

THE LEADERSHIP LEDGER



Welcome to the 106th 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 www.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

ORATORICAL DEADLINE

Attention All Districts!



Your posts are starting to have their **run offs**. Do you know which posts in your area have contestants? Please reach out to your posts. Districts should be scheduling when the district competition is and where. District winner's application must be at Department no later than **January 26th** before close of business. Any questions call Rachael 207-873-3229 or Maureen 207-557-3109. Please leave a message if I don't answer.

Thanks, Maureen, Oratorical Chair

Help Support the Maine American Legion Oratorical Scholarship Program by Donating Today!

To Donate By Debit or Credit Card: Visit www.mainelegion.org and click on the **DONATE** button, or simply scan the QR Code with your phone. Select the Oratorical Contest listed under the "Use This Donation For" dropdown menu and select Donate with Debit or Credit Card.

By Check: Please make checks payable to:
The American Legion, Dept of Maine

Write "Oratorical Program" on the check and Mail to: 5 Verti Drive, Winslow, ME 04901-0727

Thank you in advance for your support!



WINTER CONFERENCE

January 13, 2024

Jeff's Catering & Event Center
15 Littlefield Way, Brewer 04412

Annual Mid-Winter Conference Agenda

Hotel Reservation and Registration

To pay by debit/credit card, please click on the Pay Registration Fee button below. Select the quantity "number registering" and proceed to checkout by selecting Paypal Check Out or Check Out and Pay with Debit or Credit Card.

Note: If you are paying online, you will be required to cover the cost of the fees associated with this online transaction.

PAY REGISTRATION
FEE

See Page 7 for printable instructions

ATTENTION

POST COMMANDERS & ADJUTANTS

Starting July 1, 2024, all Posts will need to send Department \$41.00 per member.

Please remember to add this to your Post meeting agenda, reflect it in your minutes, and if you have "dues" in your bylaws, you must make appropriate changes.

When completing the Annual Post Data Report for the **2025** Membership Year, make sure your Post fills out the Current Annual Post Dues section and has enough to cover the per capita dues. Please also make sure the effective date is 07/01/2024.

The Annual Post Data Report, which will be mailed to all Posts in February 2024, must be completed, and returned to Department HQ no later than **April 15, 2024**, in order for the information to be processed in time for the first 2025 Renewal Notice.

Please call or email Department Headquarters if you have any questions. 873-3229.

New Year's Day!

American Legion State Headquarters
will closed Mon. & Tues.
Jan. 1st & 2nd for New Year's Day!

Please Plan Accordingly

COMMANDER'S PROJECT 2023

Department Commander Al McKay asks that each Post and Legionnaire support his goal!



The American Legion, Department of Maine has a long history with the Maine Veterans' Cemeteries across the State. A chapel that had stood at the Maine Veterans Cemetery in Augusta since the burial space at Togus was closed, fell into disrepair and was torn down years ago. The committal building that replaced it is heavily utilized and in need of some massive structural renovations. The committal building is an essential tool needed to conduct an interment Service for our fallen comrades. If you would like to support Commander McKay's project in renovating this necessary building, please mail checks to:

The American Legion Department of Maine
Attn: Committal Building
5 Verti Drive, Winslow, ME 04901-0727

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.

Make sure to type: "Commander's Project" in the Note section.

Thank You!!!

SONS OF THE AMERICAN LEGION

A Message from the Detachment of Maine Sons of The American Legion

Word of the Month: Membership. The total number of members belonging to an organization.

Please help our memberships grow by recruiting, renewing, and retaining members.

George Rice

The Detachment of Maine Adjutant
E-mail jbg@rice@gmail.com
Cell 207-841-9148

.....

Squadron Forms/Applications

[Print a SAL Membership Application](#)

[Squadron Officers Form](#)

[Consolidated Squadron Report - fillable](#)

[Annual Squadron Data Report - fillable](#)

Show Your Support to Maine Veterans TODAY & Make Your Name Part of American Legion History

Donate \$100 or More and Receive Yearbook and Centennial Coin!

Deadline for Submission May 10, 2024



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 2024 Maine American Legion Yearbook made available in print and online in digital format by visiting: www.mainelegion.org.

To donate with Debit/Credit Card, scan this QR code with your phone or visit www.mainelegion.org and click on the Maine Maine American Legion Convention Donations Welcomed button to donate today. 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 info, please call HQ at 873-3229 Ext.2 or email: rachel@mainelegion.org



The American Legion, Department of Maine High School Oratorical Scholarship Program

Thomas College
180 West River Rd., Waterville, Maine 04901

February 10, 2024, at 9:00 a.m.

