



**The American Legion  
Department of Maine**



# 2024 – 2025 DEPARTMENT MEMBERSHIP TARGET DATES

<b>EARLY BIRD/NEF KICKOFF</b>	<b>SEPTEMBER 11, 2024</b>	<b>50%</b>
<b>FALL MEETINGS</b>	<b>OCTOBER 16, 2024</b>	<b>55%</b>
<b>VETERANS DAY</b>	<b>NOVEMBER 14, 2024</b>	<b>65%</b>
<b>PEARL HARBOR DAY</b>	<b>DECEMBER 11, 2024</b>	<b>75%</b>
<b>MID-WINTER</b>	<b>JANUARY 15, 2025</b>	<b>80%</b>
<b>PRESIDENT’S DAY</b>	<b>FEBRUARY 12, 2025</b>	<b>85%</b>
<b>LEGION BIRTHDAY</b>	<b>MARCH 12, 2025</b>	<b>90%</b>
<b>CHILDREN &amp; YOUTH</b>	<b>APRIL 9, 2025</b>	<b>95%</b>
<b>ARMED FORCES DAY</b>	<b>MAY 14, 2025</b>	<b>100%</b>
<b>DEPARTMENT OF MAINE</b> <b>(Cut-off date for Delegate Strength to State Convention)</b>	<b>MAY 7, 2025</b> <b>30 DAYS PRIOR TO STATE CONV.</b>	
<b>DELEGATE STRENGTH</b> <b>(Cut-off date for Post 100% Goals &amp; Delegate strength to National Convention)</b>	<b>30 DAYS PRIOR TO NATIONAL CONVENTION</b>	

**Target dates fall on the second Wednesday of the month** unless there is a holiday on that day or at the beginning of that week.

Since Veterans Day falls on a Monday, the November target date will be on a Thursday.

To maximize the December renewal notice, the January target date will be on the third Wednesday of the month.

# AMERICAN LEGION MEMBERSHIP 2025 RENEWAL SCHEDULE

<u>CUTOFF DATES</u>	<u>RENEWAL MAIL DATES</u>
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.



## TARGET DATE AWARDS POINTS PROGRAM

The department commander and department membership chairman may earn checks up to \$1,000 based on a points system for meeting national target dates and other target areas. Each department must accomplish its goal by the May target date, using traditional methods, to be eligible for awards.

An additional \$1,000 is awarded to the department for meeting all target dates.

The membership office will record traditional accomplishments on the transmittals received and processed at National Headquarters by the close of the target date business day.

### POINTS KEY

<b>TARGET I</b>	(September)	(50%)	<b>5,000 points</b>
<b>TARGET II</b>	(October)	(55%)	<b>5,500</b>
<b>TARGET III</b>	(November)	(65%)	<b>6,500</b>
<b>TARGET IV</b>	(December)	(75%)	<b>7,500</b>
<b>TARGET V</b>	(January)	(80%)	<b>8,000</b>
<b>TARGET VI</b>	(February)	(85%)	<b>8,500</b>
<b>TARGET VII</b>	(March)	(90%)	<b>9,000</b>
<b>TARGET VIII</b>	(April)	(95%)	<b>9,500</b>
<b>TARGET IX</b>	(May)	(100%)	<b>10,000</b>

Post and district commanders should remember to place particular emphasis on renewing existing members (and reinstating expired members) as well as actively recruiting new members throughout the year.

**For complete information on the National Awards Points Program, Target Dates, and information on other important membership goals and dates other than these target dates, see the National Awards Points Program Manual available from [membership@legion.org](mailto:membership@legion.org).**

# COMMANDER'S AWARDS

## Patricia "Tricia" Thurston

### RECRUITER of the YEAR

Two nights lodging at the Headquarters Hotel at Department Convention (Brewer) and a National Commander's Coin awarded to the Legionnaire, Auxiliary, or SAL member who recruits the most new members, properly certified, for The American Legion on or before May 14, 2025. (Department Officers do not qualify. A minimum of 10 new members is necessary to qualify.)

### TOP RECRUITERS

#### SECOND and THIRD PLACE:

- Framed Certificate
- National Commander's Coin

## DISTRICT AWARDS

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

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

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

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

**ALL DISTRICT INCENTIVE AWARDS MUST BE VERIFIED BY THE DISTRICT ADJUTANT.**

# NATIONAL AWARDS

## **Post Honor Ribbon**

**Honor Ribbons:** Awarded to all Posts whose 2025 membership, as of **Dec. 31, 2024**, achieves 100%.

## **Post Five or More Consecutive Year All-Time High Award**

Five or More consecutive years All-Time High Post Award from National **presented at Department Convention** for Posts that achieve, by **December 31**, membership surpassing the Post's previous All-Time High for Five or More Consecutive Years.

## **Certificate of Meritorious Service (All-Time-High Award)**

This **certificate** will be awarded to all Posts who have, by **December 31**, enrolled an advance membership for the membership year equaling or surpassing the Post's previous All-Time-High membership.

## **Department "Recruiter of the Year"**

Each American Legion Post will have the opportunity to submit the name of the Legionnaire from that Post who has signed up the highest number of New Members for the 2025 membership year by the May Target Date: **May 14, 2025**. **Certification forms (included in this manual) to be completed by the Post Adjutant and submitted to Department Headquarters NLT May 15, 2025**. The Department Adjutant will then determine the Top New Member Recruiter and certify the winner to National Headquarters on or before the last day of May. The Top New Member Recruiter will be awarded a framed certificate with their accomplishment inscribed thereon.

