leadership and direction. Were you involved actively in membership previously? Consult with past officers on what, if anything, was done, and how to improve it.

- ◆ Is your Post using the assets available to promote membership and the American Legion programs?
- ◆ Do you visit Veteran friendly businesses that will promote the Legion and your Post?
- ◆ Do you have current Legion publications available in your Post?
- ◆ Do you promote your Post’s activities and functions in local newspapers?
- ◆ How is the telephone answered at your Post? What message is on the answering machine?

There are of course other things that can be done. The above list is a start. But you as a Post Officer must ask yourself, “Where do I want to take my Post?”

Ask the Commander to let you run a few meetings. Let the membership know you want to lead.

Back to membership—download the membership report for every meeting from the Legion website, [www.illegion.org](http://www.illegion.org). Work with your Adjutant. Get the names of those members who have yet to renew. Call or visit them. You can’t do it alone and you shouldn’t; “You should be assisted by the most active and devoted members”.

**Know the Four Pillars of the American Legion:**

- Veterans Affairs and Rehabilitation
  - National Security
  - Americanism
  - Children and Youth
- ◆ Be on time for meetings.
  - ◆ Greet guests and new members.
  - ◆ Have name tags made up for all members; wear them at all meetings so no one is a stranger.
  - ◆ Memorize the Preamble.
  - ◆ Stand when speaking.
  - ◆ When speaking at a Post meeting or any other function be clear and stick to your subject.
  - ◆ People skills will always be important, talk to members and listen to their ideas. Give credit where credit is due.
  - ◆ Know your active members, you may need or want to replace appointed positions when you are Commander.
  - ◆ Attend County meetings if applicable. Make the effort to attend District meetings. Meeting other Legionnaires and exchanging ideas can only help you become a stronger leader.
  - ◆ Know your Post By-Laws - Recommend changes if parts are out-dated.
  - ◆ Carry membership applications; Veterans are out there- **JUST ASK.**

**IMPORTANT CONTACT INFORMATION**

**American Legion Headquarters**  
**1.800.433.3318**

\*

**American Legion Department of IL**  
**2720 E. Lincoln St.**  
**Bloomington, IL 61704**  
**1.309.663.0361**

\*

**Veterans Affairs & Rehabilitation**  
**2122 W. Taylor St. Rm. 106**  
**Chicago, IL 60612**  
**1.312.980.4266**

**Observe...**

**Ask Questions...**

**Stay Involved...**

**Never Stop Learning...**

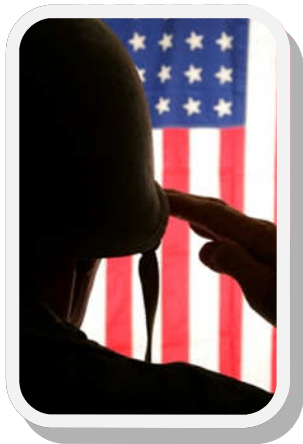
***"You are second in  
 Command and you  
 are the Membership  
 Chairman."***

**Communicate...**

**And be a Leader!**



***It isn't the  
Price You Pay  
To Be A Member -***



***It's The  
Price You Paid  
To Become Eligible***

## Junior Vice Commander

“Into your helpful hands are placed the important responsibilities of assisting the Commander’s office in all duties. Particularly should you be interested in patriotic observances of all kinds, in developing Post activities, and in the entertainment features which mark all meetings. Help to observe strict tolerance among your members on all political, religious and civic matters. The application of Justice will be your particular concern.”

Every Post is different; the Junior Vice Commander’s duties may vary depending on the size of your Post. But there are certain things that you must do regardless of your Post size:

- ◆ As stated above, assist the Commander
- ◆ Be on time for meetings.
- ◆ Greet guests and new members.
- ◆ Have name tags made up for all members; wear them at all meetings so no one is a stranger.
- ◆ Memorize the Preamble.
- ◆ Stand when speaking.
- ◆ When speaking at a Post meeting or any other function be clear and stick to your subject.
- ◆ Know your active members, you may need or want to replace appointed positions when you are Commander.
- ◆ People skills will always be important, talk to members and listen to their ideas. Give credit where credit is due.
- ◆ Know your Post By-Laws - Recommend changes if parts are out-dated.
- ◆ Learn the Legion programs and promote them.
- ◆ Familiarize yourself with the history of The American Legion.
- ◆ Carry membership applications; Veterans are out there- **JUST ASK.**

*Observe, Ask Questions...  
Never Stop Learning,  
Communicate, And enjoy  
being a Leader!*

Don’t take this job for granted. No matter the size of your Post it’s important. Remember, your Comrades are watching, and they want a leader- be that leader. Earn respect.

Part of your job is to learn, but you must be an active participant. Don’t be afraid to suggest things to the Senior Vice Commander or Commander. You are an officer and a leader too.

Learn your Post meeting itinerary. Understand Post operation and finance.

Plan whatever programs that may be assigned to you in advance, and above all, **don't do it alone.**

Learn the duties of the Senior Vice Commander and the Commander. Ask if you can fill in for them a few times.

Work on your people skills. Communication is everything; Talk to members and listen to their ideas. Give credit where credit is due.

Review the American Legion Officers Guide. It is a valuable tool, but remember, it's only a guide.

When speaking at a Post meeting or any other function, be clear and stick to the subject. Get your point(s) across and keep every ones attention, don't ramble.

Attend County meetings if applicable. District meetings are important, make an effort to attend them and invite other members to go along. Meeting other Legionnaires at these meetings can be a learning experience.

It is a essential to keep others involved and active for the continued strength of not only your Post, but the American Legion as a whole. A poised, consistent leader can accomplish a lot.