****All contestants should plan to arrive between 8 and 8:30 a.m.****

(Snow Date: February 17, 2024)

[Maine HS Oratorical Scholarship Application](#)

[Department of Maine Oratorical Brochure](#)

[2024 Oratorical Rules Brochure](#)

[Oratorical Promotional Brochure - National](#)



BE THE ONE

TRAINING - 2024



2024 Training Dates

January 27th March 30th
May 25th July 27th
September 28th November 30th

Training Location

Department of Maine Training Room
5 Verti Drive, Winslow, ME 04901.

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

American Legion Be the One Campaign

To Reserve Your Spot Email:
jason@mainelegion.org

Today, the #1 issue facing those who served is veteran suicide. According to the National Veteran Suicide Prevention Annual Report, 17 veterans still die by suicide each day, or more than 6,000 each year. The rate of suicide for veterans is more than 50% higher than that of non-veteran adults.

The American Legion is activating a national platform to end veteran suicide. The **Be the One campaign** will: Destigmatize asking for mental health support, creating opportunities for those with mental health issues to speak freely and get the support they need; Provide peer-to-peer support and resources in local communities; Deploy FDA-approved therapeutics for veterans to identify issues and find resources for support.

Questions, Answers About **BE THE ONE**

The American Legion launched its [Be the One mission](#) a few years ago. Since then, it has steadily grown, directly leading to saving the lives of veterans on the brink of suicide, creating more awareness about the issue and pinpointing solutions.

American Legion departments, districts and posts have thrown their support behind Be the One. American Legion Family members have hosted symposiums, conducted awareness hikes and 5Ks, and provided potentially life-saving resources to veterans in their community.

On the national level, highlights include the creation of resource materials, launch of a monthly [Be the One podcast](#) in September, and the debut of an annual symposium at the 2023 national convention.

But those achievements only signal the beginning. Here are some common questions and answers about Be the One.

Question: How can my post best support Be the One?

Answer: There are many ways to lend support. Like other sanctioned American Legion initiatives, it is best to take

the concept for Be the One and incorporate it into the needs of your community. For example, a large post in a populous area might want to consider a symposium or similar event where VA staff members, mental-health experts and community agencies that support mental health and similar topics could present their information to veterans, their families and others. A smaller post in a rural area might want to conduct Buddy Checks as a way to educate local veterans about Be the One and the assistance the post and other community groups can provide.

Question: Is there a preferred time to conduct a Be the One event?

Answer: The American Legion has declared the first day of each month as a Be the One day so that is ideal. But there is such a critical need to spread the word about preventing veteran suicide, really any day, anytime, anywhere is appropriate.

Question: Be the One is a great way to promote other initiatives like growing membership, supporting other causes, etc. Can we incorporate “Be the One” to draw attention to other priorities?

Answer: No. The American Legion’s Be the One mission is the organization’s highest priority and using those words to promote another initiative would create confusion and detract from the brand.

Question: I’ve seen Be the One incorporated into membership drives that include Be the One panels or other activities. What’s the difference?

Answer: There have been departments, districts and posts that have put together multi-pronged events featuring Be the One and other initiatives like a membership drive. It is completely fine to showcase Be the One as part of a larger effort that incorporates other aspects. Just be sure to use Be the One only when highlighting suicide awareness and outreach, and not for other topics.

Question: What promotional materials are available for posts to use for their Be the One events?

Answer: There are videos, brochures, pop-up banners, wallet-sized cards and other resources available at betheone.org/resources. In the first quarter of 2024, additional resources will be added including a toolkit.

Question: Our post wants to make a donation to Be the One. How do we do that?

Answer: Right now, you can [make a donation here](#) to American Legion Charities and select or note that the funds should be directed to Be the One. You can also mail a check made payable to “American Legion Charities, Note: Be the One.”

Mail to:

American Legion Charities
Be the One
P.O. Box 361210
Indianapolis, IN 46236-1210



Question: Where can I find out more about **Be the One**?

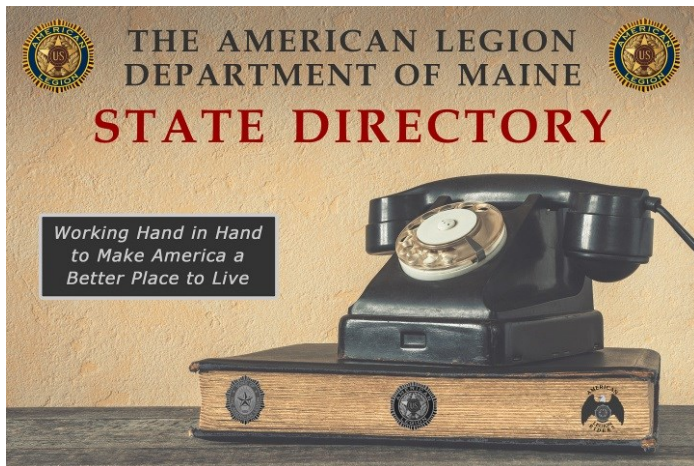
Answer: The Be the One webpage, betheone.org, is regularly updated with stories, videos, resources and more.

