

THE LEADERSHIP LEDGER

Vol. 6 Issue 06
MAR 13, 2025

The American Legion, Department of Maine
5 Verti Drive, Winslow, Maine 04901-0727
www.mainelegion.org | legionme@mainelegion.org | 207-873-3229
www.facebook.com/TALDepartmentofMaine



Welcome to the 134th Edition of The Leadership Ledger. It includes Post, Department and National reports, leadership training events, upcoming conferences/conventions as well as rules and regulations pertaining to local, state and national laws. The Ledger is available by visiting the Department's website at mainelegion.org under "News & Events" or on the home page. If you have any information to be published in The Leadership Ledger, please forward to Dept. HQ via email at:

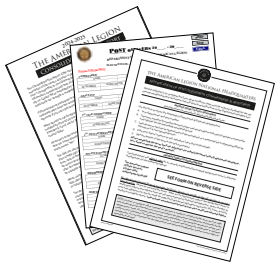
legionme@mainelegion.org

Attention Adjutants & Commanders:

The Annual Post Data Report forms have been mailed to Posts. Please fill out the form accordingly and **mail it back to Dept. HQ as soon as possible, arriving no later than April 9th**, or scan & e-mail it to: legionme@mainelegion.org.

The Consolidated Post Report (CPR), Post Officers Form, Notification of Post/Squadron Commanders & Adjutants Form, and instructions relating to submission information and deadline requirements will be mailed to Posts within the next couple weeks. Please be on the lookout for these documents and return to Dept. HQ as soon as possible.

For more information, please call Department HQ at 207-873-3229. Thank you for your prompt reply!



Colby College
4000 Mayflower Drive, Waterville, ME 04901
Sunday, June 15, 2025 - Friday, June 20, 2025

Registration: Sunday, June 15 at Noon
Graduation: Friday, June 20 at 3:00 pm
Cost per student is \$400

Packets were mailed to posts and high schools a few weeks ago. The forms that need completion and mailed to The American Legion, Department of Maine along with a check in the amount of \$400/student are: [Dirigo State Application](#), [Parental Consent](#), [Medical Authorization](#), and [Performing Arts \(if participating\)](#).

Checks should be made payable to The American Legion, Department of Maine and mailed to The American Legion, Department of Maine, Attn: Dirigo State, 5 Verti Drive, Winslow, ME 04901-0727

For more information, please contact Dirigo State Director Matthew Leclair 207-693-7389 | dirigostateme@gmail.com or Dept. Adjutant Jason Hall 207-522-5471 | jason@mainelegion.org

Women's History Month



In honor of Women's History Month, here are some things you may not know about women in the U.S. military:

1. According to the U.S. Department of Defense's 2023 demographics report, the percentage of women serving in uniform increased slightly from 17.5 percent in 2022 to 17.7 percent in 2023.

2. According to the U.S. Department of Veterans Affairs, more than 2 million women veterans live in the U.S. today...

[Click Here to Continue Reading the Article](#)

Did You Know You Can Pay Your Labels Donation Online?

Donations for 2025 Labels can be made on our website by [Clicking Here](#), scanning the QR code with your phone, or by visiting www.mainelegion.org and clicking on the "Donate" button. **Please be sure to notate "Labels" in the notes so we can identify your donation.** Thank you!



QUICKLY & EASILY RENEW ONLINE TODAY!

Simply Scan the QR Code with the camera on your phone or visit:

www.legion.org/renew





COMMANDER'S PROJECT 2024-25

Department Commander
Tricia Thurston asks that each
Post and Legionnaire support her goal!

Mission Working Dogs

Their MISSION: To improve the lives of their community members who are living with a disability by providing them with properly trained service dogs to help them live more independently despite a physical disability and by providing therapy dogs which will bring mental well-being to the people of Maine such as those in nursing homes, hospitals, and schools.

Their VISION: At Mission Working Dogs, we train purpose-bred dogs to aid individuals with disabilities so that the handler can live a life to the fullest and more independently.