#### **Know the Four Pillars of the American Legion:**

- Veterans Affairs and Rehabilitation
- National Security
- Americanism
- Children and Youth

**Observe...**

**Ask Questions...**

**Stay Involved...**

**Never Stop Learning...**

**Communicate...**

**And be a Leader!**

#### **IMPORTANT CONTACT INFORMATION**

*American Legion Headquarters  
1.800.433.3318*

\*

*American Legion Department of IL  
2720 E. Lincoln St.  
Bloomington, IL 61704  
1.309.663.0361*

\*

*Veterans Affairs & Rehabilitation  
2122 W. Taylor St. Rm. 106  
Chicago, IL 60612  
1.312.980.4266*

## **Success or Failure Will Mark Your Term**

All Officers need to set examples. Your image and how you carry yourself will be noticed by the membership.

Appearance, speaking ability, knowledge of the American Legion, impartiality, the ability to follow through and be a good listener, all are part of being a good leader.

Each of us would like to be remembered as the guy who got things done and had a good time doing it.

Not everyone will like what you do and not everyone will like what you say, in fact there will be some who won't like you no matter what you do.

You can't please everybody and you shouldn't try. But you are a leader an officer and with that you will do the best you can with the knowledge you have and with the help of those "devoted" members.

### ***Remember there are people that:***

- ◆ ***Make things happen***
- ◆ ***Watch things happen***
- ◆ ***Wonder what happened***

Every Post has a "click". As an officer and leader you have to separate yourself from them no matter their influence.

### **What causes organizational failure?**

- ◆ Poor leadership
- ◆ Shaky leadership
- ◆ The failure to motivate
- ◆ Poor people skills (Communication)
- ◆ Failure to seek and achieve goals

Leadership is nothing more and nothing less than influence.

The remarkable thing about leadership when stripped of its essence, when it's recognized as being influence and influence alone, is that it becomes clear that everyone is a leader.

Everyone has influence, and not all of it is positive. Most Posts, County, Districts and so on, have at least one member whose influence in that organization is negative, and while most would not describe them as a leader, they unfortunately are. So too is the officer or member whose influence is largely positive.

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*(Success or Failure Will Mark Your Term Continued from page 18)*

When you identify the positive influencers in your organization, you have identified the leaders who are essential for organizational success.

Leadership begins with a vision of success and goals.

Goals must be realistic. Communicate, the sharper the focus of your message the greater its chances for success. We instead of Me is a leaders guide.

Promote Post loyalty and fun. Be yourself, do your best to tell it like it is. Know the American Legion. Communicate for tomorrow as well as today.

A true leader is one who is willing to accept less than his share of the credit, and more of his share of the blame.

Help others achieve their best. Leading others can be a challenge but a rewarding one. You can do it if you take your Charge as an officer in this great organization seriously.

# *Why We Don't Walk Between the Colors This is Hallowed Ground*



Between these flags that proudly fly  
 Let no man dare to stand  
 For here our fallen comrades lie,  
 This is hallowed land.  
 A symbol, yes but mark it well:  
 Here let us ever humbly pause  
 In memory of the lads who fell  
 In fighting for our sacred cause

On sea or land these buddies died,  
 Some lie beneath a foreign sod  
 In graves caressed by winds and tide,  
 In spots unknown to all but God.  
 And so, this place is hallowed ground.  
 And it shall be forever blest  
 As tho it were a grassy mound  
 Beneath which gallant heroes rest.

Be ever watchful, Legionnaires,  
 Of these two flags which signify  
 That we should guard this spot with care  
 Where our departed comrades lie.  
 And, if a man should dare to tread  
 This spot where lie our gallant Brave.  
 He desecrated those noble dead  
 As tho He walked upon their grave.

# ELEMENTS OF THE AMERICAN LEGION EMBLEM

Every part of The American Legion Emblem has a meaning, a rich symbolism that a glance does not reveal. The Emblem is laid upon the rays of the sun, giver of life, warmth and courage; foe of the cold, of the darkness, of fear, of apprehension. In turn, each of the Emblem's many parts signify a meaning which no American Legionnaire who wears the Emblem should take lightly, and which he or she should know from the first moment the Emblem is put on. Why does the star signify constancy of purpose?

Because the stars are fixed in the heavens. As the stars do not wander, so should  
The American Legion not wander from its fixed purposes.

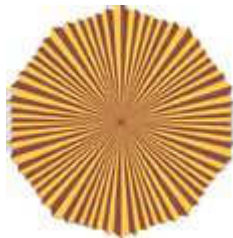
Further, the words "The American Legion" demand "that the wearer shall ever guard the sanctity of home and country and free institutions...." There shines the emblem of The American Legion.



It is your badge of pride and distinction, honor and service.

## The rays of the sun

The rays of the sun form the background of our proud emblem and suggests the Legion's principles will dispel the darkness of violence and evil.



## The wreath

The wreath forms the center, in loving memory of those brave comrades who gave their lives in the service of the United States that liberty might endure.



## American Legion

The words American Legion tie the whole together for truth, remembrance, constancy, honor, service, veterans affairs and rehabilitation, children and youth, loyalty, and Americanism.



## The star

The star, victory Symbol of World War I, also symbolizes honor, glory and constancy. The letters "U.S." leave no doubt as to the brightest star in the Legion's star.



## Outer rings

The larger of two outer rings stands for the rehabilitation of our sick and disabled comrades. The smaller inside ring denotes the welfare of America's children.



## Inner rings

The smaller of two inner rings set upon the star represents service to our communities, states and the nation. The larger outer ring pledges loyalty to Americanism.





## **Post Adjutant**

### Leadership Training

**“My comrade you have been chosen to assist in the wise and effective administration of the Commander’s office and to serve not only your fellow legionnaires but also those whose relationship to our organization has led them to look for guidance and relief. You will find your duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our program depends, to a great extent, upon you and your performance of the duties of your office.”**

You are the facilitator of the post, the one who has the information which will benefit the membership with success of its programs, activities, organization, and adherence to the principles of the American Legion. The information you receive is vital to the other officers, share it with them always.