## **National "Recruiter of the Year"**

The individual certified with the highest number of new members recruited from among all the departments will be declared National Membership Recruiter of the Year. The award includes a trip to the national convention: six days and five nights for the Legionnaire and guest, round-trip air transportation, hotel accommodations and reserved seating tickets to the National Commander's Banquet for Distinguished Guests.

Monetary awards will be presented to the next highest 26 individuals:

- 1 - \$1,000.00 Award Check
- 10 - Third Prizes - \$150.00 Award Check
- 15 - Fourth Prizes - \$100.00 Award Check

## **Gold Brigade Award**

A Legionnaire who recruits 50 or more **NEW** members (transfers do not count) into The American Legion by the May target date will qualify for enrollment in the elite Gold Brigade of The American Legion. These very special Legionnaires will be awarded unique gifts designating affiliation with the Gold Brigade. Also, special recognition will be given to those Legionnaires through special announcements in the Dispatch, online and other media.

The gifts awarded to a Gold Brigadier will depend on the number of times he or she has qualified for this award.

First-time awardees:

Gold Brigade patch  
Special Gold Brigade cap pin  
Gold Brigade certificate  
Designer jacket or  
Polo shirt or  
Sweater with a Gold Brigade logo

Second through fourth time:

Gold Brigade certificate  
“Hash mark” for jacket sleeve  
Designer jacket or  
Polo shirt or  
Sweater with Gold Brigade logo

Seventh time and beyond:

Gold Brigade certificate  
“Hash mark” for jacket sleeve  
Designer jacket or  
Polo shirt or  
Sweater with Gold Brigade logo  
\$150 **check**

### **GOLD BRIGADE 5<sup>TH</sup> CONSECUTIVE YEAR AWARD**

Any recipient who has earned the Gold Brigade award for five consecutive years is eligible for a distinctive blue Gold Brigade blazer. A Legionnaire may only qualify once every five years. Department adjutants must submit all Gold Brigade certification forms to National Headquarters by the last day of May.

### **GOLD BRIGADE 6<sup>TH</sup> CONSECUTIVE YEAR OR MORE AWARD**

Any recipient who has earned the Gold Brigade Award for six consecutive years to include the current membership year is eligible for a \$150 check and an American Legion cap with the label “Master Recruiter,” a Gold Brigade plaque, a cap pin and a hash mark. Department adjutants must submit the certification form by the last day of May.

### **GOLD BRIGADE 10<sup>TH</sup> CONSECUTIVE YEAR OR MORE AWARD**

Any recipient who has earned the Gold Brigade award for 10 consecutive years to include the current membership year is eligible for a distinctive blue Gold Brigade blazer. (This is a one-time award.) Department adjutants must submit all certification forms to National Headquarters by the last day of May

### **\*\*\*\*\* “THE SILVER BRIGADE” \*\*\*\*\***

A Legionnaire who recruits 25 to 49 **NEW** members into The American Legion by the May target date, will qualify for this award. A silver pin and certificate will be awarded.

**NOTE:** Silver Brigade and Gold Brigade CANNOT both be awarded to a recruiter during the same membership year.

**Certification forms for Gold and Silver Brigade Awards can be found in this manual. The forms must be properly completed by the Post Commander or Adjutant and submitted to Department Headquarters NLT May 15, 2025.**

## **\* BRONZE BRIGADE NEW MEMBER RECRUITER AWARD \***

A Legionnaire who recruits 15 to 24 new members (excluding any transfers) into The American Legion by the May target date will qualify for this award. A bronze brigade patch and certificate will be awarded.

**NOTE:** Bronze, Silver and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year.

**\*\*Certification forms for Gold, Silver and Bronze Brigade Awards can be found in this manual. The forms must be properly completed by the Post Commander or Adjutant and submitted to Department Headquarters NLT May 15, 2025.**

***DEPARTMENT ADJUTANT MUST CERTIFY ALL GOLD, SILVER & BRONZE BRIGADE QUALIFIERS.***

# DISTRICT COMMANDER “RACE TO THE TOP”

**CUTOFF DATE IS MARCH 31**

Competition will be divided into five categories based on the membership of the District without regard to geographic locations. District Commanders will compete in each of the following categories based on final membership year totals, and a top District Commander for the National Award will be selected from each of the five categories. Post Ribbons will also be awarded to each top District Commander for all American Legion Posts in those Districts.

- Category I - Districts of 15 to 1,499 members
- Category II - Districts of 1,500 to 2,999 members
- Category III - Districts of 3,000 to 4,999 members
- Category IV - Districts of 5,000 to 7,499 members
- Category V - Districts of 7,500 and above members

**First Place Awards – Trip to 2025 National Convention in Tampa Bay, FL** will be presented to the top District Commander and guest in each category whose District membership on March 31 represents the largest percentage **over** the final previous year membership of that District. **Cannot be less than 100% to qualify.** This entitles each winner and guest to an all-expense paid trip to attend the National Convention as a distinguished guest of the National Commander, including round-trip airfare, tickets to the National Commander’s Banquet and hotel accommodations for 6 days/5 nights. These District Commanders will also be awarded a Legion Cap that signifies they are a “Race-To-The-Top” winner that will be awarded on stage at the National Convention. Plus “Race-To-The-Top Ribbons for each of the district’s posts.

