



ADJUTANT OF THE YEAR AWARD

NAME: _____
(Applicants will be assessed based on previous year(s) accomplishments)

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

POST NAME & NO: _____

MEMBERSHIP STATUS: _____ **CONTINUOUS YEARS:** _____

NO. OF YEARS AS ADJUTANT: OTHER POSITIONS HELD IN LEGION:

Is the Adjutant a Department of Maine Legion College Graduate? ☐ Yes ☐ No

Has the Adjutant submitted all applicable external reports on time to Department/National?
(CPR, Post Officers reports etc.) ☐ Yes ☐ No

Has the Post achieved its membership goal for the current year? ☐ Yes ☐ No
_____ (goal) _____ (achieved).

DOES THIS PERSON EXCEL AS THE POST ADJUTANT IN WHAT HE/SHE DOES INTERNALLY? (i.e., meeting minutes, newsletter, email, Facebook, etc.)

DOES THE ADJUTANT PROVIDE AND/OR KEEP THE LOCAL COMMUNITY (External) INFORMED ON POST ACTIVITIES/PROGRAMS? (i.e., email, Facebook, twitter, local newspaper articles, advertisements, etc.): _____

IS THIS PERSON WELL RESPECTED IN HIS/HER POST AND COMMUNITY?

☐ Yes ☐ No

IN 300 WORDS OR LESS, WHAT EXEMPLIFIES THIS PERSON AS A POST ADJUTANT AND WHY THEY ARE DESERVING OF THIS AWARD. (i.e., processing membership, timely preparation of required forms, clear and understanding of meeting minutes. Please use attached separate essay.)

OVER →

SUBMITTED BY: _____ **PHONE NO.:** _____

DATE: _____ **EMAIL:** _____

Complete with attached recommendations. Do NOT submit more than eight (8) pages of additional documentation.

(Note: Adjutants who have been selected for this award will not be considered for a subsequent submission for at least 5 years and will become a member of the Department's Adjutant of the Year Selection Committee.)

This form must be submitted to: **THE AMERICAN LEGION, DEPARTMENT OF MAINE LEGIONNAIRE OF THE YEAR AWARD, 5 Verti Drive, Winslow, Maine 04901-0727** no later than **May 1st**. Form and attachments can also be submitted via Email at legionme@mainelegion.org

Form is available on www.mainelegion.org under Forms/Applications