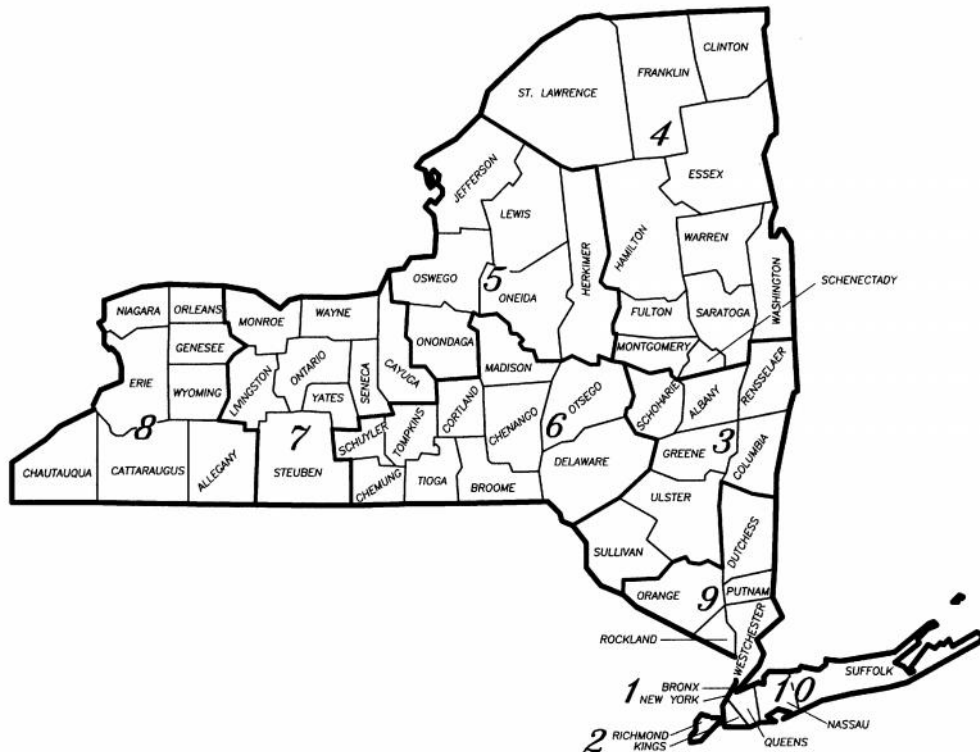




*Sons of The American Legion
Detachment of New York*



DETACHMENT MANUAL
30th EDITION
2016-2017



This Manual is designed for use by Squadron, County, and District Organizations and should also be provided to those starting a new SONS Organization. The Manual will be periodically updated, but should be used until the next edition has been published. In order to preserve your original, please feel free to copy any of the various forms! You should also be sure to retain a copy for your records of any reports you forward on to Detachment.

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CHAPLAIN NOTIFICATION

Notify Detachment and National Headquarters immediately upon the death of a member using a Member Data Form. The Detachment Chaplain (see Directory) can be notified either by mail, e-mail, or phone, of the birth, illness, injury or death of a SONS member. Supply all necessary information. Include an address so the Chaplain can send an appropriate memorial. All deceased members names will be compiled by the Chaplain for Detachment and National Memorial Services. The Chaplain should notify Detachment Officials to insure representation at the services for a deceased Detachment official or member of his family or other distinguished person.

BOYS STATE

The Detachment sponsors two candidates each year to attend Boys State, The American Legion program on government. The SONS Committee accompanies the Legion Committee from either the Post or County during interviews of candidates to choose the SONS candidate, who is usually from the area of the Detachment Commander or Adjutant. The candidate is invited to report on his experiences at the Detachment Convention. Eligible Squadron members are encouraged to participate; information is available through your Legion Post, or contact the Detachment Americanism Chairman.

LEGISLATIVE

The mission of the Detachment Legislative Committee is to promote the Legislative mandates of The American Legion. In all matters of legislation, The Sons of The American Legion follow the action of The American Legion, never endorsing any measure until the Legion has first endorsed it and never following any policy that does not coincide with the Legion's policies. SONS members must be strong and effective partners of the Legion Family through the legislative program which maintains a Legion presence at home and in Washington. The most effective grassroots help is communication from individuals expressing their views on specific bills. Letters, telegrams, phone calls and e-mail, exert a powerful influence on members of Congress. This effort must, however, be concerted, so personal contacts on Legion supported bills must only be made when requested by The American Legion Legislative Commission. When writing to legislators, members should express their opinions in their own words, being courteous and respectful. Identify the Bill in question. Keep your message short, typewritten or written legibly, containing two or three facts to justify your position. Only one issue should be discussed in a letter or telegram. Always make your position clear and ask the legislator's position, requesting a reply in writing. Do not use form letters or petitions. When you receive a reply, send a copy immediately of both your letter and the reply to the Detachment Legislative Chairman.

The National Legislative Commission has established the George B. Evans Grassroots Veterans' Advocate of the Year Award to recognize a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. Award rules, application, and judging sheets are included in this Manual.

MEMBERSHIP AWARDS/ IMPORTANT DATES

(Dates are last date that membership will be accepted at HQ to qualify.)

Note: The various Detachment Membership Awards are to be determined by the Detachment Membership Chairman.