You are the engineer who runs the ships machinery and ensures everything is on an even keel.

You are the personnel officer, the intermediate contact with the individual members of the post; who keeps membership records, records and minutes of the meetings, checks on and assists in the work of other officers and committees, as well as publishing official orders and announcements.

Know your By-laws. Understand post operations.

Keep lines of communication open to all officers. Working together is more productive than working independently.

*Duties listed will vary from Post to Post.*

## **Membership Processing and Tracking Programs**

- ◆ **Annual post data report**: This is due by April 15 each membership year. This begins the process for renewal notice mailings.
- ◆ **Post consolidated report**: This is due at department by June 1st. This report summarizes what your post has done during the membership year, and supports the lobby of our national representatives to Congress for veterans.
- ◆ **Processing membership cards**: The Department of Illinois requires “paid” dues to be returned and within 30 days of payment. Failure to comply makes it likely your members will receive excess renewal mailings, and your district commanders will not be able to receive their membership awards. These cut off dates and renewal mailing dates are published in the department membership calendar, and are included in the introductory adjutants material you receive at the beginning of each year. Document your paid membership cards and post check numbers turned into department membership. Card discrepancies must be approved by the post to the department.
- ◆ **The American Legion Member Data Form (MDF)**: This four (4) part form is the most important tool the Adjutant has in keeping Post records of deceased members, address changes, information corrections, and transfers. Do not make informational changes on membership cards.
- ◆ **Handling a Renewal Membership**: Expedient distribution of paid cards is important. The first, and usually largest, group of cards can be distributed at Post meetings, Post activities or “Early Bird” functions. It is smart to include any newsletters, Post calendars and/or Post programs and event information with the renewal card. Subsequent renewals may be mailed to out-of-towners with relevant programs and other post information. Elderly or infirmed members may have their cards personally delivered.
- ◆ **New members**: Give the membership card to the new member. Letters of welcome, newsletters, calendars, meeting dates, events, calls for involvement and participation, are excellent ways to make additional contact of which can be personally delivered or mailed with the new member’s membership card.
- ◆ **Deceased members**: A membership data form (MDF) should be sent to Department within thirty (30) days. Sympathy cards and condolence letters, possibly accompanied with any posthumous awards—i.e. For continuous membership or service, are a good way to maintain contact with the deceased members families, who may still want to be a part of the Legion family.
- ◆ **Cards received an error**: If you receive membership cards in error, contact department immediately, and send in or deliver said cards to the membership department.

- ◆ **If you received duplicate membership cards:** Contact department immediately, and send or deliver the cards to the membership department.
- ◆ **Transmitting membership dues to department:** You must deliver or mail The American Legion record and department card stubs, with per capita dues payment, to the Membership Department within thirty (30) days per Department Constitution and By-Laws.
- ◆ **Processing paid up for life (PUFL) members:** Deliver or mail the MDF, with per capita dues payment, to Department Headquarters within thirty (30) days.
- ◆ **American Legion Post Officers Portal – ALPOP:** Go to **mylegion.org**, and print the application and register. For those willing to use the Internet, your job will be easier, and instant updates/corrections are possible.
- ◆ **Utilizing 2910 List and Direct Mailing Solicitations:** These lists maybe procured from department, or from ALPOP from my legion.org. Any post member, officer, or membership team may recruit, renew and/or transfer prospects from these lists. MDF's must be signed by the adjutant.
- ◆ **Post By-Laws:** Your post bylaws should be reviewed and be compliant with department and national bylaws. If your post has no bylaws, you should advise your commander to form a committee to draft them. The department maintains copies of all posts who have submitted their bylaws in their archives.
- ◆ **Record Filing and Retention:** Compile all yearly post records – minutes, correspondence, membership manifest, consolidated report – at the completion of the membership year. Post record should be filed in a safe place at the post.
- ◆ **Mentoring, Organization, Dedication & Commitment:** These membership traits are more focused and your "charge" as adjutant then any other officers charge. You will be fortunate to meet other legionnaires who display equal or more of these traits than yourself, your position as adjutant requires you to demonstrate and achieve your responsibilities. There is no substitution for your sense of duty and care for your fellow legionnaires, and to The American Legion. Train another who is willing to begin "one thing" by helping, then completing it and finally leading. This legionnaire may assist as an assistant adjutant and/or be groomed for other Post positions.

**IF YOU FAIL TO PLAN, YOU PLAN TO FAIL!**

## **Why be a Mentor?**

- To give someone you feel merits, and are qualified for, an opportunity.
- Without involved people in our Legion to undertake positions in our Posts, the Legion will flounder.
- To many members, the Legion appears as an impenetrable private fiefdom run by a few people.
- As a mentor you must assure members that Legion Posts or County organizations are not private clubs presided over by a select few. Make new members feel at home.
- After a meeting or two find out if they have an interest in a program. Don't scare them away or be overly aggressive.
- Give them the published American Legion booklet(s) on what interests them.
- Get them the American Legion Officers Guide and help them navigate through it.
- Show them by example the use of good people skills.
- As an officer, it's a good idea to sit with them for a few meetings. Beware of those who are selfish, fear rivals, and won't let new guys take over.
- Don't let that negative influence destroy prospective leaders.

## **Things to remember as a Mentor:**

- Be sure to let the person know you will support them.
- Always fully explain the extent of their involvement and that refusal has no repercussions.
- Clearly understand what you want to accomplish when you Mentor.
- Be willing to share your time and knowledge.
- Legion members learn better leadership skills by being mentored, and officers develop those skills further by mentoring others. You discover talent.
- To help others achieve their personal best and to develop a knowledgeable leader to carry on the growth and success of the American Legion is a stimulating challenge.