**Second Place Awards** will be presented to the District Commander in each category whose District membership for 2025 on March 31 represents the second highest percentage **over** the final previous year membership of that District. **Cannot be less than 100% to qualify.** Winners will receive a **\$500 check.**

**Third Place Awards** will be presented to the District Commander in each category whose District membership for 2024 on March 31 represents the third highest percentage over the final previous year membership of that District. **Cannot be less than 100% to qualify.** Winners will receive a **\$375 check.**

## **DISTRICT COMMANDER ACHIEVEMENT AWARD &** **DISTRICT HONOR RIBBON**

All District Commanders whose 2025 District Membership, as the May target date **exceeds** the 2024 membership (Dec. 31, 2024) **by at least the number of Posts in that District** will be awarded the **District Commander Achievement Framed Certificate Award.** In addition, the District will receive an **Honor Ribbon** for its District colors.

# NATIONAL COMMANDER

## **NATIONAL COMMANDER MEMBERSHIP INCENTIVE PROGRAM**

During the 2024-2025 membership year, National Commander James A. LaCoursiere Jr. will award his national commander “Be the One” dog tag coin to any Legionnaire who obtains three new members into The American Legion.

**The National Commander’s 2025 Membership Incentive Form can be found in this manual or by visiting <https://www.legion.org/about/leadership/national-commander/national-commanders-incentive-program>**

Or [www.mainelegion.org](http://www.mainelegion.org)

“**New Member**” is defined as any eligible person joining for the 2025 membership year who was not a member of The American Legion during the 2024 membership year. Only one of each will be awarded per individual. **TRANSFERS DO NOT COUNT AS NEW MEMBERS.** Please make sure that the members have been processed before submission. Pins will not be mailed until they are verified on the National Database. **Deadline for this incentive is June 30, 2025.**

## **NATIONAL COMMANDER’S 100% AMERICAN LEGION FAMILY RIBBON**

100% American Legion Family Ribbon: American Legion National Commander James A. LaCoursiere Jr. will award his 100% American Legion Family Ribbon to any American Legion Family that achieves 100 percent membership by the 2025 100% membership target date. For this award, the Legion Family is defined as a post and/or any combination of an Auxiliary unit or Sons squadron. Each must achieve 100% membership to qualify for the award.

**The National Commander’s American Legion Family Ribbon can be found in this manual or by visiting <https://www.legion.org/about/leadership/national-commander/100-american-legion-family-ribbon>**

## **NATIONAL COMMANDER’S 2025 103% MEMBERSHIP AWARD**

American Legion National Commander James A. LaCoursiere Jr. will award his “Be the One” dog tag coin to any post commander, district commander, county commander, division commander, department commander or membership chairman who achieves 103% of their assigned membership goal for 2025. **Deadline for submission is June 30, 2025.**

**The National Commander’s 2025 103% Membership Award form can be found in this manual or by visiting <https://www.legion.org/about/leadership/national-commander/103-percent-membership-award>**

# **POST EXCELLENCE AWARD**

To qualify for the American Legion's Post Excellence Award, a post is required to achieve excellence in four areas: membership, submission of the Consolidated Post Report (CPR), attaining a 90% renewal rate, and community activity.

The purpose of this award is membership growth, exposure of American Legion values to the community, and increased visibility of the American Legion Family through service projects. A post achieving this qualification will have had numerous post members involved in planning and achieving these goals. Many posts are already active in these areas and will qualify without extra effort. Others, however, will need to increase their efforts in one or more areas to qualify for the award.

**The standard to be achieved in each area is as follows:**

**Membership.** Posts must attain at least 103 percent of their membership goal. At least one post officer attends district meetings.

- **Consolidated Post Report.** CPRs must be submitted by July 1. The American Legion's federal charter requires the submission of an annual report to Congress on activities for the year. MyLegion.org has made it simple for a post to submit its CPR in a timely manner.
- **90% Renewal Rate:** The post must renew at least 90 percent of their members that were on the 2023 roster.
- **Community Activity.** The post must conduct an event that connects the local community with The American Legion post. The objective is to open your doors, welcome the community in, and educate them on what The American Legion is all about and how the post is an asset to the community. Posts do not need to have a physical building to accomplish this. This activity can be held in a park, a community center, or anywhere the post can welcome and interact with the local community.
- **Certification for the Award:** The district commander responsible for the post will certify a post as having achieved the four specified criteria. The district commander will submit a list of posts meeting the criteria to department headquarters. That list should include the post name, phone number, address and commander's name. If possible, accompany the last criteria with copies of press releases submitted to the local media about the projects to show that the projects were not only accomplished but that an attempt was made to enhance the image of The American Legion through local media. The copy submitted should include a date and time stamp showing receipt by the media outlet.

The district commander is to submit a letter along with the above required information (see attached form) with any additional pages and supporting documentation to:

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

The department adjutant will then transmit information as posts qualify to: The American Legion National Headquarters, P.O. Box 1055, Indianapolis, IN 46206-1055, Attn: Membership.