Their GOAL: Service dogs can assist those with physical disabilities such as mobility impairments by fetching dropped items, opening doors, and turning on and off lights. They can also help individuals with PTSD by learning to recognize an increase in anxiety, carrying medications, and providing deep pressure therapy to calm or redirect the handler. Dogs working as facility dogs are often trained to recognize a patient's affected side in the case of a stroke and to approach on the side the patient is able to pet with or throw the ball. Patients are able to work on fine motor movements in petting or caring for the dog as well as gross motor skills playing fetch with a dog that's able to bring the ball exactly to where the patient needs, such as on a side table or directly into their hand, rather than on the ground or trying to play tug with it inappropriately.

Their PLAN: Service dogs are generally trained for approximately two years and undergo a wide range of assessments on their physical health, temperament, and tasks or skills to make sure they can properly support their handler throughout life.

Donations can be made to **The American Legion Dept. of Maine, 5 Verti Drive, Winslow, ME 04901-0727**



Please place in the memo line of the check: **Commander's Project 2024-2025**

If you would like to donate with a Debit or Credit Card, please call 207-873-3229 or visit: www.mainelegion.org and click on the DONATE button.

Vietnam Era Veterans Luncheon

American Legion Post 24 to honor Vietnam Era Veterans at the Vietnam Era Veterans Luncheon



184 Congress St., Rumford

Sunday, March 23
10:30AM - 2:00PM

[See Page 9 for More Information & Event Flyer](#)

Show Your Support to Maine Veterans by Donating Today & Make Your Name Part of American Legion History

Deadline for Submission May 9, 2025

DONATE \$25 Receive NEW Challenge Coin & Name in Yearbook	DONATE \$50 Receive NEW Challenge Coin, Lobster Lapel Pin & Name in Yearbook	DONATE \$100 Receive NEW Challenge Coin, Lobster Lapel Pin, Name in Yearbook, & 2025 Convention Yearbook
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NEW! Maine American Legion BE THE ONE Challenge Coin, left, and Maine American Legion Lobster Lapel Pin, right.



Show your support to Veterans in the state of Maine! Become a sponsor today by donating to the Maine American Legion Convention Yearbook Program and make your name part of The American Legion history! Your name will be listed in our 2025 Maine American Legion Yearbook made available in print and online in digital format by visiting www.mainelegion.org.

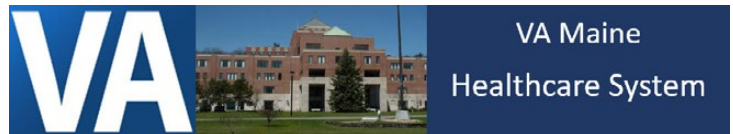
Donate \$25 and receive our newest Maine American Legion Challenge Coin, \$50 and receive our new challenge coin and lobster lapel pin, or donate \$100 and receive our new challenge coin, lobster lapel pin, and a 2025 Maine American Legion Convention Yearbook. To donate with Debit/Credit Card, click the button below, or simply scan the QR code with your phone. You may also visit www.mainelegion.org and



click on the Maine American Legion Convention Yearbook Donations Welcomed button. If donating by check, please make payable to The

American Legion, Department of Maine earmarked "Yearbook Program" and mail to: The American Legion, Department of Maine, 5 Verti Drive, Winslow, ME 04901-0727.

For more information, please call 207-873-3229 Ext. 2 or email rachael@mainelegion.org.



My HealthVet Engagement Session



Tuesday, March 18, 5:00 – 7:00PM, Calais Veterans Center, 255 Main Street, Calais, ME 04619

[See Post Events For More Information](#)

★ ★ DONATIONS ★ ★ The American Legion Department of Maine

Commander's Project "Mission Working Dogs"

Camden Post 30.....	\$200
Brian Knowlton.....	\$100

Maine Blind Camp

Old Orchard Post 57.....	\$200
Brian Knowlton.....	\$100
Skowhegan Post 16.....	\$50
Sabattus Unit 135.....	\$25

Beals House

Brian Knowlton.....	\$100
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General Fund

Patrick Eisenhart.....	\$50
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2025 Annual Convention Yearbook

Kevin O'Connell.....	\$25
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Thank You!