## **Success or Failure Will Mark Your Term**

All Officers need to set examples. Your image and how you carry yourself will be noticed by the membership.

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## **What causes organizational failure?**

**Poor leadership; shaky leadership, the failure to motivate; poor people skills (communication); and failure to seek and achieve goals.**

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Everyone has influence, and not all of it is positive. Most Posts, County, Districts and above have at least one member whose influence in that organization is negative, and while most would not describe them as a leader, they unfortunately are. But so is the officer or member whose influence is largely positive.

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**SAMPLE**  
**Post Data**  
**Report Form**



**ANNUAL POST DATA REPORT**  
**2010 Membership Year**

( ) District Data as of  
 Post's Legal Name (as shown on Post Charter): Post Location (as shown on Post Charter):

Post Commander: Post Adjutant:

*(Contact your Department Headquarters immediately if any of the information above is incorrect.)*

Please type or print in ink and forward to the Department

<u>CURRENTLY ON FILE:</u>	<u>CHANGE OR CORRECTION:</u>
1) Post's Home (Physical) Address:  <input type="checkbox"/> Building is owned/rented by the Post. <input type="checkbox"/> Post has no permanent home; the meeting locations may vary.	_____ _____ _____

2) Post's Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3) Post's Dues Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#.

4) Current Annual Post Dues: 2010 Dues will be \$   .

Effective Date   /   /

Month Day Year

5) Post's Telephone Number:    -    -

6) Post's Fax Number:    -    -

7) Post's Email Address: \_\_\_\_\_

8) Post's Internet Website: \_\_\_\_\_

Post's Meeting Date & Time:  
 \_\_\_\_\_

\_\_\_\_\_  
 Post Adjutant or Commander Signature

\_\_\_\_\_  
 Date

★ **IMPORTANT NOTICE** ★

Complete and return this form to your Department Headquarters no later than **April 15, 2009**. Failure to meet this deadline may cause the first 2010 Renewal Notices to be mailed with incorrect information.

*(Detailed instructions on reverse side)*



**Post Data  
Report Form  
Instructions**

## Instructions

Throughout the year it is necessary for National to contact its Posts regarding membership renewals, awards, Dispatch subscriptions, Veterans Affairs or other important information. In addition, National receives daily requests for Post information from members and potential new members, or others who are looking for information about The American Legion at the local level. Maintaining current Post information on National's files has become more important than ever.

The Annual Post Data Report is used by the Post to inform the Department and National Headquarters of pertinent information regarding the local Post, most importantly, membership renewal information. The left column (CURRENTLY ON FILE) shows the information that National has on record for the Post. Updates to the information should be entered in the right column (CHANGE OR CORRECTION). Instructions or a description of each item is shown below.

This information will be maintained on National's records and, with Department approval, may be published on its website (www.legion.org) through its Post Locator feature.

*Please remember to inform your Department Headquarters anytime a change is made throughout the year.*

- 
1. Enter the actual physical location of the Post home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Post may meet regularly at a banquet facility; it may or may not be the Post's mailing address. Place an "X" in the box that best describes the location of your Post home. This is also used as the mailing address.
  2. Enter the regular mailing address of the Post. This should be the address where routine Post mail is received.
  3. Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the regular mailing address of the Post.
  4. Your Post's current dues are shown in the left column. Write the dues amount to be billed to members for their 2010 membership. If dues are changing, write the effective date of the new rate.

**If questions 5, 6, 7, 8 or 9 below don't apply to your Post, write *Not Applicable* (or *N/A*) in that field in the right column (below Change or Correction).**

5. Enter the business telephone number of the Post. (Not the personal phone number of any member.)
  6. Enter the fax telephone number of the Post, if applicable.
  7. Enter the Post's email address, if applicable. Many Posts now maintain an email address; it should be regularly monitored.
  8. Enter the URL of the Post's website, if applicable.
  9. Enter the date and time of your regularly scheduled Post meeting. (Ex: 2<sup>nd</sup> Wednesday @ 7:00pm)
- 

The Annual Post Data Report must be signed at the bottom of the page by the Post Adjutant or Commander. Unsigned reports will be returned for the authorized signature.

**The completed Annual Post Data Report must be forwarded to your Department Headquarters no later than April 15, 2009 in order for the information to be processed in time for the first 2010 Renewal Notice.**

**If there is a subsequent change in the Post contact information or a change in the dues amount, the Post must notify the Department Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if proper notification was not received, or if notification was not received in advance of the established deadlines.**



**SAMPLE**  
**Consolidated**  
**Post Report Form**



**THE AMERICAN LEGION**  
**CONSOLIDATED POST REPORT**



2009 - 2010

Please print or type clearly.

Department of (1) \_\_\_\_\_ Post No. (2) \_\_\_\_\_ District No. (3) \_\_\_\_\_

Final 2009 Membership (4) \_\_\_\_\_ Located at (5) \_\_\_\_\_ city \_\_\_\_\_

**LEGISLATIVE**

Post has active Legislative Chairperson who reports regularly to Post meetings (6)

**VETERANS AFFAIRS AND REHABILITATION**

No. of cases handled by Post Service Officer (7) \_\_\_\_\_ Emergency aid given vets from Post funds (8) \$ \_\_\_\_\_ No. of Volunteer hours recorded at VA Hosp. (9) \_\_\_\_\_

Contributions to VA Voluntary Service Program (10) \$ \_\_\_\_\_ Post has a VWS Coordinator (11)  Number of VWS Volunteers (12) \_\_\_\_\_ Post has "Heroes to Hometown" Representative (13)