**Post Excellence Forms can be found in this manual or by visiting [www.mainelegion.org](http://www.mainelegion.org) under FORMS/APPLICATIONS.**

**Please mail to Dept. Headquarters by June 1<sup>st</sup> for special presentation at State Convention. Please note that this award is still available after State Convention.**

# **SCRAPBOOK/YEARBOOK AND HISTORY CONTESTS**

You, as post historian, should start now to make a permanent record of your organization for the year ahead, from the installation of officers, up to and including the department convention. To help you gather the specific details concerning your post, you may want to ask your post adjutant for a copy of the year's past Consolidated Post Report. That statistical summary will indicate the type and amount of activity that can help you put together as complete a picture as possible. To be eligible for the national contests, your entry in either category must be a "first place winner" in your department contests and must be "certified" as such by the department historian before being forwarded to the national historian. It is suggested you contact the department historian for additional ideas and information regarding your department contest qualifications. Post and District newsletters will be judged on informative layout and should be mailed to the Department of Maine. Contest ends May 1. First-place winners will receive a plaque at the Department Convention. Post history, yearbook and District history books will be judged according to the 2025 Officers Guide score sheets and the books must be received at The Department of Maine no later than May 1. First-place winners will receive a plaque at the Department Convention.

## **POST VISITATION AWARD**

In order to qualify for the award, the District Commander and/or Vice-Commanders must visit each post in the District during their year. For those Districts with more than 30 posts, the District Vice-Commanders can be used to assist in making the visits but the District Commander must visit at least 30 of the posts personally. A list of posts in each District will be obtained with the assistance of the various Department Headquarters. The list will be mailed in spreadsheet format to each District Commander. At the completion of the 100% visit requirement, the District Commander will send the completed spreadsheet to the Department and then it will be forwarded to National Headquarters by August 1, 2025. Each District Commander who achieves the 100% visit requirement will receive a certificate recognizing their achievement. For those District Commanders that achieve the 100% requirements, five categories will be created, and five additional prizes awarded based on a drawing of the eligible District Commanders in that category. The Commander drawn from the group of 100% Commanders in each category will receive a gift certificate from National Emblem Sales. The amounts will be \$100 for the smallest category with an increase as the District size increases.

Category I	- (up to 20 posts)	\$100
Category II	- (21-35 posts)	\$200
Category III	- (36-50 posts)	\$300
Category IV	- (51-65 posts)	\$400
Category V	- (over 65 posts)	\$500

**CERTIFICATION FORM  
TOP RECRUITER AWARDS  
POST/DEPARTMENT/NATIONAL**

Post Adjutants must send this form to  
Department Headquarters

Department Adjutants must send this form to The American Legion,  
Attn: Membership Division, P.O. Box 1055, Indianapolis, IN 46206,  
Fax: (317) 630-1413 or email to [membership@legion.org](mailto:membership@legion.org).

In the Department of \_\_\_\_\_, the TOP NEW MEMBER RECRUITER of membership enrolled for current membership year as of **May 15, 2025**, and transmitted to Department Headquarters is: **(PLEASE PRINT OR TYPE)**

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_ MEMBER ID NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

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

Number of NEW MEMBERS enrolled (minimum 10): \_\_\_\_\_

**(Attach list of names and ID numbers of new members [do not include transfers].)**

**Next Highest New Member Recruiter (Make additional copies if needed)**

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_ MEMBER ID NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

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

Number of NEW MEMBERS enrolled (minimum 10): \_\_\_\_\_

**(Attach list of names and ID numbers of new members [do not include transfers].)**

\_\_\_\_\_  
Post Adjutant

\_\_\_\_\_  
Department Adjutant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MAIL TO REACH DEPARTMENT HEADQUARTERS  
NLT MAY 15, 2025**

# GOLD BRIGADE NEW MEMBER RECRUITER AWARD CERTIFICATION FORM

**POST: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: DEPARTMENT HEADQUARTERS NLT MAY 15, 2025**

The following member in the Department of \_\_\_\_\_ qualifies for the "Gold Brigade" Award for enrolling 50 or more **NEW MEMBERS** into The American Legion by the May Target date.

Attach the list of names with each nomination form

**First-time qualifiers** receive a Gold Brigade cap pin, certificate, Gold Brigade patch, and the choice of a jacket or sweater or polo shirt with the Gold Brigade logo.

**Second to fourth time qualifiers** receive a Gold Brigade certificate, hash mark for the sleeve, and the choice of either another Gold Brigade jacket or sweater or polo shirt with the Gold Brigade logo.

**Seventh time and beyond (except fifth, sixth or tenth time) qualifiers** receive a Gold Brigade certificate, hash mark for the sleeve, and a choice of either another Gold Brigade jacket or sweater or polo shirt with the Gold Brigade logo and \$150 check.

Check the appropriate box(es):

A  First Gold Brigade Award B  Second to fourth Award (specify occurrence) \_\_\_\_\_

C  Seventh time and beyond (specify occurrence) \_\_\_\_\_

Circle one:	Jacket		Polo shirt ¼ zip unisex sweater				
Ladies' jacket or polo (circle size):	S	M	L	XL	2XL	3XL	
Men's jacket or polo (circle size):	S	M	L	XL	2XL	3XL	4XL
Men's jacket (tall) (circle size):			L	XL	2XL	3XL	4XL
¼ zip unisex sweater (circle size):	S	M	L	XL	2XL	3XL	4XL

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Member ID \_\_\_\_\_

Number of new members enrolled (minimum 50) \_\_\_\_\_

\_\_\_\_\_  
Department Adjutant Signature/Date

\_\_\_\_\_  
Post Adjutant's Signature/Date  
(date cannot be after the May target date)

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

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the May Target Date to Department Headquarters NLT May 15.