BE THE ONE 2025 TRAINING

April 19 | August 16 | October 18 | December 20

**Where: Dept. of Maine Training Room
5 Verti Drive, Winslow, ME 04901**

For more details on the Be The One campaign
visit: betheone.org

To reserve your spot or for questions, email:
betheonedeptme@gmail.com

District Meetings

Be Connected · Be Heard · Be Informed

MARCH 2025

District 1 – York: Mar. 15, Biddeford Post 26, 12PM

**District 3 – Androscoggin: Mar. 17, Sabattus Post 135,
6:30PM**

**District 5 – Oxford: Mar. 19, Norway Post 82, 7PM
Meeting & Election of District 5 Officers,
Refreshments After**

**District 14 – Piscataquis: Mar. 15, Brownville Junction
Post 92, 12PM Lunch, 1PM Meeting**

Be The One Challenge Coin & Lobster Lapel Pin Order Form

Order forms are **now available** for your Post to utilize, giving members multiple ways to order! Simply print and provide the forms at your Post.

[See Page 8 for Order Form](#)



Stay Connected with Your Fellow Legionnaires!



[CLICK HERE TO SEE THE
LATEST POST EVENTS](#)



[CLICK HERE FOR THE
STATE DIRECTORY](#)

Call Dept. HQ at
873-3229 or email:
legionme@mainelegion.org
to get the password!



IMPORTANT INFORMATION ABOUT THE STATE DIRECTORY!

The State Directory has been posted on the Department Website in the past however it is now password-protected. Please call Dept. HQ at: 873-3229 or e-mail legionme@mainelegion.org to get the password, or if you have any questions or concerns. For safety reasons, you must provide your name, position, post number, and member ID number to be granted access to the Directory.

PAST COMMANDERS CLUB

Please note that the annual dues for Past Commanders Club are \$5.00 per member. [Click Here](#) or visit www.mainelegion.org under Forms/Application to download an application. If you haven't paid your Past Commanders Club dues yet, *please do so today!*

[See Page 10 for PCC Form](#)



Q. The U.S. and Allied Nations air attacks during Operation Desert Storm lasted six

weeks in the effort to free Kuwait....how long did the ground war last?

~ Submitted by Dwayne Hatfield, Mars Hill Post 118



Attention Post Leadership!

If your Post is below the per capita dues rate of \$41 then your Post is considered upside-down, and your members will not be able to pay their dues online.

Is Your Post Utilizing Its' Sales Tax Exemption?

All Legion Posts in the state of Maine qualify for Sales Tax Exemption.

If your Post currently does not have a Certificate for Sales Tax Exemption, please call Dept. Headquarters for assistance at 207-873-3229 so we can send you a packet containing detailed instructions on how to obtain this status.



THE AMERICAN LEGION 2025 MEMBERSHIP RENEWAL SCHEDULE

Cutoff Dates	Renewal Mail Dates
May 15, 2024	July 1-8, 2024
September 11, 2024	October 5-11, 2024
October 16, 2024	November 9-15, 2024
December 11, 2024	January 4-10, 2025
February 12, 2025	March 1-7, 2025
April 9, 2025	May 3-9, 2025

Transmittals not received by the cutoff date may not prevent a subsequent renewal notice from being delivered at or around the renewal date. Please note, renewals transmitted and received by the cutoff (which is also a National Target Date) will be updated prior to printing renewal notices, assuming they can be successfully scanned. Membership that must be hand-keyed (new members and renewals that can't be scanned) will take longer to process. Please transmit as early and as often as possible in advance of the Target Dates to help avoid delays in processing.



SONS OF THE AMERICAN LEGION Squadron Forms/ Applications

[Print a SAL Membership Application](#)

[Squadron Officers Form](#)

[Consolidated Squadron Report - fillable](#)

[Annual Squadron Data Report - fillable](#)

[Click Here for the Latest Membership Report](#)

District Awards

American Legion Jacket: Awarded to District Commanders who reach 100% by Dec. 31, 2024.

American Legion Ball Cap: Awarded to District Commanders who reach 100% by March 12, 2025.

NEW Highest District Overall Membership Percentage (1st Place - \$500 | 2nd Place - \$250): Awarded to District Commanders who reach the highest overall membership percentage 30 days prior to National Convention (July 24, 2025).

NEW Highest District Overall Membership Renewal Percentage (1st Place - \$500 | 2nd Place - \$250): Awarded to District Commanders who reach the highest overall membership renewal rate 30 days prior to National Convention (July 24, 2025).