Detachment Dates* and Awards :

DATE	ITEM/DETAILS
10/28	30% of Goal
1/15	60% of Goal
1/15	Special Certificate presented to Squadrons that have reached 100% of Goal.
4/15	80% of Goal
6/15 ^E	30 days prior to Convention
6/15	Recruiting 30 or more members**
6/15	Top Recruiters**
6/15	Largest Squadron
6/15	Most new members
6/15	Greatest % increase over prior year***
6/15	100% of Goal

Detachment Convention Delegate totals.

Recruiter Jacket

1ST place Plaque, 2ND/3RD place Certificate

1ST place Plaque, 2ND/3RD place Certificate

1ST place Plaque, 2ND/3RD place Certificate

1ST place Plaque, 2ND/3RD place Certificate

***Note:** Detachment Dates differ from the National Target Dates. Detachment Dates remain the same each year, while specific National Target Dates are assigned each year. The specific National Target Dates are available on-line each year. Also, the total Detachment Goal does not necessarily correspond with the Goal assigned by National. The Detachment Membership Chairman shall determine the Membership Goals of each Squadron no later than September 30th of each year, and forward that information to the SONS Membership Coordinator at Department HQ so that they may be included in Detachment Membership Reports.

**See page 37

***2 Categories: 299 and under and 300 and above, using a cut-off date of June 15th for the prior year. Previous year-end membership must be a minimum of 10, and an OCF must be on file at Detachment HQ.

National Dates* and Awards:

DATE	ITEM/DETAILS
October	Renewal Notice
mid Oct.	25% of Goal
mid Nov.	30% of Goal
mid Dec.	40% of Goal
12/31	Detachment with greatest percent increase over prior year receives Arthur D. Houghton Trophy.
12/31	Detachment with highest renewal rate in each Region receives a Plaque.
12/31	All Detachments with a 90% or greater renewal rate receive a Gift Certificate to NES.
12/31	Largest Squadron Certification Form to be forwarded to National by March 31 by the Detachment Adjutant using the December 31 st cut-off date.
late Jan.	Renewal Notice
mid Feb.	75% of Goal
mid March	80% of Goal
3/15	Squadrons that meet or exceed previous year's total receive a Citation of Achievement.
April	Renewal Notice
5/1	Deadline for pre-printed Membership Cards.
early May	100% of Goal
early May	Members who recruit 30 or more new members by the May Target Date may apply to receive a Blue Brigade Jacket from National. An Applications Form is included each year in a Detachment mailing.
early May	The Commander of each Detachment to reach 100% of goal receives a \$100 Gift Certificate to NES. Note: The first Detachment in each Region to reach 100% of Goal receives a Plaque.
7/1	The Department Adjutant submits to National the total number of all Squadrons in Detachment to reach 100% of Goal that will receive a Gold 100% Honor Ribbon. Note: The Department Adjutant also requests from National a Red All-Time High Ribbon for the Detachment at any time during the calendar year when this has been achieved.
Late July	105% of Goal
8/31	Deadline for members to submit for the Annual Individual Recruitment Award Pin from National. Information on the Award is made available each year by the National organization..
Nat. Conv.	All Detachments to reach 100% of Goal by start of Convention receive a Blue Honor Ribbon.

MEMBERSHIP MATERIALS DISTRIBUTION POLICY

GOAL: To efficiently distribute Membership and other materials needed by Squadrons on a pre-determined date according to a standard procedure and to insure all materials are received by the Squadrons.

Membership materials shall be distributed following these guidelines:

MAILED: No later than mid-August to the CERTIFIED SQUADRON ADJUTANT

INCLUDE: Materials from National, including Membership Cards, Squadron Handbooks, Dues Notices, Applications, Data Forms, etc. and other items deemed useful, if received in sufficient quantities to send to all Squadrons.

Materials from Detachment: Officer Certification Form, Transmittal Forms, Detachment Manual etc.

SENT TO: Squadrons that have transmitted membership thirty (30) days before Convention to Detachment. All organizations are required to forward an Officer Certification Form to HQ each and every year, even if the Officers remain the same! NO EXCEPTIONS!

NO DISTRIBUTION will be made to Squadrons with no membership, as follows:

1 YEAR: Squadrons not transmitting membership by thirty (30) days before Convention are hereby notified that to receive cards they must send a list of paying members and current per capita and that number of cards will be sent. A minimum of ten (10) is required, (or send prior years cards and dues).

MORE

THAN

1 YEAR: Squadrons that have not transmitted membership for more than one (1) year, are hereby notified to comply with the same as above AND they must either transmit membership OR surrender their Charter by MID- WINTER CONFERENCE to Detachment Headquarters. Non-Compliance will result in Charter suspension.

MEETINGS AND CONVENTIONS

Besides monthly Squadron meetings, members may also wish to attend other meetings at higher levels of the organization and are greatly encouraged to do so. If you are located within an organized County, you are likely already notified of upcoming meeting dates and locations by the County Adjutant. The same is true for the District. If you feel that you are not receiving information from your formed County organization, please contact the SONS Coordinator at 1-800-ALEGION who will provide you with contact information on your County. You may also contact your District Commander, by referring to the latest Detachment Directory. All unformed Counties are encouraged to organize! Your District Officers stand ready to assist.