**NATIONAL SECURITY**

**Blood Donor Program** - No. pints donated (14) \_\_\_\_\_ No. blood donors from Post (15) \_\_\_\_\_ **ROTC Medals** - No. presented by Post (16) \_\_\_\_\_

**Energy** - Post has Chairperson (17)  **Crime Prevention/Law and Order Program** - Post has program (18)  **Fire Prevention/Protection Program** - Post has program (19)

**Homeland Sec./Disaster Relief & Citizen Corps** - Post Participates (20)  Post has a POW/MIA Chairperson (21)  Post has a Foreign Relations Committee/Commission Chairperson (22)

**PUBLIC RELATIONS**

Post has an active PR chairperson/officer (23)  Post produces a Post Publication (24)  Post maintains a website (25)  No. of annual community events Post participates (26) \_\_\_\_\_

Post participated in a **9/11 Community Commemoration Event** (27)  **Number of times your Post was mentioned in the following media during the past year?**

Radio (28) \_\_\_\_\_ TV (29) \_\_\_\_\_ Cable Access TV (30) \_\_\_\_\_ Newspaper (stories) (31) \_\_\_\_\_ Newspaper (letters to the editor) (32) \_\_\_\_\_

**UNIFORMED GROUPS**

**Post Sponsors:** Color Guard (33)  Firing Squad (34)  No. of Funeral Honors provided for veterans (35) \_\_\_\_\_ Cost of Uniformed Groups (36) \$ \_\_\_\_\_

**ECONOMICS**

Post has Employment Chairperson (37)  Post has Homeless Veterans Chairperson (38)  Post participates in Career Fairs (39)  No. Veterans referred to LVER or DVOP (40) \_\_\_\_\_

No. placed in employment (41) \_\_\_\_\_ No. placed in job training program (42) \_\_\_\_\_ Promote programs such as **Employ Older Worker week** and **Employer of the Year** (43)

**Submitted award nominations in the following:**

Homeless Veterans Outreach (44)  Employer of the Disabled (45)  Employer of Older Workers (46)  LVER (47)  DVOP (48)  Local Office (49)

Employer of veterans, large category (1-200 employees) (50)  Employer of veterans, medium category (50-200 employees) (51)  Employer of veterans, small category (less than 50) (52)

**AMERICANISM**

**American Legion Legacy Scholarships:** Amount Donated (53) \$ \_\_\_\_\_ Participates in citizenship/naturalization activities (54)

**Baseball:** American Legion Baseball team sponsored (55)  Cost (56) \$ \_\_\_\_\_ Other Athletic teams sponsored (57)  Cost to Post of other teams (58) \$ \_\_\_\_\_

**Scouting:** Post sponsors Scout units (59) (60)  No. of youths in Legion Scouting (61) \_\_\_\_\_ Donated to Scouting Activities (62) \$ \_\_\_\_\_

**Oratorical Contest:** Post sponsored local contest (63)  No. of local contestants (64) \_\_\_\_\_ Cost to Post (65) \$ \_\_\_\_\_

**Education:** School Award Programs Post Participates (66)  No. of Awards Presented (67) \_\_\_\_\_ Participates in American Education Week (68)

No. of Schools assisted by Post (69) \_\_\_\_\_ Cost to Post (70) \$ \_\_\_\_\_ No. of Scholarships Awarded (71) \_\_\_\_\_ Value of Awards (72) \$ \_\_\_\_\_

Hours of service given to Education Program (73) \_\_\_\_\_ Additional amounts expended on Education Program (74) \$ \_\_\_\_\_ Participates in Vets in the Classroom (75)

**Flag Education:** No. of presentations to local groups (76) \_\_\_\_\_ Cost to Post (77) \$ \_\_\_\_\_

**Post Participation:** Flag Day (78)  Get Out The Vote (79)  Vet Day (80)  Memorial Day (81)  July 4 (82)  American Legion Birthday (83)  Four Chaplains Sunday (84)

**Community Service:** Estimated No. hours service (85) \_\_\_\_\_ Cost to Post (86) \$ \_\_\_\_\_ **Junior Shooting Sports Program Club Sponsorship:** No. Youth Involved (87) \_\_\_\_\_ Cost to Post (88) \$ \_\_\_\_\_

**American Legion Riders:** Post has Riders group (89)  No. of Legion Family members (90) \_\_\_\_\_ No. of Community Events Sponsored (91) \_\_\_\_\_

**CHILDREN & YOUTH**

No. of C&Y Activities Held (92) \_\_\_\_\_ Cash aid given to benefit children (93) \$ \_\_\_\_\_ Value of goods given to children (reasonable estimate) (94) \$ \_\_\_\_\_ No. of children given aid (cash or goods) (95) \_\_\_\_\_

**Post Participation:** Halloween Safety (96)  Health & Child Safety (97)  Family Support Network (98)  April is C & Y Month (99)  Operation Military Kids (100)  Special Olympics (101)

Administrative costs (paper, equipment, etc.) (102) \$ \_\_\_\_\_ Parties, Dinners, Prizes and Gifts (103) \$ \_\_\_\_\_ All Other Expenses (104) \$ \_\_\_\_\_

**CONTRIBUTIONS:** Dollar amounts to other agencies or American Legion activities

United Fund (105) \$ \_\_\_\_\_ Red Cross (106) \$ \_\_\_\_\_ Cancer Research (107) \$ \_\_\_\_\_ Handicapped Children (108) \$ \_\_\_\_\_

American Legion Endowment Fund (109) \$ \_\_\_\_\_ Childrens Hospital (109) \$ \_\_\_\_\_ American Legion National Emergency Fund (110) \$ \_\_\_\_\_ All others sum total (111) \$ \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Consolidated  
Post Report  
Instructions**



2009-2010

## THE AMERICAN LEGION CONSOLIDATED POST REPORT

At first glance, the Consolidated Post Report you receive may appear complicated and something you don't want to be troubled with, but it is perhaps the most important document your post can complete and submit. This information will be combined with that of other posts, which submit forms to be put into the report annually sent to Congress. Your post is encouraged to send a photocopy to your own U.S. Representative. This summary is "US" when the National Commander and others testify on Capitol Hill on behalf of The American Legion and all veterans. Each post has a story to tell, and when we speak collectively, our strength is magnified...your post needs to be a part of that united force.