The American Legion
DEC 27, 2023

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 e-mail: 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.

Whoever is careless with the truth in small matters cannot be trusted in important affairs.

~ [Albert Einstein](#)



Let's Get Word Out to Our Veterans!



In honor of the soon-to-begin **NEW YEAR** ask a Veteran to **JOIN The Maine American Legion!**

Have them Scan the QR Code with the camera on their phone or visit: www.mainelegion.org

ATTENTION ALL POSTS!

Employee Retention Credit (ERC)

If you haven't yet applied for **ERC**, the deadline is **April 2024** to get a refund. In order to apply, your Post must have one or more W2 employees during the years 2020 and 2021. Ron Witham is an independent consultant and he will help file your claim. He has helped over 90 entities, including American Legions, for a total of nearly \$13 million to date. He can be reached by phone at: 207-314-2767. His e-mail is: rwitham.mps@gmail.com.

PAST COMMANDERS CLUB

Please note that the annual dues for Past Commanders Club are \$5.00 per member. See Page 8 for an application.

QUICKLY & EASILY RENEW ONLINE TODAY!

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

www.legion.org/renew



Click [HERE](#) for More Information or go to:

Www.legion.org/benefits



Q. How did the Navy's "Blue Angels" get their name?

~ Submitted by Dwayne Hatfield, Mars Hill Post 118

TECHNOLOGY 101

is 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.



Function Keys

Haven't you always wondered what those little function keys at the top of your keyboard do? You've probably only used them to adjust your volume or screen brightness, but they actually do a lot more. Keep in mind that some of these function key shortcuts are different depending on the type of computer you have. You are also able to change these features, and some computers come with pre-set functions for these keys that you have to change manually.

So before slamming the keyboard in frustration trying to get them to work, go into your settings and see how your computer has been set up. Pressing the fn button with the F keys will typically enable them to work. These [11 other keyboard shortcuts will make your life easier](#), too.

Here's the answer to the mystery of those function keys. You'll be surprised by how much they can do.

F1: Opens help menu when pressed with Windows button. Hides/displays ribbon menu in Excel and Word when hit with Control button.

F2: Alt + Ctrl + F2 opens Document Library in Microsoft Office. Allows you to edit the selected folder or file name in Windows Explorer. Edits the active cell in Microsoft Excel. Ctrl + F2 displays a print preview in Microsoft Word.

F3: Opens search feature in Windows Explorer. Shift + F3 lets you change from lowercase to uppercase to all caps in Word. Opens find feature in Firefox and Chrome. Opens Mission Control on an Apple computer running macOSX.

F4: Alt + F4 closes window. Places the cursor in the address bar in Explorer.

F5: Starts slideshow in PowerPoint. Refreshes Internet browser pages. Ctrl + F5 will completely refresh a web page, clearing the cache and downloads all content again. Opens Find and Replace in Microsoft Office.

F6: Goes to the next page in a split screen in Microsoft Word. Ctrl + Shift + F6 lets you easily switch between Word documents.

F7: Alt + F7 does a spelling and grammar check in Microsoft Word. Shift + F7 open Thesaurus in Microsoft Word.

F8: In Excel, enables extend mode for arrow keys. Enables safe mode in Windows. Displays a thumbnail image for all workspaces in macOS.

F9: Refreshes document in Microsoft Word. Sends and receives emails in Outlook. Ctrl + F9 inserts empty fields into Word.. Displays a thumbnail for each window in a single workspace in macOS 10.3 or later

F10: Opens menu bar. Ctrl + F10 maximizes window in Word. Shift + F10 does the same thing as a right-click.

F11: Exits and enter full-screen mode in browsers. Shift + F11 adds a new spreadsheet in Excel. Hides all open windows and shows the desktop in macOS 10.4 or later

F12: Opens Save As in Word. Shift + F12 saves Word document. Ctrl + F12 opens Word document. Ctrl + Shift + F12 prints Word document. In macOS 10.4 or later, F12 shows and hides the dashboard.

Now that you know what all those function keys do, make sure you know these [15 common computer mistakes you should have stopped making already](#).



Warrant Templates

All Post/District Officer Positions

Available **on-line** at: MaineLegion.org

or go to: <http://www.mainelegion.org/pages/formsapplications.ph>. *It's fast and easy!!!*

MILITARY TRIVIA

A. The Blue Angels were originally formed in April 1946 as the [Navy Flight Exhibition Team](#). They changed their name to the Blue Angels after seeing an advertisement for the New York nightclub The Blue Angel, also known as [The Blue Angel Supper Club](#), in the New Yorker Magazine.