The Detachment Executive Committee meets four (4) times per year. The first meeting takes place on the Saturday immediately following Detachment Convention at the host city. The Fall Meeting generally takes place at the Home Post of the Detachment Commander in either September or October. The Mid-Winter Meeting occurs in late January in Albany. The Executive Committee holds its last meeting of the year immediately prior to the Detachment

Convention at the host city. Housing information and notices for all of these gatherings are included in Detachment mailings.

The Detachment Convention occurs in July each year. The Executive Committee, as noted above, meets on the Wednesday evening of the week, with the Annual Convention being held on Thursday and Friday. The Department Parade is on Friday evening, with the Executive Committee meeting the following day. A detailed Convention Call mailing, which includes Housing Forms, is sent via email and posted on the Detachment website.

The National Executive Committee meets four (4) times per year, with the Pre and Post Convention Meetings taking place at the host site of National Convention. The Fall NEC Meeting is in early October and the Spring NEC Meeting is in early May. Both of these meetings take place in Indianapolis, Indiana, site of the National HQ of The American Legion. If you desire additional information on these meetings and/or would like to request a Housing Form, please contact the Detachment Adjutant.

The National Convention occurs in late August, and information is usually made available at least 30 days in advance of the Convention. Housing Forms are also required for the National Convention, as members from The Legion Family of New York all stay at the same hotel. The SONS Convention runs from Friday through Sunday, with the National Parade held in the late afternoon on Sunday. All delegates from New York are expected to be in jacket and tie for the Convention sessions. The required dress for members marching in the National Convention Parade is white dress shirt (no tie), with black pants and footwear. Anyone attending the National Convention from New York must route their official Housing Form through the Detachment Adjutant to assure registration as a delegate. Those attending for the first time are encouraged to contact the Detachment Adjutant if they have any questions on the itinerary or housing.

THE INTERNET

Members with internet access can visit the website of The American Legion Department of New York at www.ny.legion.org. The website of the Sons of The American Legion Detachment of New York can be visited at www.sonsdny.org where you may view and print a host of materials, including this Manual. You can also visit the National SONS site at www.sal.legion.org.

As more and more information can be found and quickly disseminated via the internet, Squadrons are now asked to provide a contact email address when they fill out their Officer Certification Form. The Office of the Detachment Adjutant forwards useful information throughout the year to those Squadrons that have supplied an email address.

OFFICER VISITATION REQUESTS

Organizations may wish to invite a Detachment Official to visit their area in order to attend a meeting, dinner, or other event. You may make your request directly to the appropriate individual through the contact information provided in the current Detachment Directory. Please be considerate by allowing ample time. A request should be made at least 30 days in advance of the function. If you lack a Detachment Directory please contact the SONS Coordinator at HQ (1-800-ALEGION).

SONS ORGANIZATIONAL MATERIAL

The following material may be ordered from Detachment HQ in Albany by contacting the SONS Coordinator at 1-800-ALEGION:

Charter Application Forms

Official Membership Cards

Membership Dues Transmittal Forms

Membership Applications Forms

Member Data Form

Dues Renewal Reminder Form

*** Squadron Handbook**

*** Detachment Constitution & By-Laws**

*** Detachment Manual**

*** Detachment Directory**

Five-Star Award Application blanks for supplies

Various SONS pamphlets and other materials produced by National

*** Limited to 1 per year**



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OFFICER CERTIFICATION FORM (OCF)

PLEASE TYPE OR PRINT NEATLY – ILLEGIBLE FORMS WILL BE RETURNED (Instructions on reverse)

The following Sons of The American Legion Officers elected on _____ Year: 201____ - 201_____

Signature of Commander

Date

Signature of Adjutant

Check ONE applicable entry (fill in all information in box)

Squadron Number & Name _____

District Number _____

County Name _____

Address: _____

Phone #: _____

Email: _____

MEMBER ID#	OFFICE	MAILING ADDRESS	PHONE # (w/ac)
	COMMANDER		
	<i>Commander's Email Address:</i>		
	1ST VICE COMMANDER		
	<i>1st Vice Commander's Email Address:</i>		
	2ND VICE COMMANDER		
	3RD VICE COMMANDER		
	ADJUTANT		
	<i>Adjutant's Email Address:</i>		
	CHAPLAIN		
	HISTORIAN		
	TREASURER		
	SERGEANT-AT-ARMS		
	ADVISOR		

Check here if additional officers or committee chairmen are listed on reverse.

Check here to request a Detachment Manual be sent to Adjutant. (**Only** for counties, districts or any new organizations who submit form after August 31st.)

Fax 518-427-8443 ***** (e-mail) info@nylegion.org ***** (Website) www.sonsdny.org

OFFICER CERTIFICATION FORM (OCF)

Submitted By: Squadron, County, District Adjutants, or other appropriate Official

Submitted To: Detachment Headquarters, Attn: SONS Coordinator.

DISTRICTS also send a copy to the Detachment Adjutant, see Directory. (District organizations receive their vote on the Detachment Executive Committee upon filing. New year starts at the close of Detachment Convention).

COUNTIES should send a copy to their **DISTRICT** Adjutant.

SQUADRONS should send a copy to **BOTH** their County and District Adjutants.

