



# Community Service Committee Program

THE AMERICAN LEGION  
DEPARTMENT OF ILLINOIS  
PO BOX 2910  
BLOOMINGTON  
ILLINOIS 61702

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Let's **Be V.I.S.I.B.L.E.** in our communities!

**Volunteer. Inspire. Serve. Impact. Build. Lead. Encourage.**

**1. DEPARTMENT COMMANDER'S COMMUNITY SERVICE AWARD:**

This award provides an opportunity for every Post, regardless of size to gain recognition for the many worthwhile projects that they participate in within their own communities. The purpose of this program is to recognize Posts that are not able to qualify for the HALL OF FAME AWARD. Illinois Posts may submit their Department Commander's Community Service Award application for projects completed between May 1, 2025 and April 30, 2026. See contest rules for details.

**2. POST NEWSLETTERS:**

Illinois Posts may submit their newsletters (published between May 1, 2025 and April 30, 2026) for judging. See separate application form for details.

**3. POST SCRAPBOOKS:**

Illinois Posts often record their projects and historical data. Posts may submit scrapbooks (of events taking place between May 1, 2025 and April 30, 2026) for judging. See separate application form for details.

**4. HALL OF FAME AWARD:**

Please review the award rules for details. This award is separate from the Department Commander's community service award(1).

Awards are broken down according to size of post. There will be a total of 3 awards (1st, 2nd and 3rd Place) for each group. The groups are ; 15–100 members, 101–200 members, 201–400 members and 401 and up. All other entries will receive "Honorable Mention" citations.

**DEADLINE FOR ALL ENTRIES: APRIL 30, 2026**

# POST COMMUNITY SERVICE WORKSHEET

This award provides an opportunity for every Post, regardless of size to gain recognition for the many worthwhile projects that they participate in within their own communities. The purpose of this program is to recognize Posts that are not able to qualify for the HALL OF FAME AWARD. Illinois Posts may submit their Department Commander's Community Service Award application for projects completed between May 1 and April 30. **Please refer to the Community Service Committee brochure for details and specifications.**

Date \_\_\_\_\_ No. of Members Involved \_\_\_\_\_

Service Type (please select): FUNERAL \_\_\_\_\_ PARADE \_\_\_\_\_ DEDICATION \_\_\_\_\_ BENEFIT \_\_\_\_\_ OTHER \_\_\_\_\_

Service for \_\_\_\_\_

Member: \_\_\_\_\_ YES \_\_\_\_\_ NO

Service held at \_\_\_\_\_

TIME \_\_\_\_\_

## NAMES OF MEMBERS INVOLVED:

*(If additional space is needed please use a blank sheet of paper and attach to this form)*

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.
16.	17.	18.
19.	20.	21.
22.	23.	24.

Distance Traveled: \_\_\_\_\_ Man Hours Involved: \_\_\_\_\_ Cost: \_\_\_\_\_

Post Adjutant or Person in Charge (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

- This form is for tracking purposes and can be duplicated as needed. This form is to be filed with the Post Adjutant after each event. ADJUTANTS: Maintain this form on file to aid in filling out Community Service and Consolidated Post Report Forms.

# DEPARTMENT COMMANDER'S COMMUNITY SERVICE AWARD APPLICATION

Post Name \_\_\_\_\_

Post No. \_\_\_\_\_ District \_\_\_\_\_ Division \_\_\_\_\_

Post Location (City) \_\_\_\_\_ Zip \_\_\_\_\_

***Prerequisite: Please submit a brief explanation of each project (by number) with this form.***

Clip this Post Community Service Report and send to Dept. of IL Headquarters Office

PROJECT #	PROJECT TYPE	NUMBER OF POST MEMBERS INVOLVED	TOTAL PROJECT HOURS
1	Ambulance Service		
2	American Legion Riders		
3	Athletics		
4	Blood Donor Program		
5	Boy Scouts		
6	Boys State		
7	Cancer Awareness		
8	Care for Community Property		
9	Chaperone Service		
10	Christmas Baskets		
11	Color Guards		
12	Community Activities in Legion Home		
13	Community Park Development		
14	Community Recreation Program		
15	Community Service Veterans Affairs		
16	Disaster Relief		
17	Drill Teams & Drum Corps		
18	Education Week & School Awareness		
19	Emergency Shelter		
20	Erection of Flag Poles & Memorials		
21	Flag Education		
22	Get Out the Voters		
23	Jr. Bands		
24	Marksmanship		
25	Observance of Patriotic Holidays		