For more Information [Click Here](#) and find: **2024-25 Membership Goals & Awards Manual**

Membership **IMPACT** Reports

The American Legion's success depends entirely on active membership, participation and volunteerism. The following monthly reports located on: www.legion.org/about/reports/membership-impact provide a summary of membership, participation and volunteerism making an impact in the lives of veterans, families and communities. American Legion Posts can share the many ways Legionnaires are making a difference in their communities by [submitting consolidated post reports online](#). To visit the impact American Legion posts made throughout the year, visit: www.legion.org/about/reports or www.legion.org/about/reports/membership-impact

Attention: District Commanders & Adjutants

District Meeting Calendar Form Available Online!

[Click Here](#) or visit: www.mainelegion.org under Forms/Application



Warrant Templates All Post/District Officer Positions

Available online at:

MaineLegion.org or go to:

www.mainelegion.org/pages/formsapplications.php

It's fast and easy!



Honor Flight Maine will be hosting three charter flights in 2025:

Flight #1 from Bangor International Airport will be April 25-27th.

Flight #2 from Portland International Jetport will be June 27-29th.

Flight #3 from Portland International Jetport will be September 5-7th.

Flight #4 from Bangor International Airport will be October 10-12th.

All Maine Veterans interested in going on a trip should go to HonorFlightMaine.org to apply. The site also contains applications for those wishing to be Guardian for a Veteran and for Volunteers. Honor Flight Maine is an all volunteer organization.

Legion Baseball Registration Open for 2025 Season



Teams may begin online registration for the 2025 season.

Registration for the 2025 American Legion Baseball season is open at baseball.legion.org

Teams registered after May 15 may be subject to a department late fee through the final deadline of June 1. Please note that each American Legion department may set an earlier deadline for registration.

To learn more about your specific department's state fees and deadlines, [contact your department chairmen](#).

Scholarships Available



Applications are now available for the Department of Maine Children and Youth Scholarships, the Daniel E. Lambert Memorial Scholarship, and the James V. Day Scholarship.

Any post, individual or school who would like to receive a copy may obtain one by visiting www.mainelegion.org located under Forms/Applications or by contacting us via email at legionme@mainelegion.org or by phone at 207-873-3229.



No Veteran should go through a crisis alone. Save the new Veterans Crisis Line number—Dial 988 then Press 1—in your phone in case you or a Veteran loved one needs support.



The American Legion Legacy Scholarship

The American Legion Legacy Scholarship is a needs-based scholarship designed to fulfill a financial gap remaining after all federal and state educational grants/scholarships available to an eligible applicant have been utilized. The 2025-26 tuition is capped at \$28,937.09 which is the maximum amount the VA will pay out per academic year.

The application deadline is NO LATER THAN Wednesday, March 26, 2025.

[View Scholarship Information](#)

[Scholarship Application](#)

Scholarship Opportunity for 2025 Boys State, Girls State Participants

The Samsung American Legion Scholarship is available for high school juniors who participate in the current session of either program and are a direct descendant (or legally adopted child) of a U.S. veteran.

Deadline: Scholarship applicants must complete and submit their online application prior to 11:59 p.m. (local time) of Day 1 of their respective American Legion Boys State or American Legion Auxiliary Girls State program.

[Click Here to Learn More & Apply](#)

American Legion Cribbage Boards

Get your American Legion Cribbage Board in time for the holidays!

Purchase yours today at:

The American Legion
Department of Maine
Headquarters, 5 Verti Drive
Winslow, ME 04901-0727

\$30/each - Pickup Only

*Proceeds Support Warren
Post 218 Members*



FRONT



BACK

Donate to the National Commander's Campaign (Dan K. Wiley)

Donations for the 2025-26 National Commander's Campaign are greatly appreciated! Scan the QR code with your phone or [Click Here](#) to make a donation. On the donation page, please choose "Other" from the "Use this donation for" dropdown menu and notate "National Commander's Campaign" under the notes. Thank you! [See the Letter on Page 7 for More Information.](#)



TANGO ALPHA LIMA PODCAST

[Click Here to Listen to the Tango Alpha Lima Podcast:](#)
<https://tangoalphalima.fireside.fm>

TECHNOLOGY 101

a resource for those who wish to learn basic skills with the powerful technology of today's world. Increased proficiency with computers and cell phones et al is good both personally and professionally.