REQUESTS FOR OFFICER CERTIFICATION FORMS: May be made by the Adjutant or Commander for the Organizations in their area. (District may request County & Squadron, County may request District & Squadron, and Squadron may request District & County.)

Submit: No later than June 1st (Squadron master list is updated by HQ in August). File every year and after every election of Officers, even if the Officers remain the same!

Details: Of all the forms requested by the Detachment Organization, this is the most important one. Levels of The American Legion that do not yet have Sons levels are encouraged to submit the form so the information from mailings will be received in the area.

To **AMEND** a previously submitted form, write “**AMENDED**” on the top, fill in the name of the Organization, the change(s) and the signature line. Be sure to notify the Detachment and Post Office if you move!

Note in left margin on other side if the officers listed are Committee Chairman, and list them below along with any others.

MEMBER ID#	OFFICE or COMMITTEE NAME	MAILING ADDRESS	PHONE # (w/ac)

NATIONAL UPDATE REPORT FORM

THIS FORM CAN BE SUBMITTED BY ANY SONS MEMBER, SQUADRON OR DETACHMENT ON ANY STORY OR ARTICLE THAT COULD BE RECOMMENDED IN THE NATIONAL UPDATE.

Reporter's Name: _____ **Date:** _____

Telephone : _____ **Squadron No.** _____

DETACHMENT OF NEW YORK

Summary of Story Suggestion: _____

Who or what is the story about? Include individuals, group, Squadrons involved. Check for correct spelling of first and last names and titles: _____

When did or will the event take place? _____

Where? _____

Why will readers be interested in this story? _____

What additional information is important to the story? _____

Who can be contacted for additional information and/or quotes? _____

(Signature)

(Print Name)

NATIONAL UPDATE REPORT FORM

- A. The use of this form is not mandatory. It is a suggested guide to assist any SONS member in lieu of composing a letter.
- B. Please print or write legibly.
- C. Include a home or work telephone number, if available.
- D. **DO NOT** cut articles from local newspapers as it violates copyright laws. Use this form, your handwritten letter, and your own photographs, if they are available. **CAUTION: PHOTOGRAPHS MUST BE YOUR OWN!!!**
- E. REMEMBER – you do not need to be an editor or journalist to submit an article for the Newsletter.
- F. Use additional plain paper, if necessary.
- G. Mail your report to:

EDITOR
SONS NATIONAL UPDATE NEWSLETTER
P.O. BOX 1055
INDIANAPOLIS, IN 46206

OR

- H. Fax your report to:

NATIONAL ADJUTANT
SONS OF THE AMERICAN LEGION
FAX NO. (317) 630-1413

- I. Please send a copy of your submission to the Detachment Public Relations Chairman (see Directory).

DETACHMENT DELEGATE/ALTERNATE REGISTRATION FORM **INSTRUCTIONS**

Submitted by: County SONS Adjutant, or if no County Organization, the Squadron Adjutant.

Purpose: To register Delegates and Alternates and pay the registration fee for Convention.

Deadline: Fifteen (15) days prior to Convention.

Details: Delegates/Alternates amounts are based on membership totals of the Counties, thirty (30) days before Convention, therefore the County Sons Adjutant certifies them. If no County Organization exists, the Squadron Adjutant certifies Squadron Delegates/Alternates. A meeting of Squadrons within a County can be held to coordinate representation.

All members shall produce their membership card at Convention Registration.

Detachment Constitution – Article IV and Convention Rule #9 shall be complied with.

All registration fees MUST be paid by check payable to: Detachment of New York SONS and shall accompany registration form.

ONE FORM PER COUNTY, IF ORGANIZED

IMPORTANT: NO CASH WILL BE ACCEPTED AT REGISTRATION.
EFFECTIVE 1993



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**NEW CHARTERS AND REINSTATEMENTS
INFORMATION FORM**

SEE INSTRUCTIONS ON REVERSE

Print or type and send to the above address, Attention: SONS Coordinator.

Dear Detachment Sons of The American Legion,

We are interested in forming a Squadron of The Sons of The American Legion and would like more information forwarded as soon as possible.

OUR POST NAME AND NUMBER IS: _____

ADDRESS: _____

_____, NY _____
(Town) (Zip)

OUR COUNTY IS _____, AND DISTRICT NO. _____

POST COMMANDERS NAME _____

POST SONS ADVISORS NAME _____

COUNTY SONS CHAIRMAN NAME _____

WHAT NIGHT(S) DOES YOUR POST MEET ON _____

_____ (YES OR NO) WE WOULD LIKE A REPRESENTATIVE TO ATTEND A MEETING TO GIVE US MORE INFORMATION AND ASSISTANCE IN FORMING A SONS SQUADRON.

SIGNED: _____ **DATE:** _____,
Authorized Person

_____ (_____) _____
(Please print or type) Telephone Number

_____ NY _____
ADDRESS CITY ZIP

SONS Coordinator will send requested information and send a copy of this form to the Detachment Vice Commander or District Commander whose area this Squadron is in. (See Directory)

NEW CHARTERS AND REINSTATEMENTS
INSTRUCTIONS

- Submitted by:** American Legion Post Commander or SONS Advisor
- Purpose:** Receive information to start or restart a SONS Squadron
- Details:** See “Steps to Charter a SONS Squadron” and Constitution and By-Laws entry in this section



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STEPS TO CHARTER A SONS OF THE AMERICAN LEGION SQUADRON

PLEASE CONTACT DETACHMENT HEADQUARTERS SONS COORDINATOR, ANN WILSEY TOLL FREE AT 1-800-ALEGION (1-800-253-4466) PRIOR TO COMPLETING CHARTER APPLICATION. IT WILL BE DETERMINED IF A PRIOR CHARTER EXISTS OR IF A NEW CHARTER APPLICATION IS REQUIRED.