CERTIFICATION FORM

**GOLD BRIGADE  
FIFTH CONSECUTIVE YEAR AWARD**

**Send to Department Headquarters NLT May 15, 2025.**

The following member of the Department of \_\_\_\_\_ qualifies for the prestigious fifth consecutive year "Gold Brigade" Award for enrolling fifty or more New Members into The American Legion by the May Target Date.

A Legionnaire may only qualify for this award once every five years.

*Note: This Navy Blue Blazer replaces the Gold Blazer of previous years.*

(Circle One)

**Men's blazer (cut) { } Short { } Regular { } Long**

**Specify even sizes 36-58 \_\_\_\_\_ Size**

**Ladies' blazer (cut) { } Regular { } Tall**

**Specify even sizes 0-28 \_\_\_\_\_ Size**

**Type or print:**

**Name \_\_\_\_\_ Member ID \_\_\_\_\_**

**Phone (\_\_\_\_\_) \_\_\_\_\_ Post Number \_\_\_\_\_**

**Years of being a Gold Brigadier (specify year range) \_\_\_\_\_ to \_\_\_\_\_**

**Certified:**

\_\_\_\_\_  
**Department Adjutant Signature**

\_\_\_\_\_  
**Date**

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the May Target Date to Department Headquarters NLT May 15.

CERTIFICATION FORM

**GOLD BRIGADE  
SIXTH CONSECUTIVE YEAR AWARD**

**Send to Department Headquarters NLT May 15, 2025**

The following member of the Department of \_\_\_\_\_ qualifies for the sixth consecutive year or more “Gold Brigade” Award for enrolling fifty or more New Members into The American Legion by the May Target Date.

This award is a **\$150 check** and a **Master Recruiter** Legion cap, along with a Gold Brigade plaque, cap pin, and hash mark.

**Type or print, making sure that all information is complete to help avoid processing delays:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Post Number \_\_\_\_\_ Post city \_\_\_\_\_

Years qualifying for Gold Brigade \_\_\_\_\_

Number of new members enrolled (minimum 50) \_\_\_\_\_

Check crown type:     Regular     Fort Knox     Women’s Crown

Lined or     Unlined    Cap Size \_\_\_\_\_

Mandatory insignia  Yes  No    If yes, please list \_\_\_\_\_

**Certified:**

\_\_\_\_\_  
Department Adjutant Signature

\_\_\_\_\_  
Date

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the May Target Date to Department Headquarters NLT May 15.

CERTIFICATION FORM

**GOLD BRIGADE  
TENTH CONSECUTIVE YEAR AWARD**

**Send to Department Headquarters NLT May 15, 2025**

The following member of the Department of \_\_\_\_\_ qualifies for the tenth consecutive year "Gold Brigade" Award for enrolling fifty (50) or more New Members into The American Legion by the May Target Date.

The recipient will receive a navy blue blazer with the tenth-year Gold Brigade logo, tenth-year cap pin, hash mark and Gold Brigade plaque.

A Legionnaire may only qualify for this award on their tenth consecutive year.

Circle one:

**Men's blazer (cut)** Regular Long

Specify even sizes 36-58 \_\_\_\_\_ size

**Ladies' blazer (cut)** Regular Tall

Specify even sizes 0-28 \_\_\_\_\_ size

**Type or print, making sure that all information is complete to help avoid processing delays:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Post Number \_\_\_\_\_ Post city \_\_\_\_\_

Years of being a Gold Brigadier 19 \_\_\_\_\_ – 20 \_\_\_\_\_

**Certified:**

\_\_\_\_\_  
Department Adjutant Signature

\_\_\_\_\_  
Date

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the May Target Date to Department Headquarters NLT May 15.

CERTIFICATION FORM

**SILVER BRIGADE  
NEW MEMBER RECRUITER AWARD**

**POST: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: DEPARTMENT HEADQUARTERS NLT MAY 15, 2025.**

The following member in the Department of \_\_\_\_\_ qualifies for the  
“Silver Brigade” Award for enrolling 25 to 49 **NEW MEMBERS** into The American Legion by the May  
Target Date.

**Silver Brigadiers receive a Silver Pin and a Silver Certificate.**

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ Member ID \_\_\_\_\_

Number of **NEW MEMBERS** enrolled (25 to 49) \_\_\_\_\_

\_\_\_\_\_  
Department Adjutant (signature)

\_\_\_\_\_  
POST ADJUTANT (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
Date

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the  
May Target Date to Department Headquarters NLT May 15.

CERTIFICATION FORM

**BRONZE BRIGADE  
NEW MEMBER RECRUITER AWARD**

**POST: RETAIN COPY FOR YOUR RECORDS**

**SEND TO: DEPARTMENT HEADQUARTERS NLT MAY 15, 2025.**

The following member in the Department of \_\_\_\_\_ qualifies for the Bronze Brigade Award for enrolling 15 to 24 **NEW MEMBERS** into The American Legion by May Target Date.