**DEPARTMENT COMMANDER'S COMMUNITY SERVICE AWARD APPLICATION (cont.)**

PROJECT #	PROJECT TYPE	NUMBER OF POST MEMBERS INVOLVED	TOTAL PROJECT HOURS
26	Oratorical Contest		
27	<i>Drug Abuse</i>		
28	<i>Handicapped Children</i>		
29	<i>Health Research</i>		
30	<i>Immunization</i>		
31	Parties and Dances		
32	Physical Fitness Programs		
33	Safety, Law & Order		
34	School Recreation Equipment		
35	Senior Citizens Assistance		
36	Sons of The American Legion		
37	Toys for Underprivileged		
38	Youth Activities		
39	Youth Recognition Day		
40	Honor Guard/Funeral Details		
41	Others:		
42			
43			
44			
45			

Clip this Post Community Service application and send to Dept. of IL Headquarters Office

Complete the Department Commanders Community Service Award Application (including a brief explanation of each project by number) and mail these forms to the address below.

Department awards will be presented to posts who have submitted entries with a large number of Community Service Projects. Consideration will be given to the number of members involved, total hours of service and community involvement. The applications must be at Department Headquarters by **April 30, 2026. Complete the Post Community Service Report and Award Application and mail both forms together to:**

THE AMERICAN LEGION – DEPARTMENT OF IL  
 2720 E. Lincoln St. BLOOMINGTON, IL 61704  
 C/O: DEPT. ADJUTANT

Total Projects \_\_\_\_\_ Total members Involved \_\_\_\_\_ Total Project Hours \_\_\_\_\_

Number of members at Close of Books June 2025 \_\_\_\_\_

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

## POST NEWSLETTER –or– NEWSPRINT CONTEST RULES

- **NEWSLETTERS**— (other than newsprint) Enter according to the type of newsletter you publish.
- **NEWSPRINT**— Issues printed on newspaper quality paper.
- ONLY ONE NEWSLETTER CATEGORY PER POST!
  - If you submit a Post Newsletter, you may not also submit Newsprint
- Only one copy of 3 separate issues may be submitted.  
**More** or **Less** than 3 issues will disqualify entry.
- Judging is based on general content, Legion program news, originality, art, composition and general appearance.

## POST SCRAPBOOK CONTEST RULES

- **SCRAPBOOK**— Must be composed of news clippings, photos of post activities dated and identified as to publications they appeared in. Clippings must be arranged by month with emphasis on local news clippings.
- Judging is based on post news content, Legion programs, chronological mounting, dates indicated, neatness and originality.
- Scrapbooks will be displayed at Department Convention and returned.
- The committee reserves the right to disqualify any entry which in the opinion of the judges has been placed in an incorrect category.
- **DEADLINE FOR ENTRIES**— APRIL 30. Entries must be for the period of MAY 1, 2025 to APRIL 30, 2026. Reference this brochure for additional information and full list of due dates.
- Entries MUST be sent in and/or post marked **NO LATER** than **APRIL 30**. An entry form (included on the back of this page) MUST accompany each entry. Extra entry forms are available at Department Headquarters.
- Securely fastened entry form to the first page of the scrapbook, newsletter or newsprint being submitted.
- All entries MUST be signed by the Post Commander or Adjutant.
- **AWARDS**— Awards are broken down according to size of post. There will be a total of 3 awards (1st, 2nd and 3rd Place) for each group. The groups are ; 15–100 members, 101–200 members, 201–400 members and 401 and up. All other entries will receive “Honorable Mention” citations.
- Clip entry form (below) and submit both Entry and form to:

**Community Service, C/O Dept. Adjutant  
The American Legion, Dept. of IL 2720 E. Lincoln St.  
Bloomington, IL 61704**

## POST NEWSLETTER ENTRY FORM

NEWSLETTER TYPE (check one):     All Newsletters (except Newsprint)                       Newsprint

Post Name: \_\_\_\_\_ Post No.: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Post Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Editor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Publication Name: \_\_\_\_\_ Issues Per Year: \_\_\_\_\_