The Post Commander appoints a Committee of not less than three (3) members to organize the SONS Squadron. The Chairman of the Sons Committee is the Advisor to the Squadron when formed.

The Committee should thoroughly review these guidelines. It is encouraged that you involve some interested potential SONS members.

The Committee obtains all available information from Detachment Headquarters using the “New Charter” form and reviews Squadron Handbook sections on Adult Leadership and Suggestions for Squadron Organizations. The County, District and Detachment Advisors and SONS Officers will be available to assist you.

Explain at a meeting and in a newsletter why the SONS is being formed and what their purpose is. Using a membership list, distribute SONS Membership Applications to all who have eligible SONS members, (see Squadron Handbook, Squadron Constitution, Article IV for eligibility). Give each member 2 applications per “SON” (necessary for Charter Members only, thereafter only one). If a member has a son and a grandson, he would need 4 applications, 2 for each “SON”. Follow “Part Two” – Squadron Organization in Handbook. A personal follow up is vital.

Upon enrolling a minimum of ten (10) members (Detachment Constitution, Article IX), there is no maximum (send names of the 10 spaces on the Charter Application in with the Charter on a separate sheet of paper) and, complete the Charter application; there are four (4) copies. Following the requirements for Article IX, present the application at a County meeting and acquire a letter of approval from the SONS COUNTY COMMITTEE, if any, and AMERICAN LEGION COUNTY COMMITTEE. Forward the completed Charter Application, with the County letter and correct per capita dues per each membership application to Detachment Headquarters. The Charter Application will be forwarded to National Headquarters for approval and issuance of the Charter which will be returned to the Post. Allow at least one (1) month for processing.

Continued.....

STEPS TO CHARTER OR REINSTATE A SONS SQUADRON

INSTRUCTIONS – PAGE 2

Follow “ part three” – Squadron Organization in handbook. Set up a meeting for an initiation ceremony, election of officers and for an installation ceremony; see both ceremonies in Squadron handbook. Upon taking office the first order of business should be approval of the Squadron Constitution and By-Laws at the first Squadron meeting. The handbook contains the form with fill in spaces and this can be used until a printed copy can be made. This and any amendments thereto must be properly approved, per Detachment Constitution, Article IX. This will include setting up a monthly meeting and dues amounts. Be sure each Officer reads all sections so he is aware of his duties.

Be sure to keep the lines of communication open by reporting at each Post meeting the activities of the Squadron, and keep the Squadron informed of events that they can participate in. Have Squadron Officers attend County, District and Detachment functions whenever possible as well as Legion functions, the more the SONS are seen the better. After awhile, the experienced members may want to participate on the other levels, however, it is wise not to overload members with several offices. Be aware of the age of the members when planning activities, there is no age limit in the SONS. If you need any assistance, contact Headquarters.



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**CONSTITUTION AND BY-LAWS AND AMENDMENTS APPROVAL
FORM FOR SQUADRONS, COUNTIES AND DISTRICTS**

INSTRUCTIONS: See other side.

Submitted by: _____
Organization name and Number

Mailing Address

Contact Person Day Phone Evening Phone

This submission is requesting approval for (check one):

CONSTITUTION AND BY-LAWS _____ AN AMENDMENT _____

The undersigned, representing the organizations indicated below, of the Sons of The American Legion and The American Legion, hereby affirm that at a lawfully convened meeting our organization has approved the attached Constitution and By-Laws or Amendment thereto.

SQUADRON: # _____ Complete this section, go to COUNTY Section.

Squadron Commander (Date) Post Commander (Date)

COUNTY: _____ Complete this section, send to Detachment Judge Advocate

Sons County Commander (Date) American Legion County Commander (Date)

DISTRICT: # _____ Complete this section, send to Detachment Judge Advocate.

Sons District Commander (Date) American Legion District Commander (Date)

DETACHMENT: See instructions on reverse.

Detachment Judge Advocate (Date) Department Judge Advocate (Date)

DETACHMENT OF NEW YORK SONS OF THE AMERICAN LEGION

CONSTITUTION AND BY-LAWS AND AMENDMENTS APPROVAL FORM

According to the Detachment Constitution and By-laws, Sons of The American Legion Squadron and County Organizations **MUST** have and District Organizations **MAY** have a Constitution and By-Laws. All organizations must receive approval for their Constitution and By-Laws or any amendments thereto. This form provides guidelines to acquire approvals and the tracking method for Detachment.

INSTRUCTIONS:

Start at the section that corresponds to the type of organization submitting the request for approval, squadron start at squadron section, etc. When a section is complete, move to the next section as directed. If there is no organization (ex. SONS County or District) indicate same on appropriate line. However, the Legion Organization of the same level must still approve. Complete all sections that apply. Make a copy of your submission for your contact person.