Every blank or line does not have to be filled in. Few posts can claim activity for every item listed. If the post only has one program, then that should be the one reported. Your department may have other reports to file and the completion of the Consolidated Post Report will assist your post with this responsibility.

The report is a single page and two copies. After the form is completed, send the original and one copy to your Department Headquarters by the date they specify, but no later than June 15. Keep the third copy for the post's records.

Some questions can be answered by putting an "X" in the  provided. An "X" means "Yes." A blank means "No."

Many questions call for figures, such as the number of Funeral Honors provided for veterans, or the number of cases handled by the Post Service Officer. Some of the items being assessed, like The American Legion National Emergency Fund, ask for the number of dollars spent. There is a dollar sign (\$) at the beginning of each blank space which requests a response in dollar amounts. Do NOT report cents...round out your response to the nearest dollar.

All answers to the boxes and the fill-ins should be typed or printed clearly, using a pen with black or dark blue ink.

Whoever is given the responsibility of completing the form may have to get some of the answers from other post officers or committee members. If you can't get exact amounts or numbers, please make a reasonable estimate. If your post did not participate in a program listed on the report, or if you simply can't get the information by the requested date, leave the section blank. It will be an unusual post reporting something on every line of the form.

If your post had projects, activities or events which cannot be adequately covered on the report form, attach a narrative (written description/pictures/newspaper articles) to the National and Department copies of the form. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and shared with The American Legion Magazine staff. Narrative reports are also very helpful to the Department Program Committees in selecting posts for various Department and National program awards.

Your report is a measure of performance for your post and shows you are  
"STILL SERVING AMERICA"

**Department Reminder: July 1 is the final date for transmittal to National for Post Reports to be included in the National tabulation for the specified reporting year.**





**Member Data  
Form  
Instructions**

THE AMERICAN LEGION  
MEMBER DATA FORM

**INSTRUCTIONS**

**Please clearly print or type the information when filling out the form.**

Information that is illegible or incomplete is subject to error. Your help in ensuring the accuracy of the information reported is appreciated and will assist National Headquarters in maintaining a more accurate database for members of The American Legion.

The Member Data Form should be used to report:

- Name/Address Changes
- Date of Birth
- Continuous Years Changes
- Post Transfers and
- Deceased Members

The Member ID No., Post No. and the name of the Department is required for a Member Data Form to be processed by National Headquarters.

**The following pertains to transfers only:**

*The transfer from one Post to another is a privilege granted to any paid-up Legionnaire with the approval of the Post to which the member desires to transfer.*

**A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:**

1. No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended, and are not in good standing, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Post to another. The accepting Post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former Post.
3. A Legionnaire desiring transfer of membership must first secure approval from the Post TO WHICH transfer is desired. This may be done orally or in writing. The Adjutant of the new Post will complete and route the parts of the form as instructed.
4. National Headquarters will carry through by transferring the member's record to the new Post, provided that member's current record is on file and provided the information on the transfer is complete.
5. Kansas Paid Life Members should check with their Department Headquarters prior to transfer.

**ROUTE THE PARTS OF THE MEMBER DATA FORM AS FOLLOWS:**

Parts 1-3: Send to Department Headquarters. The Department will forward part 1 to National, retain part 2, and mail part 3 to the Post that loses the member who transfers.

Part 4: Post should keep for their files.

*Note: The signature of the Post Adjutant is required in reporting an Honorary Life Member, a deceased member, a transfer or a continuous years change.*

**2013 The American Legion Record**

XXXXXXXX 13 1600000 101003 \* X

MEMBER ID NO. POST NO. CONT. YRS.  CORRECT WAR ERA  CONT. YRS. OR NAME CHG.

NAME (FIRST MIDDLE LAST)

MAILING ADDRESS

WWI  WWII  KOREA  VIETNAM  LEBANON/BRENAHA  PANAMA  GULF 1,003 104,567

2013 LEGION SEE INSTRUCTIONS ON REVERSE SIDE / DO NOT SEPARATE

Place X (in #2 pencil) for change or correction in boxes provided. Use the space under the name for name correction. Do not use this card for address changes.

Duplicate:

Deceased:

**Department Card 2013**

DATE PAID  RENEWAL  NEW  TRANSFER

POST ADJT INITIALS

MEMBER ID NO. POST NO. CONT. YRS.

NAME (FIRST MIDDLE LAST)

ADDRESS TELE # ( )

**HERE IS YOUR 2013 MEMBERSHIP CARD**

Sign the card on the line provided and carry it with you. Payment of dues is hereby acknowledged; \$3.00 of which is allocated for a subscription to The American Legion Magazine and is non-deductible from dues.

CUT ALONG DOTTED LINE

Membership Card 2013 The American Legion

IL DEPT. POST NO. MEMBER ID NO. CONT. YRS.