**Bronze Brigadiers receive a bronze brigade patch and certificate.**

NAME \_\_\_\_\_ POST NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ Member ID \_\_\_\_\_

Number of **NEW MEMBERS** enrolled (15 to 24) \_\_\_\_\_

\_\_\_\_\_  
Department Adjutant (signature)

\_\_\_\_\_  
POST ADJUTANT (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
Date

**USE ADDITIONAL SHEETS IF NECESSARY**

**REMINDER:** Forward a copy of this form and a copy of the list of new members signed up on or before the May Target Date to Department Headquarters NLT May 15.



NATIONAL COMMANDER JAMES A. LACOURSIERE, JR.  
2025 MEMBERSHIP INCENTIVE DOG TAG COIN  
CERTIFICATION FORM



Please make sure that the address, phone number and email address provided is for the recruiter and not the post.

Date: \_\_\_\_\_

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

Membership ID Number: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

MAIL TO RECRUITER  MAIL TO POST

TO QUALIFY YOU NEED TO RECRUIT (3) NEW MEMBERS INTO THE AMERICAN LEGION.

(A NEW MEMBER IS DEFINED AS ANY ELIGIBLE VETERAN JOINING FOR THE 2025 MEMBERSHIP YEAR WHO WAS NOT A MEMBER OF THE AMERICAN LEGION DURING THE 2024 MEMBERSHIP YEAR). **TRANSFERS DO NOT COUNT AS NEW MEMBERS.**)

NEW AUXILIARY MEMBERS AND SAL MEMBERS DO NOT COUNT TOWARDS THIS INCENTIVE. PLEASE FORWARD THE NAMES OF NEW SAL MEMBERS OR AUXILIARY MEMBERS TO YOUR SQUADRON OR UNIT FOR USE IN THEIR RESPECTIVE INCENTIVE PROGRAMS. CONTACT YOUR STATE HEADQUARTERS FOR MORE INFORMATION.

PLEASE MAKE SURE THAT THE MEMBERS HAVE BEEN PROCESSED BEFORE SUBMISSION. COINS WILL NOT BE MAILED UNTIL THEY ARE VERIFIED ON THE NATIONAL DATABASE.

**THE DEADLINE FOR THIS INCENTIVE IS JUNE 30, 2025, OR UNTIL SUPPLIES ARE EXHAUSTED.**

**(3) NEW MEMBERS:**

(Include full name, ID number, department, post)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Return completed forms to:  
The American Legion  
Internal Affairs & Membership Division  
PO Box 1055  
Indianapolis, IN 46206

Fax: 317-630-1413  
Email: [kadams@legion.org](mailto:kadams@legion.org)

**NATIONAL COMMANDER JAMES A. LACOURSIERE, JR.**  
**103 PERCENT MEMBERSHIP GOAL**  
**2025 MEMBERSHIP INCENTIVE DOG TAG COIN**  
**(CERTIFICATION FORM)**

This form must be sent to the department headquarters to be verified  
by the department adjutant.

Date: \_\_\_\_\_

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

Membership ID Number: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

A DOG TAG COIN WILL BE AWARDED TO ANY POST COMMANDER, DISTRICT COMMANDER, COUNTY COMMANDER, DIVISION COMMANDER, DEPARTMENT COMMANDER OR MEMBERSHIP CHAIRMAN WHO ACHIEVES 103 PERCENT OF THEIR ASSIGNED MEMBERSHIP GOAL FOR 2025. COINS WILL BE MAILED DIRECTLY TO THE RECIPIENT UNLESS OTHERWISE STATED.

MAIL TO RECIPIENT     MAIL TO DEPARTMENT

**THE DEADLINE FOR SUBMISSION IS JUNE 30, 2025, OR UNTIL SUPPLIES ARE EXHAUSTED.**

I CERTIFY THAT THE INDIVIDUAL LISTED ABOVE HAS REACHED 103 PERCENT OF THEIR 2025 MEMBERSHIP GOAL.

\_\_\_\_\_  
Department Adjutant

\_\_\_\_\_  
Date

For Department use only – return completed forms to:  
The American Legion  
Internal Affairs & Membership Division  
PO Box 1055  
Indianapolis, IN 46206

Fax: 317-630-1413

Email: [kadams@legion.org](mailto:kadams@legion.org)



# 100% AMERICAN LEGION FAMILY RIBBON

100% American Legion Family Ribbons will be awarded to any post family that achieves 100% membership by the 2025 100% target date. (Legion Family is defined as a post **and/or** any combination of Auxiliary unit or SAL squadron. **(Each must achieve 100% to qualify)**)

**TO:** The American Legion  
 Attn: Membership Division  
 P.O. Box 1055  
 Indianapolis, IN 46206

Date \_\_\_\_\_

The Department of \_\_\_\_\_ certifies that the following American Legion posts families have achieved 100% of their American Legion Family goal. (For example, if a Legion post has an Auxiliary unit and/or a SAL squadron; **they all must achieve 100%.**)

**Examples**

100% Post <i>(please include post #)</i>	100% Auxiliary	100% Squadron	ALR Chapter <i>(yes/no)</i>	No. of Ribbons
Post 29	Yes	Yes	Yes	4
Post 50	Yes	no squadron attached	Yes	3
Post 500	no auxiliary unit	Yes	Yes	3

**Check all that apply:**

100% Post <i>(please include post #)</i>	100% Auxiliary	100% Squadron	ALR Chapter <i>(yes/no)</i>	No. of Ribbons