The submitting organization should maintain control of the document by delivering it to the next level for approval themselves after each approval is obtained to be sure; a) all acquired approvals are obtained before submission to Detachment Judge Advocate and, b) the document is not misplaced.

If any changes are determined to be necessary, the document will be returned to the submitting organization. The submitting organization should make the necessary changes and return the document and this form back to the Official who directed the corrections. It is not necessary to resubmit to levels that have already approved.

See Detachment Directory for Detachment Judge Advocate's name and address.

DETACHMENT JUDGE ADVOCATE will forward approved document to Department Judge Advocate.

DEPARTMENT JUDGE ADVOCATE will return this form and the approved document to Detachment Headquarters for filing. A copy shall be made for Detachment records and this form and the **approved document shall be returned to the submitting organization by the SONS Coordinator.**

In order to collect or handle per capita dues, an organization must have an approved Constitution and By-Laws.

Amendments to the Detachment Constitution and By-Laws are explained fully in Article XII of the Constitution.



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RESOLUTIONS

This explanation contains the basic requirements for writing a resolution in proper form.

FOR AN EXPANDED EXPLANATION, OR RESOLUTIONS CALLING FOR ACTION OF THE NATIONAL EXECUTIVE COMMITTEE OR NATIONAL CONVENTION, CONTACT THE DETACHMENT INTERNAL AFFAIRS CHAIRMAN; see the Detachment Directory.

NOTE: The Detachment Adjutant shall be solely responsible for assigning an identifying number to all resolutions to be considered by the Executive Committee or the Convention.

Resolutions to amend the Detachment Constitution or By-Laws which require action by the Detachment Convention must be typed in proper form and received by the Internal Affairs Chairman by April 15th. He will then submit them to the Detachment Adjutant by April 30th, so that proper notification can be made in accordance with the Detachment Constitution and By-Laws.

Resolutions may be submitted for any number of reasons besides those that propose a change to the Detachment Constitution and By-Laws. Resolutions may be submitted by Detachment Committees and Commissions, Districts, Counties, and Squadrons calling for support of a program or a project, a donation of Detachment funds, endorsement of a candidate for National office, etc.

NOTE: Any proposed action requiring the use of Detachment funds must first be forwarded to the Detachment Finance Chairman. The Finance Commission shall review the resolution in respect to the request of Detachment funds only, and shall then forward on to the Internal Affairs Commission with their recommendation and the reasons for their action. The Internal Affairs Commission shall be responsible for ensuring that resolutions are in proper format prior to forwarding on to the Executive Committee or the Convention for consideration. Internal Affairs may return a resolution to its author if not in proper form and may provide assistance to correct any errors.

The RESOLVING SECTION of a resolution begins with the word “RESOLVED”, usually printed in capital letters and followed by a coma. Then (1) identification of the resolving authority: (2) the circumstance and place of the action: (3) the date of the action. The first word after this information would be “That” with a capital “T”. A period is used only once at the close of the last paragraph of the resolving section.

The authority making (or being requested to make) the resolution is the organization making the resolution. If it is a request for an amendment to the Detachment Constitution and By-Laws, the resolving authority must be the Detachment at Convention. The organization submitting the resolution signs (the Commander, Adjutant or Chairman, as appropriate) and dates it at the bottom in the space provided.

Example: RESOLVED by Squadron No....., Sons of The American Legion, Detachment of, in regular or special meeting assembled in (Place & Date), That”.....” (The Resolution).

The PREAMBLE of a resolution is made up of one or more clauses (or paragraphs), each of which begins with “WHEREAS”. Two or more of these clauses are joined together by a semi-colon followed by “and”. Do not use a period in the preamble. Example:

“WHEREAS.....(etc.).....; and
“WHEREAS.....(etc.).....; and
“WHEREAS.....(etc.).....; now, therefore, be it
“RESOLVED, by.....(etc.)....., That.....(etc.).....”

The “Whereas” may be set out in capital letters, italics, depending on preference. When capitalized, it is usually followed by a coma, and then the first letter of the following word is capitalized.

In general, the fewer “WHEREAS” clauses the better, provided that the reason or reasons for the resolution are adequately presented. Most will have been stated during the debate for its adoption. Determine the exact purpose of the resolution and write down statements of fact, which relate to this purpose. Organize them into a logical sequence and throw out the weak or unnecessary ones.

RESOLUTION

****#** _____ **TITLE:** _____

TO BE COMPLETED BY FINANCE CHAIRMAN
(Only if the proposed action involves Detachment funds)

Recommendation:

Approval Rejection Hold for Study

Refer to Internal Affairs

Signature / Date

TO BE COMPLETED BY INTERNAL AFFAIRS CHAIRMAN

Recommendation: Approval Rejection
 Hold for Study

Returned due to improper form

Refer to _____

Signature / Date

THIS RESOLUTION SUBMITTED BY:

Name _____

Organization or Committee

Date: _____

Received by Detachment Adjutant:

Signature

Date

(-Resolution numbers are assigned only by the Detachment Adjutant)**

Revised November 2015

NEWS RELEASE – ELECTION OF OFFICERS

The importance of a good public relations program cannot be over emphasized. Preparing an effective news release is not difficult and can also be used as a great tool in gaining new members! The attached news release has been developed specifically for the election of officers to help make the Public Relations Chairman’s job easier. If possible, the press release should be addressed to a specific individual responsible for such items along with their correct title. This information can be obtained by contacting your local newspaper. The press release copy should be accompanied by a cover letter. This cover letter should include:

- Organization name
- Contact person with phone number
- Date prepared
- Purpose of the news release
- Highlight any additional newsworthy items

NEWS RELEASE

NAME AND NUMBER OF ORGANIZATION

CONTACT PERSON: _____

PHONE NUMBER: (____) _____

DATE: _____

SONS OF THE AMERICAN LEGION OFFICERS ELECTED ON _____, 201____ AT THE ANNUAL MEETING OF _____

OFFICERS WERE ELECTED TO SERVE THE 201____ - 201____ TERM.