Ctrl-Click on the images above to watch!!!

MyLegion Q&A

MyLegion.org is a One-Stop-Shop for Managing Your American Legion Membership!

WHAT DOES YOUR MEMBERSHIP INCLUDE?

Exclusive benefits from America's largest veterans organization. Join now for access to services only available to members.

- ◆ Information and networking through your post
- ◆ Discounts on insurance, car rentals, and more
- ◆ Exclusive content available only to members

Free online tools to view and connect with members in all posts and squadrons within your department or detachment.

- ◆ Connect with members and officers
- ◆ Manage membership online
- ◆ View and process reports

Create an account to connect with existing members and find new members for your post or squadron.

- ◆ Find and contact new members
- ◆ Manage membership online
- ◆ View and process rep

Contact us

Customer Service: (800) 433-3318

E-mail: mylegion@legion.org

The American Legion National Headquarters
5745 Lee Road, Indianapolis, IN 46216

Fax: 317-860-3001

Print 2024 Membership Cards in MyLegion

American Legion post and squadron group leadership can print a current membership card for Legion and Sons of The American Legion members.

To start:

1. Go to your My Account page in www.mylegion.org.
2. Enter My Groups to access Group Profile.
3. Click on "View Members."
4. Search the member and click on their name from the list to view Member Profile.
5. Click "Membership Cards" and click on the link to view and print card image.

MEMBER DISCOUNTS

Discount programs are offered exclusively to members of The American Legion and Sons of The American Legion. Click on the green button of go to:

<https://mylegion.org/PersonifyEbusiness/Membership/Member-Discounts>



MEMBERSHIP **IMPACT** REPORTS

The American Legion's success depends entirely on active membership, participation and volunteerism. The following monthly reports located on: <https://www.legion.org/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:

<https://www.legion.org/bythenumbers> or
<https://www.legion.org/membership/impact>

Attention: District Commanders & Adjutants

District Meeting Calendar Form now available online!

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



DISTRICT MEETINGS

Be Connected • Be Heard • Be Informed

JANUARY 2024

District 5 – Oxford: Jan. 16
South Paris Post 72, 7:00PM
District Oratorical Contest

District 7 – Lincoln: Jan. 15
Wiscasset Post 54, 6:00PM

District 9 – Kennebec: Jan. 10
Augusta Post 2, 7:00PM

DONATIONS

THE AMERICAN LEGION
DEPARTMENT OF MAINE

Yearbook Fund

District 12, Hancock..... \$75.00

Thank You



DEPARTMENT OF MAINE

Annual Mid-Winter Conference

January 13th, 2024

Jeff's Catering & Event Center

15 Littlefield Way, Brewer, ME 04412

The annual Mid-Winter Conference of the American Legion, Department of Maine, will be held at **Jeff's Catering & Event Center, 15 Little Field Way, Brewer, ME 04412 on January 13th, 2024**. The Conference will be hosted by Commander Alfred McKay and 2nd Vice Commander Leroy McKenzie.

Special Rate for Legion Family for Hotel Reservations:

Holiday Inn: 404 Odlin Rd, Bangor, ME 04401. Phone: 207-947-0101

Room Rate: \$104 + sales tax, Microwave, Refrigerator, Coffee/Tea Maker, Elevators, Restaurant, Lounge, Indoor pool.

Bangor Grand Hotel: 357 Odlin Rd, Bangor, ME 04401. Phone: 207-947-6961

Room Rate: \$89 + sales tax – Refrigerator, WIFI, Restaurant, Lounge, Indoor pool

Please state "American Legion" when calling for reservations.

Hotel Reservations are to be made by each individual, as the Department HQ will not be coordinating reservations for this conference. Deadline: January 5, 2024.

Mid-Winter Conference Registration Fee: \$10.00 per person.

Includes unlimited coffee & tea (Regular and Decaf), water all day, and juice, breakfast pastries, and fresh fruits in the morning.

This is for the American Legion, Auxiliary, Sons, and Guests that are attending.

Mid-Winter Conference Lunch Buffet- \$10 per person (to be paid to Jeff's Catering by noon.)

Please mail registration fee to:
The American Legion Department of Maine
5 Verti Drive
Winslow, ME 04901
(Notate "MWC" in memo field)

To pay by debit/credit card visit www.mainelegion.org, and select WINTER CONFERENCE listed in the NEWS & EVENTS dropdown menu.

Any Questions Call Department HQ at 873-3229 or email legionme@mainelegion.org



**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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

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**

This form may be filled out on-line at: www.mainelegion.org/pages/formsapplications.php

***** Please note that the annual dues for Past Commanders Club have increased to \$5.00/member)*****