THE ABOVE MEMBER HAS PAID DUES IN THE POST INDICATED

*The Three Soldiers, Vietnam Veterans Memorial, Washington, DC*

©1985 Estate of Frederick Hart and the Vietnam Veterans Memorial Fund

NOT VALID UNLESS COUNTERSIGNED BY MEMBER AUTHORIZED POST OFFICER

*Thanks for still serving America.*

**SAMPLE Membership Card & Instructions**

IF FOUND LOOSE IN MAIL, SEND TO:  
**THE AMERICAN LEGION**  
 P.O. BOX 1954  
 INDIANAPOLIS, IN 46206

**INSTRUCTIONS**  
 2006 MEMBERSHIP CARDS

If this card is already printed with the name and address of a 2006 member on the opposite side:

- When the member pays their 2006 dues, fill in the date and your initials on the 3-part card (upper center); sign the member's card (make no further entries for a renewal unless a correction is needed).
- If the name is misspelled, first war era served or the number of continuous years is wrong or omitted, use a #2 pencil to place an X in the "correction" box on the left section. Pencil is required for automated equipment to pick out this card for necessary correction. Print or type the correct name, number of years of continuous membership and/or first war era served on left and center sections.
- Do not use this card to correct an address. Send a completed Member Data Form to your Department Headquarters if address has not already been reported by member.

If this card is not already preprinted with the name and address of a 2006 member:

- Use it for a new or transferred member at the time dues are paid for 2006.
- Type or print the member's name and years of continuous membership on the Official Membership Card, and sign the card.
- Type or print in both sets of boxes on the left and center sections in the spaces reserved for this purpose: Years of continuous membership; first name, middle initial, last name, first war era served; mailing address; City, State, Zip Code.
- Put an "X" in the proper box at the upper center to show Renewal, New Member, or Transfer.
- Date and initial the center section.
- Mail the left and center sections along with Department and National dues to Department Headquarters. Do not separate the two parts.
- Give or mail the official card to the member promptly (the section at the right).
- Do not at any time change or strike over the Membership ID Number.

FOR FURTHER INFORMATION SEE THE "POST ADJUTANT'S MANUAL."

Payment of National dues in The American Legion is hereby acknowledged, \$3.00 of which is allocated for a subscription to The American Legion Magazine and is non-deductible from dues.

PRINTED IN U.S.A.

**Eligibility Dates**

WWI: April 6, 1917 - November 11, 1918  
 WWII: December 7, 1941 - December 31, 1946  
 Korean War: June 25, 1950 - January 31, 1955  
 Vietnam War: February 28, 1961 - May 7, 1975  
 Lebanon/Grenada: August 24, 1982 - July 31, 1984  
 Panama: December 20, 1989 - January 31, 1990  
 Persian Gulf: August 2, 1990 - cessation of hostilities as determined by U.S. Govt.

**Preamble to the Constitution of The American Legion**

FOR GOD AND COUNTRY WE ASSOCIATE OURSELVES TOGETHER FOR THE FOLLOWING PURPOSES:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the anarchy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.



**SAMPLE  
Membership  
Register**

**THE AMERICAN LEGION  
MEMBERSHIP REGISTER**

DATE		POST NO.	DEPT. NO.	MEMBERSHIP YEAR	DEPARTMENT NAME	POST LOCATION	POST NUMBER	MO.	DAY	YE.					
09 09		1	1	2010	ILLINOIS	LEWISTOWN	IL 0001	04	17	09					
DATE TRANSMITTED	LAST PAID YEAR	MEMBERSHIP NUMBER	CONTY. YEARS	NAME	ADDRESS	CITY	STATE	ZIP #	CR. FLAG	EX. PLAN	GRA.	TV	UN	SEQUENCE NO.	
	09	202185068	10	BAINTER, LARRY	13017 N CENTRAL SCHOOL LN	LEWISTOWN	IL	61542			B			000001	
	09	100055004	32	BAKER, DONALD L	1405 E ELM ST APT A3	CANTON	IL	61520						000002	
	09	203515532	4	BAKER, NATHANIEL J	BROOKE ARMY MEDICAL CTR 3851 RODGER BROOKE DR DN 4W	FORT SAM HOUSTON	TX	78234			S	U		000003	
	09	101253762	14	BALL, JOHN T	PO BOX 107	LEWISTOWN	IL	61542			B			000004	
	09	202413226	9	BARCLAY, NATHAN A	819 N BROADWAY ST	LEWISTOWN	IL	61542						000005	
	09	201632788	13	BATH, JACK JR	101 S ILLINDIS ST	LEWISTOWN	IL	61542				P		000006	
	09	101253768	27	BEADLES, HERBERT T	510 S JEFFERSON ST	LEWISTOWN	IL	61542						000007	
	09	101253770	18	BEARD, GARY	12396 N VERNON RD	LEWISTOWN	IL	61542			B			000008	
	09	200964269	16	BENNETT, SCOTT	RR 4	LEWISTOWN	IL	61542			B			000009	
	09	101253775	30	BERRY, RAY	648 W WASHINGTON AVE	LEWISTOWN	IL	61542						000010	
	09	100055385	39	BERTETTO, CHARLES D	215 RIVER OAKS DR	NEW ORLEANS	LA	70131				P		000011	
	09	203726529	3	BIANCHI, ADOLPH A	1906 EL CAMMINO DR	PEKIN	IL	61554						000012	
	09	101253778	58	BLACKWELL, ROBERT B	PO BOX 308	LEWISTOWN	IL	61542	50			P		000013	
	09	101253781	43	BOYD, JOHN	310 S MONROE ST	LEWISTOWN	IL	61542						000014	
	09	201763448	12	BRADEN, WILLIAM A	408 W MILTON AVE	LEWISTOWN	IL	61542			B			000015	
	09	201206416	15	BRADLEY, JACK L	113 E FRANKLIN ST	HAVANA	IL	62644			2			000016	
	09	200276531	58	BRECKENRIDGE, GEORGE J	303 E JAMES ST	YATES CITY	IL	61572	50		4	P		000017	
	09	101253783	25	BROWN, EDDY R	13106 N CENTRAL SCHOOL LN	LEWISTOWN	IL	61542						000018	
	09	203034002	5	CERCONE, JAIME	501 W MILTON AVE	LEWISTOWN	IL	61542			S			000019	
	09	101253790	45	CHAMBERS, JESSE JR	PO BOX 64	LEWISTOWN	IL	61542			2			000020	
	09	203561925	4	CHASTEEN, HAROLD	403 W LINCOLN AVE	LEWISTOWN	IL	61542			B			000021	
	09	201295506	15	CLARK, EDRA S D	14955 N GRAIN BEND RD	LEWISTOWN	IL	61542				P		000022	
	09	201415320	14	COATS, LARRY	433 E EUCLID	LEWISTOWN	IL	61542			B			000023	
	09	203578422	3	CORB, KENNETH	3209 SHELBY AVE	MATTSON	IL	61938			4			000024	
	09	102186004	2	COLLINS, EDWARD K	6 DEER RUN	O FALLON	IL	62269			4			000025	
	09	201295407	15	COLLINS, GLEN E	45 LEE ST	BETHALTO	IL	62010						000026	









