



## **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.**

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](mailto:legionme@mainelegion.org)

*Form is available on [www.mainelegion.org](http://www.mainelegion.org) under Forms/Applications*