**DEADLINE IS MAY 31, 2025**  
**FOR DEPARTMENT SUBMISSION**  
**DUPLICATE AS NECESSARY**

\_\_\_\_\_  
 Department Adjutant

\_\_\_\_\_  
 Department



**THE AMERICAN LEGION**  
**POST EXCELLENCE AWARD**

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**DEPARTMENT OF MAINE**

**POST INFORMATION & CERTIFICATION:**

Post #: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Post Phone: \_\_\_\_\_

Post Commander Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Post Commander Signature: \_\_\_\_\_

District #: \_\_\_\_\_

District Commander Name: \_\_\_\_\_

District Commander Signature: \_\_\_\_\_

(Department Headquarters will obtain if necessary)

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**MEMBERSHIP:**

Post attained at least 103 percent of their membership goal:    Yes

At least one Post Officer attended District Meetings:    Yes

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## **Eligibility Questions**

### **What are the eligibility dates for membership in The American Legion?**

Thanks to the LEGION Act (Let Everyone Get Involved In Opportunities for National Service Act), Congress expanded the current eligibility period to cover Dec. 7, 1941, to the present, and includes the current war campaigns. Previously, there were seven declared war periods. Now there are two, the current war period dating back to World War II and another war era covering World War I. No other restrictions to American Legion membership changed.

### **I'm currently on active duty. Am I eligible?**

Yes, you are a veteran. All current active duty military are eligible for membership.

### **I didn't retire from the military, but was on active duty during one of the qualifying time periods. Am I eligible?**

Yes, you are a veteran. As long as you have served at least one day of federal active duty during any qualifying period, you are eligible for membership.

### **I served during one of the qualifying periods, but was never in a combat zone. Am I eligible?**

Yes, you are a veteran. Location of active duty service is not a consideration for membership.

### **I'm currently in the National Guard/Reserve. My unit was activated under Title 10 orders during a qualifying time period. Am I eligible?**

Yes, you are a veteran. Title 10 orders are issued by the Secretary of Defense and therefore are federal orders.

### **My National Guard unit was activated for crowd control under Title 32 orders during one of the qualifying periods. Am I eligible?**

No. Title 32 orders are issued under a governor's authority, whereas Title 10 orders are issued from the Secretary of Defense.

### **I'm currently a cadet at one of the U.S. Military Academies. Am I eligible?**

Yes, you are a veteran. The American Legion has considered service in the military academies as eligible for membership since WWI.

### **Can I be an honorary or social member of The American Legion?**

No. Per National Constitution and By-laws, no form or class of membership is authorized except regular active or paid up for life.

### **I served my entire military career in the National Guard/Reserves, and only have a DD214 from my Active Duty for Training that I was in during one of the qualifying dates. Am I eligible?**

Yes, you are a veteran. In the mid-60s all basic training and occupational training schools were considered federal active duty service.

### **I served with allied military forces during one of the qualifying periods. Am I eligible?**

Yes, you are a veteran, only if you were a U.S. citizen at the time of entry.

### **I served with the Civil Air Patrol/Civilian Technical Corps/USPHS as a civilian during two qualifying periods. Am I eligible?**

No. Eligible members must have federal military service during a qualifying period and received an honorable discharge or discharge under honorable conditions.

**I enlisted and went to basic training, but received an uncharacterized discharge due to a medical condition. Am I eligible?**

Yes, you are a veteran. Uncharacterized discharges for medical discharges are assumed to be under honorable conditions unless specifically stated otherwise. There are other categories of uncharacterized discharges and before they are determined eligible for membership the discharge should be sent to National for determination and a record will be maintained at National on final determination.

**I'm eligible for The American Legion, but do not have a copy of my DD214 to show as proof of eligibility. How can I get one?**

You can go to [archives.gov/veterans](https://www.archives.gov/veterans) to request another copy of your discharge papers. A copy of orders putting you on federal active duty can be used as proof of eligibility as well.

## **Membership Questions:**

**How much are the annual membership dues?**

Each of our local Posts determines its own dues rate. However, new members who join through National Headquarters are offered a special introductory dues rate, and are automatically placed in the Department (State) Headquarters Post in the state in which they reside. (This is considered a "holding" Post; there are no meetings or activities.) The amount a member pays to renew his/her membership each year after joining depends on the Post where their membership is held. Each Post determines its Legion programs and social functions, as well as the amount of annual dues, so it varies from Post to Post; however, \$40.00 annually is the approximate national dues average. Visit [www.legion.org/posts](http://www.legion.org/posts) to find the annual dues rate for Posts in your area.

**Where can I find my member ID number?**

Once you join The American Legion, you're assigned a permanent 9-digit Member ID number that will remain yours as long as you're a member. (If you ever transfer to another post, always make sure to provide your original Member ID Number.) You'll find the ID number on your membership card and it's also the first 9 digits shown above your name on our magazine labels. (It always starts with a 1 or 2.)

If you are unable to locate your membership card please call Customer Service: by calling (800) 433-3318 to obtain your member ID and a replacement card.

**Can I submit an address change online?**

Yes, you can change most of your record information, including your address, at [MyLegion.org](http://MyLegion.org). National can also take your address change over the phone at (800) 433-3318. Normal business hours are Monday-Friday from 8 a.m. to 6 p.m. (Eastern time). Members who are moving to a foreign address should submit their address changes via email to [cs@legion.org](mailto:cs@legion.org) and include their name, Member ID number, current address and new address.