The Sons of The American Legion, is an organization made up of male descendants from veterans of World War I, World War II, the Korean War, the Vietnam War, Military Operations at Lebanon, Granada, Panama and from the Persian Gulf War/War on Terrorism. Members support programs in Veterans Rehabilitation, Children and Youth, Student Scholarships, and Community Affairs. Membership now numbers nearly 30,000 within the Detachment of New York with over 350,000 members nationwide.

The Officers elected to serve _____ are:

Commander: _____

Vice Commanders: _____

Adjutant: _____

Chaplain: _____

Finance Officer: _____

Historian: _____

Sgt-At-Arms: _____

Advisors: _____

CONSOLIDATED SQUADRON REPORT (CSR)

The Consolidated Squadron Report is expected to be completed by all Squadrons on a yearly basis and returned to Detachment HQ by April 30th. District and County levels are also asked to report! **COUNTIES SHOULD SEND THEIR REPORT DIRECTLY TO THEIR DISTRICT.** The new National form is in triplicate and will be forwarded to all Squadrons in December or January of each year. Instructions are listed on the cover page. The BLUE copy is retained at the local level. The GOLD (National) and GREEN (Detachment) copies are both to be forwarded to Detachment HQ in Albany by April 30th of each year so that Detachment awards may be determined. The Detachment is responsible for sending on the GOLD form to National HQ. The various Detachment Commissions (Americanism, Children & Youth, and VA & R) will judge reports, with the winners announced at Detachment Convention. There are first, second, and third place winners selected in each category, and in two groups based upon Squadron membership: 150 and less, and over 150.

Detachment procedures: Upon receipt of the CSR at Albany HQ , the SONS Coordinator shall forward the National copy directly to National HQ, and the Detachment copy to the Detachment Adjutant or his assigned Assistant who will then copy as necessary and forward on to the appropriate Detachment Commission Chairmen. The Adjutant shall forward to the National organization a CSR that covers any hours or donations made directly from the Detachment level. As New York's Convention may occur less than 30 days prior to National Convention, this task must be accomplished directly following Detachment Convention.

AMERICANISM

A strong Americanism Program should emphasize the significance of the American tradition, and should instill a sense of personal obligation to accept an active part in the duties and responsibilities of American Citizenship. While the Americanism program consists of a broad, objective, general program featuring wide-range community service, better citizenship, youth development and counter-subversive activities, the efforts and objectives should be as follows:

To promote understanding of the principles of democratic government, developing interest in governmental problems, and bringing more citizens to think seriously of the duties of citizenship.

To give sound, practical service in our communities, working to make these communities better and safer places in which to live.

To participate in the SONS Five Point and Ten Ideal programs and support the Detachment Commander's Project.

To encourage education in every possible manner, presenting school awards, conducting oratorical contests, cooperating with education and citizenship groups promoting proper Flag Etiquette and display and helping to sponsor objective youth-development programs.

To do important work for the youth of America, by helping to sponsor Boys State, Boy Scout activities and many other citizenship and objective training activities.

To combat subversion and all un-American groups and activities which have for their aim the downfall of democracy in America.

The GERALD ATWOOD – EDWARD BEYEA – RAYMOND YORK MEMORIAL AWARD is presented by the National Organization to the leading Detachment, District, and Squadron under the Americanism reporting category. This Award is named in memory of the three members of the Sons of The American Legion from New York who perished at the World Trade Center on 9/11/01.

VETERANS REHABILITATION

The support of our veterans who have so unselfishly served this Nation is a primary activity of the Sons of The American Legion. Squadrons may choose to organize visits to the local VA Medical

Center or State Veterans Home, visit the veterans in a local nursing home, or provide assistance to veterans at their home. Activities include recreation, mowing lawns and snow removal for Veterans at home and numerous other activities. Monetary or wish list donations to VA facilities are another option. Many Squadrons participate directly with their Post VA & Committee. Reports are judged by Detachment and in addition to Detachment awards, are submitted to National and judged and may receive the following National Awards:

KIRBY KEPLER MEMORIAL AWARD: Is presented to the winning Squadron.

ALLEN I O'BRIAN MEMORIAL AWARD: Is presented to the winning District.

EARL WEBSTER MEMORIAL AWARD: Is presented to the winning Detachment.

All awards maybe retained permanently by the winners.

JAMES H. PARKE MEMORIAL FUND SCHOLARSHIP: \$1,000.00 is annually contributed to this Scholarship by the National SONS VA & R COMMISSION. For more information on the Scholarship contact the VA Medical Center in your area.