19 Email Etiquette Rules to Know

Email etiquette is the set of social guidelines that govern polite, productive email communication. As with offline etiquette, email etiquette serves to make conversations comfortable, considerate, and professional.

1. Proofread, Proofread, Proofread

Nothing undermines your professionalism like a grammar mistake or misspelling the recipient's name. Before you send an email, proofread it carefully or use Grammarly to ensure it's free of grammar, spelling, and punctuation mistakes. Also, double-check that all the details, including the spelling of the recipient's name, are correct.

2. Write Detailed Subject Lines

A good subject line is a preview of the email. Instead of a vague subject line like "Hello" or "Checking in," address your message directly. This way, the recipient immediately knows what the email is about and can respond appropriately.

3. Include a Greeting

Start every email with an appropriate greeting. Examples of appropriate email greetings include these: Dear [recipient's name] or Hi [recipient's name]

4. Include a Sign-off

Your email should start with an appropriate greeting and end with an appropriate sign-off. Professional email sign-offs include these: Regards, Best, Sincerely, Thanks, or Cheers. After the sign-off, include your name.

5. Be Concise

Conciseness is a key tenet of all professional communication. Don't waste the recipient's time with extraneous details or pack multiple conversations into one email. Keep it focused so they can read it quickly and respond if necessary.

6. Be Comprehensive

That said, don't skimp on necessary information to keep your email concise. An important part of conciseness is mentioning every relevant piece of information in a single email. As you proofread your email, read carefully to make sure you didn't leave out any important information. Having to send a second email to mention details you forgot to include in the first can be awkward and embarrassing. It can also come across as unprofessional.

7. Wait 24 Hours for Follow-ups

Once you send an email, give the recipient time to respond. The appropriate period to wait often depends on factors such as your relationship to the recipient and your message's urgency. But generally, it's best to wait at least 24 hours before following up.

There's another 24-hour rule in email etiquette: Respond to every email you receive within 24 hours. This rule extends to phone calls and other forms of communication. By responding promptly, you show the recipient you value their time.

8. Use An Auto-Reply When You're Away

Before you leave for vacation, set up your email autoresponder. This is an automatic response to every email you receive that lets the sender know you're away and unable to read emails. In your auto-response, mention the dates you

will be out of the office and a colleague whom the sender may contact with urgent matters.

9. Use Bcc Appropriately

Bcc stands for blind carbon copy. With bcc, you can send an email to a large group of people without showing the individual recipients' email addresses. This way, none of the recipients can see who else received the email. They also can't email each other through reply-all, which makes bcc a handy tool for avoiding cluttered inboxes.

10. Use Cc Appropriately

Unlike bcc, individuals who are cc'd (carbon copied) in an email can see who else received it. The purpose of cc is to include multiple recipients in an email while communicating that you don't necessarily expect a reply from all of them. For example, you may send an email to a colleague in a different department and cc your manager so they're aware of the conversation's progress.

11. Know When To Use Reply-All

When multiple people are copied on an email, you can hit reply-all to send your response to all of them. Unless there's a reason to do this, such as sharing critical information they all need to know, don't hit reply-all. Instead, reply to the email's sender individually so you don't spam others' inboxes with a conversation that doesn't directly involve them.

12. Be Mindful Of Your Tone

Use a professional tone in your business and academic emails. A casual tone can undermine your professionalism, and a curt tone can send the wrong message. Be polite and warm, but also maintain a professional air by avoiding slang, casual greetings, and tangents.

Continue Reading the Article Here: www.grammarly.com/blog/emailing/email-etiquette-rules-to-know/

By Lindsay Kramer
Updated on July 20, 2023

Training Tuesdays

The last Tuesday of each month American Legion National Headquarters staff will present 60 to 90-minute sessions on topics aimed at post commanders and adjutants. Each session will be recorded and made available for later viewing.

[Click Here to Watch Previously Recorded Sessions](#)

MILITARY TRIVIA

A. The air attacks were so successful that Kuwait was liberated after 100 hours of ground offensive, and it was the first time that the Patriot Missile System was used, mostly against the Iraqi Scud missiles.