**SAMPLE  
Membership  
Register**

**THE AMERICAN LEGION  
MEMBERSHIP REGISTER**

DATE	LAST PAID YEAR	POST NO. NO.	DEPT. NO. NO.	MEMBERSHIP YEAR	DEPARTMENT NAME	POST LOCATION	POST NUMBER	NO.	DAY	YR.	CITY	STATE	ZIP	SER. FLAG	EX. FLAG	TY	UN	SEQUENCE NO.
<p>Memorandum To : Post Adjutant</p> <p>From : National Headquarters (Membership &amp; Post Activities)</p> <p>Subject : Membership UPDATES</p> <p style="text-align: center;">IMPORTANT - PLEASE READ</p> <p>Here is a printout (and possibly one or more cards) for your post...the information enclosed is a result of activity changes since 2009 Legion membership cards and rosters were printed and distributed earlier this year. Here is what you have:</p> <p>PRINTOUT - The information on the printout relates to the codes in the far-right column with further description in the legend provided at the end of the roster... data covers new members, address changes, deceased members, and membership transfers (in and out).</p> <p>CARD(S) - Any cards included are for those who joined since the pre-printed cards/rosters were printed/distributed earlier in the year (see full schedule below)</p> <p>You should enter this information onto your existing roster, or maintain the new one provided as an addendum/appendix.</p> <p>The full schedule is as follows:</p> <ul style="list-style-type: none"> <li>* April - Initial cards/rosters printed for the next membership year</li> <li>* July - New members' cards since April and roster to include all changes from April to July</li> <li>* October - Changes since July (roster only)</li> <li>* January - Changes since October (roster only)</li> </ul> <p>Note: Only the first roster will contain the full membership; subsequent rosters will be limited to changes for the time period indicated.</p> <p>If the post has any questions, please contact your Department for clarification</p> <p>Have a great 2009-membership year, and thank you for "STILL SERVING AMERICA!"</p> <p>Thank you.</p> <p>Enclosure(s)</p>																		
DEPARTMENT COPY																		

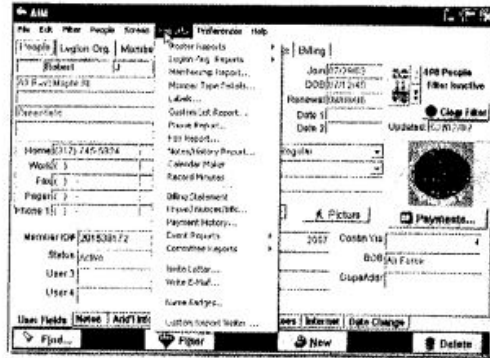
**American Legion Post  
Officer's Portal  
"ALPOP" Instructions**

**IT DIVISION/POST SERVICES – AMERICAN LEGION POST OFFICER'S PORTAL (ALPOP) & ASSOCIATION INFORMATION MANAGER (AIM)** – The IT Division at National Headquarters can provide member data on diskette, printed listings, or mailing labels. Any request must be routed through your Department Headquarters for approval. The request is then forwarded to National Headquarters for approval by the National Adjutant. For information on member data availability and pricing, contact the IT Department/Post Services group at (317) 860-3104.

## *American Legion Post Officer's Portal – A 21<sup>st</sup> Century Membership Tool*

Posts now have the benefit of using the American Legion Post Officer Portal (ALPOP). Through ALPOP, which includes the AIM software program, Posts have easy access to the same membership database that National Headquarters maintains. ALPOP is accessible through the internet and is designed to assist Post officers in their day-to-day membership processing duties.

### What AIM Looks Like:



### What ALPOP Looks Like:



Online access to National Headquarters' membership database allows Posts to:

- Download a copy of the current Post/Squadron data on file at National Headquarters.
- Do inquiry on a member's record, verifying that his/her record is accurate.
- Perform "Member Data Form" changes on-line (except for Post transfers, adding new members or renewing current members).
- Complete Consolidated Post Report (CPR) online.

ALPOP also allows Posts to:

- Download and install the latest version of the AIM software on your computer.
- Download all documentation on how to install and use AIM.
- Access technical support that includes screen-sharing by National Headquarters staff members.



## *Association Information Manager*

AIM is a Windows-based computer program designed to assist with membership recruitment, creating monthly newsletters, labels, personalized letters, calendars, recording Post meeting minutes, and more. Versions of AIM are available for both Posts and Departments. The American Legion Auxiliary membership database is available for AIM, when proper authorization is provided.

Cost is only \$15 per month, billed quarterly. This fee includes access to everything listed above...**plus** receive technical support that includes screen sharing by National Headquarters staff members.

A free 30-day trial period is available. The trial includes 30 days access to the ALPOP site and 30 days use of AIM software. Call Customer Service at (800) 433-3318 and ask for information on ALPOP.





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**Department of Illinois**

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website