



THE EMPLOYER OF VETERANS AWARD

Information Sheet

History: The Veterans Employment and Education Commission expanded its Employer Awards Program in 1969 when it created an award category for employers of veterans. Originally, departments were permitted to submit one nomination each for a large and a small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, departments may submit a total of 3 nominations for this category for national consideration.

- **One** nomination for a small company with 50 or fewer employees
- **One** nomination for a medium sized company with workforces of 51 to 200
- **One** nomination for a large company with 201 or more employees

National Awards: These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Awards, nominees must meet the following criteria:

- 1) At least 10 percent of the nominee's workforce must be veterans.
- 2) The nominee must have been in business for at least five years.
- 3) The nominee cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state, or federal employer.

A department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee **will not** be eligible for a national award.

Selections of the Employer of Veterans Awards are made by the Veterans Employment & Education Commission Award Subcommittee, which meets during the annual Washington Conference.

The purpose of Award: To confer recognition on one small, one medium and one large employer in each state for outstanding records in the hiring and retention of veterans.

Deadline: The deadline for submission of nominations of employers of veterans is no later than January 15th. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, or sources outside the Legion, must be sent to department headquarters. The department then selects **one** nominee each in the small, medium and large employer categories and sends the nomination forms and supporting information for the winning employers to the National Employment and Education Commission. Those nomination forms must be signed by either the department adjutant or department employment chairman. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all three employer size categories, follows. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; email VeteransEmploymentandEducation@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The national winner will receive a large plaque to be presented by the National Commander at the Annual National convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

Submit to: **The American Legion**
Attn: National Veterans Employment & Education Commission
1608 K Street NW
Washington, DC 20006
Email: VeteransEmploymentandEducation@legion.org

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION



THE EMPLOYER OF VETERANS AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Employer's Size: (check one)

_____ **Small (50 or fewer employees)**

_____ **Medium (51-200 employees)**

_____ **Large (201 or more employees)**

Posts submit nominations to their Departments for consideration. Departments select one nomination per employer size category and submit those nominations to National Headquarters. The Veterans Employment and Education Commission will provide a plaque for each nominee. During the Washington Conference, the Employment and Education Award Subcommittee reviews all eligible nominations in the three size categories and selects a winner in each category. The three winners are then invited to send their representatives to the National Convention to receive the Employer of Veterans Awards. In order to be eligible for the national awards, the nominee must meet the following criteria:

- 1) At least 10 percent of the employer's workforce must be veterans.
- 2) The employer must have been in business for at least five years.
- 3) The employer cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company: _____
2. Business address: _____
3. Name and title of the company's contact person: _____
4. Contact person's telephone number: _____
5. Is the employer a branch or subsidiary? _____ If yes, what is the name and address of the parent company? _____
6. Date the company, or branch, was established: _____
7. Average number of employees over the past five years: _____

8. Is the company's business seasonal? _____ If yes, how many employees are fulltime? _____
How many are part-time? _____

9. Total number of employees: _____ Number of veterans: _____ Percentage of veterans: _____

10. Total hires last year: _____ Number of veterans: _____ Percentage of veterans: _____

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Veterans Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Veterans Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

Name, title, address, and daytime telephone number of the person making the nomination:

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Check One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

**Mail to: The American Legion
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 Washington, DC 20006
 E-mail: VeteransEmploymentandEducation@legion.org**

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