Legionnaire Insurance Trust (LIT)



[Click Here to watch a short video about No Cost Legioncare](#)



The American Legion

Department of Maine, 5 Verti Drive, Winslow, Maine 04901-0727

Tel: (207) 873-3229

FAX: (207) 872-0501

E-mail: legionme@mainelegion.org

Website: mainelegion.org

December 5, 2024

To Our Fellow Legionnaires:

As you may be aware, each year we request donations to give to the leading candidate for the position of National Commander of The American Legion. The individuals do a lot of traveling and have expenses that they may need assistance in covering.

Each department donates to this cause, and we are not the only ones to do so. The many departments also supported our own Tony Jordan when he was campaigning for National Commander and it is only right that we, the Department of Maine, do so also.

This year, I am asking those who are listed in the National book and have received appointments or reappointments to any of the National Committees or Commissions to donate at least \$75.00 to help defray the cost of seeking that position. Your support in this matter will be greatly appreciated. If you are capable of and inclined to do so you may donate a larger amount.

This year, the leading candidate is Dan Wiley of Kansas for the year 2025-2026. He is presently scheduled to attend our Department Convention in June 2025.

Your donations will be greatly appreciated. Please send them to the Department of Maine Headquarters at **5 Verti Drive, Winslow, ME 04901**, and earmark your check or money order to the "National Commander's Campaign"

Thank you and let us make this one a great one.

Lloyd Woods
National Executive Committeeman

Anthony G. "Tony" Jordan
Past National Commander

For God and Country

AMERICAN
LEGION
DEPARTMENT OF MAINE



Challenge Coin
(Front & Back)



Limited Edition



Lobster Pin

**BE THE ONE CHALLENGE COINS
& LOBSTER LAPEL PINS
ONLY \$10 EA**

Choose How You Want to Pay:

SCAN THE QR CODE
& pay with a card.



OR

VISIT WWW.MAINELEGION.ORG
and click on the Challenge Coin &
Lobster Lapel Pin order form image
to pay by card.



OR

PAY BY CHECK OR
MONEY ORDER

Fill out and return the
order form below along
with your check or money
order. Please include \$5 for
shipping and handling.



ORDER FORM (CHECK OR MONEY ORDER)
BE THE ONE CHALLENGE COIN & LOBSTER LAPEL PIN

Return This Form and Payment To:
The American Legion Department of Maine
5 Verti Drive, Winslow, ME 04901-0727

QTY COINS \$10 EA.	QTY PINS \$10 EA.
Please Include \$5 Shipping	

FIRST NAME

LAST NAME

SHIPPING STREET ADDRESS

CITY

STATE

ZIP CODE

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PHONE

EMAIL

FOR QUESTIONS, PLEASE CALL (207) 873-3229

AMERICAN LEGION



American Legion Post 24 to honor
Vietnam Era Veterans at the

Vietnam Era Veterans Luncheon
184 Congress St. Rumford

Sunday, March 23, 2025

Schedule of events 10:30am-2:00pm

Refreshments, haircuts, lunch and relaxing while visiting with
other Vietnam Era Veterans who have served.

Lunch approx. 12:30pm

Please share with all Vietnam Era Veterans
Free raffles and more!

Please contact Tricia Thurston at 207-357-3289 to RSVP.

You do not need to be a Legion member to attend.

This event is planned for all Vietnam Era Veterans
and is at no charge to them.

Please plan to stay for group pictures.



**DEPARTMENT OF MAINE
THE AMERICAN LEGION**

PAST COMMANDERS CLUB

It is with great pride and pleasure that we the membership of Post # _____ submit the names of all our living Past Commanders for membership to the Past Commanders Club. Along with the names, we have enclosed the annual dues of **\$5.00** per member with the understanding that this will continue to provide two (2) \$500.00 scholarships. The recipient must be the son/daughter, grandson/granddaughter of a member of The American Legion.

Membership in the Past Commanders Club goes from January 1 to December 31 of each year.

Post Adjutant

PLEASE PRINT OR TYPE

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Use back side if additional space is required.

SUBMIT TO:

**The American Legion, Dept. of Maine
5 Verti Drive
Winslow, Maine 04901-0727**

**MAKE CHECKS PAYABLE TO:
PAST COMMANDERS CLUB**