You can also set-up a [MyLegion.org](http://MyLegion.org) account and manage your membership information, such as updating your address, print a membership card, access member-only discounts, renew your membership, manage subscriptions to The American Legion Magazine, Dispatch and American Legion e-newsletters, and much more. [MyLegion.org](http://MyLegion.org) is a free and secure website for American Legion and Sons of The American Legion members. Join at [MyLegion.org](http://MyLegion.org).

**I submitted an address change a month ago but my latest issue of the magazine went to the old address. What happened?**

Although address changes are immediate when your record is updated, the preparation for mailing each issue of the magazine actually begins about 6 weeks in advance of the mailing. This is simply because of the time it takes to prepare a mailing so large. The United States Postal Service (USPS) will forward your magazines until the address change catches up with the magazine production providing you notified them of your move.

**I belong to a local post and renewed my membership online. When will I get my membership card?**

National Headquarters usually updates the records within 24 to 48 hours to reflect the dues payment. Your Department Headquarters is also notified and your post Adjutant receives notification through the post officer's version of the [MyLegion.org](http://MyLegion.org) website. Your pre-printed annual membership card is at your post and it should be forwarded to you after they review the notification of your renewal. If you don't receive it in a timely manner, contact your post Adjutant for assistance.

You also can print a membership card through your [MyLegion.org](http://MyLegion.org) account.

**I received a membership invitation in the mail and it says I can also join online at a special website shown on the application. If I join online, will I still get my membership card and the free gift mentioned in the letter?**

Yes, you'll get your membership card and any free gifts mentioned in the letter, as long as you apply from that special website. You should receive your new member packet, including your membership card and free gift, approximately 4-6 weeks after you submit your application online. However, if you decide to mail your application, it would take about 4-6 weeks after we receive your application at National Headquarters. (Applies only to new members who join through National.)

**Why not include Direct Mailing Solicitation (DMS) in membership and all award calculations?**

Emphasis on our award system is to reward volunteers who do the work. Direct Mailing Solicitation (DMS) is merely a tool to increase membership or replace attrition. DMS members are procured by national and then offered to departments immediately via [mylegion.org](http://mylegion.org) to be placed in traditional posts. However, these members do count towards the department's delegate strength for the National Convention and towards the department's membership goal.

**If I join online or submit a membership application to National Headquarters, will I belong to a local Post?**

When you first join The American Legion, through National Headquarters, your membership will be assigned to the department (state) Headquarters (HQ) post in your state of residence. The HQ posts are basically administrative posts only and there are no meetings or activities, although you're entitled to the same membership benefits, and can visit the local posts as a guest. You can choose to remain in the HQ Post but it is recommended that you visit posts in your area and if you find one you like, you're free to transfer. It's a great way to get involved with your local community.

**How do I transfer my membership to another Post?**

The transfer process is simple. Visit the post you're interested in joining and speak with an officer. You'll need to provide your 9-digit member ID and should also be prepared to show a copy of your DD214 (or similar) to verify your eligibility. After acceptance of your membership, the post will submit the necessary paperwork to notify the department (State) and National Headquarters of your transfer.

**Why doesn't my membership card reflect the total number of years I've been a member?**

The annual card reflects your continuous years of membership. If you miss a year of paying dues, your continuous years start over. However, if you think there's a mistake, contact your Post Adjutant and if it's confirmed there is an error, they can submit a request to correct your record.

**How much does it cost to rent a post for a special event, like a birthday or reception?**

You'll need to contact the post you're interested in renting. Each post runs its own business affairs, including whether or not the facilities can be rented, and National Headquarters isn't involved in any way. If you're looking for a Legion post in your area, please visit [Legion.org/posts](http://Legion.org/posts) to use the post locator.

**When does my membership expire?**

Your membership actually expires on Dec. 31 of the paid year shown on your card. It can be a little confusing because your annual dues are supposed to be paid by Jan. 1 each year so National starts accepting dues for the upcoming year on July 1. The goal is to have everyone renewed for the New Year by Jan. 1, when it begins.

If dues are not paid by Jan. 1 of each calendar year, the member becomes delinquent. Feb. 1, the member is suspended, June 30, the member is dropped from the membership rolls.

**I paid my dues a while ago so why did I get another renewal notice?**

Renewal notices are mailed from National Headquarters based on the information in our records at the time the notices are printed. Although you may have paid your dues, the National portion of your dues may not have reached our offices yet. When you pay your dues to the Post, they process your payment and keep a portion for the Post; the balance is sent to your Department Headquarters with your membership card; and finally, the Department deducts its portion of your dues and then forwards the remaining balance and your membership card to National. Once National receives your dues and card they are usually processed within 48 hours.

On the renewal notice, you'll see there is an "AS OF" date which is when the notice was printed. If you paid your dues sometime around that date, your dues and the renewal probably just crossed in the mail, and you shouldn't receive another one for that membership year. However, if you paid well in advance of that "as of" date, then you should contact your post adjutant to verify the status of your renewal payment.

The American Legion  
Department of Maine  
5 Verti Drive  
Winslow, Maine 04901-0727  
Phone: 207-873-3229 | E-mail: [legionme@mainelegion.org](mailto:legionme@mainelegion.org)



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