Printed By: \_\_\_\_\_

POST SIZE (check one):     15-100     101-200     201-400     401+

Signature (Commander or Adjutant): \_\_\_\_\_

## POST NEWSPRINT ENTRY FORM

Post Name: \_\_\_\_\_ Post No.: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Post Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Editor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Publication Name: \_\_\_\_\_ Issues Per Year: \_\_\_\_\_

Printed By: \_\_\_\_\_

POST SIZE (check one):     15-100     101-200     201-400     401+

Signature (Commander or Adjutant): \_\_\_\_\_

## POST SCRAPBOOK ENTRY FORM

Post Name: \_\_\_\_\_ Post No.: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Post Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Editor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Publication Name: \_\_\_\_\_

Printed By: \_\_\_\_\_

POST SIZE (check one):     15-100     101-200     201-400     401+

Signature (Commander or Adjutant): \_\_\_\_\_

# HALL OF FAME AWARD

To be eligible for consideration for the Hall of Fame Award, entries must be entirely UNSELFISH service to comrades or to veterans in general. Commendable projects in which the Post reaps any benefit are NOT considered candidates for the Hall of Fame Award.

The Hall of Fame Award is for ONE outstanding activity by an individual Post or in conjunction with another Community Organization with the Post doing at least 2/3 of the project. This must not be confused with the Community Service Citation regularly issued by National Headquarters.

Each year, the Department of Illinois gives recognition to the Post within the Department that has rendered the most outstanding, unselfish and distinguished service.

This recognition is in the form of the Hall of Fame Award. Two bronze plaques are properly inscribed with the name of the winning Post, a brief description of the project, and the names of the Commander and Adjutant of the Post and of the Department and the Department Community Service Committee Chairman.

One plaque is placed permanently in the Hall of Fame in the Department Headquarters. Its counterpart is presented to the winning Post. Formal presentation will be made at the Department Convention.

Mail entries for the Hall of Fame Award in the form of a scrapbook containing pictures, letters, financial expenses (photocopies of cancelled checks), newspaper clippings and any other supporting data accompanied by a report containing a complete outline of the project - be at Department Headquarters **NO LATER THAN APRIL 30, 2026**. If a question arises, please contact the District or Division Chairman before submitting your entry to Department Headquarters for judging.



**\*\*\* ABSOLUTELY NO VIDEOS or DVD's \*\*\***

**2025 HALL OF FAME RECIPIENT:**

**Louisville Post 914**

**For organizing the second annual**

**“BE THE ONE VETERANS SUICIDE AWARENESS WALK.”**



**COMMUNITY SERVICE IS AT THE VERY HEART AND SOUL  
OF OUR ORGANIZATION'S CORE VALUES—AND AN INTEGRAL PART OF  
THE PREAMBLE OF OUR CONSTITUTION.**

There is no greater way for any post, unit, squadron or chapter to ensure its success and sustain its longevity than being in service to the community. Many programs have a high success rate when properly planned and executed. If your post is not an active force in your community, it only takes one person to spark the movement. We encourage all members of the Legion family to gather information, ask questions and get involved!

On behalf of the members of the Community Service and Publicity Committee, we want to express our appreciation. Thanks to collaboration at all levels, from Department Headquarters to all the Posts who participated in the Hall of Fame Award Program, Post Scrapbook, Post Newsletter and the Department Commander's Award Program. This is what makes everyone aware of our Program - Participation. It is this Committee's intention to make all Legion Posts in the Department more aware of what Community Service is all about.

Let's be proud of this Program and what we stand for.

**Community Service Committee**

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2nd Div., 13th Dist.	<b>Jerry Howard, Chairman</b>	Dubuque, IA 52001	jerryhow2014@gmail.com	© 815-990-4641
3rd Div., 15th Dist.	William J. Seward	Canton 61520	feller1962@att.net	© 309-338-3595
4th Div., 19th Dist.	Ronald Hoffman	Fisher 61843	r.hoffman3@outlook.com	© 217-649-1412
5th Div., 25th Dist.	Gary Reynolds	Carterville 62918	reynoldsgk@comcast.net	© 217-494-0601

Scan here to visit  
The American Legion  
Department of Illinois website!