CHILDREN & YOUTH

The purposes of the Children & Youth Program are to provide a setting conducive for every child to realize their potential. There are three main objectives. Strengthen the family unit, maintain a well-rounded program recognizing the physical, intellectual, emotional, and spiritual needs of children, and to provide support for other organizations and agencies providing services to children and youth.

Besides The American Legion Child Welfare Foundation, other programs include: Drug Abuse Resistance Education (DARE), Special Olympics, Children's Miracle Network, Mercy Medical Airlift, Muscular Dystrophy Telethon, Juvenile Delinquency, Child Abuse and Neglect, Missing Children, and Suicide Prevention. Here in New York, the SONS have continued their support for Camp Good Days and Special Times.

TEDDI PROJECT

The TEDDI Project is CAMP GOOD DAYS AND SPECIAL TIMES. Started in 1980 as a father's gift of love to his cancer stricken daughter, TEDDI, because he realized that although medical science did everything possible to treat the body, it did precious little to enrich and uplift the spirits of young patients. Donations can be monetary, material or services and can be raised by various activities at the Squadron, County, District or Detachment levels.

All the campers are between the ages of 7 – 17. Many children have devastating evidence of the cancer and its potent treatment. Some are blind or deaf, others have lost a limb and some need crutches or are confined to wheelchairs but at Camp, all are one of the crowd and not "the one with cancer". They have a 50-50 chance of surviving this dreaded illness that kills more children than any other. Children suffering from AIDS, severe burns, or physical violence are also welcomed at the Camp. All staffers donate their time to give them special memories and the chance to be "just kids" again.

CAMP GOOD DAYS is located on a 13-acre site on the west shore of Keuka Lake near Branchport, NY. It is solely dependent upon volunteers and donations to give thousands of

children, from anywhere, the opportunity to attend CAMP GOOD DAYS AND SPECIAL TIMES. Teddi Project has often been the Detachment Commanders Special Project. Over the years the camp has been able to expand its programs to also include the family (parents and siblings) in helping them cope with a child or brother or sister that has cancer.

TO DONATE TO CAMP GOOD DAYS & SPECIAL TIMES:
Send your checks payable to Detachment of New York SONS to:
Detachment Headquarters, 112 State Street, Suite 1300, Albany NY 12207

AMERICAN LEGION CHILD WELFARE FOUNDATION

In October of 1987, The National SONS adopted The American Legion Child Welfare Foundation as an official program of the Children and Youth Committee. Since then, the SONS have donated over \$6 million to the Fund.

The purpose of this program is to raise funds so the Foundation can award grants to organizations for Child Welfare projects. SONS donations go into a special fund and representatives of the National SONS assist in selecting the grants. For information on applying for a CWF grant, contact the Foundation directly.

**AMERICAN LEGION CHILD WELFARE FOUNDATION, INC.
CONTRIBUTION FORM**

The enclosed donation in the amount of \$_____ is a memorial _____
non-memorial _____ contribution from:

Name: _____

**Make checks or money orders
payable to Child Welfare
Foundation**

Address: _____
_____ (Zip) _____

MEMORIAL:
Name(s) of deceased: _____

Send all inquiries & contributions to:
Executive Secretary
Child Welfare Foundation
P.O. Box 1055
Indianapolis, IN 46206

Next of Kin: _____

Address: _____
_____ (Zip) _____

I am a member of the SONS:



COMMUNITY AFFAIRS OFFICIAL SCRAPBOOK CONTEST RULES

I. Categories:

- 1) Squadron
- 2) District
- 3) Detachment

II. Guidelines:

Any program or activity that directly benefits any person of the community or the community itself. Submissions used in other service related contest entries (i.e. VA & R) can be used subject to the contest rules.

III. Format:

- 1) Must be properly bound to ensure that all pages are secured and will not become loose and fall out.
- 2) All information must be typed or neatly handwritten.
- 3) Correct spelling and grammatically correct.
- 4) Must be in chronological order, encompassing an Administrative Year, from one Detachment Convention to the next Detachment Convention.
- 5) All submissions must have dates and descriptions. Only activities and articles taking place during the Administrative Year may be submitted for judging.

IV. Content:

- 1) The front cover shall have the complete name of the Squadron, District, or Detachment, (i.e. Squadron #1, Anytown, USA)
- 2) The title page must include:
 - a) The Administrative Year (i.e. 2016-2017)
 - b) The name and address of the Squadron, District or Detachment.
 - c) The name of the person who submitted the Scrapbook.
- 3) Main Body:
 - a) Any articles in the newspapers written about the Community Affairs program.
 - b) Thank you letters from recipients or letters of acknowledgement.
 - c) Pictures and certificates.

V. Deadline:

All books to be considered for judging for the Community Affairs Scrapbook Award must be submitted to the Detachment Americanism Committee by the Pre- Convention D.E.C. meeting or if mailed to Headquarters of the Sons of The American Legion, Detachment of New York, ATTN: SONS Coordinator, received by July 1. After Detachment Convention, the Detachment Adjutant must immediately forward all entries to National HQ for judging at the National level.

*Above rules adopted by the National Executive Committee on May 7, 2000.

HISTORY CONTEST RULES

- I. **Categories:**
1) Squadron
2) County (Judged ONLY by Detachment, not eligible for National submission.)
2) District (Judged ONLY by Detachment, not eligible for National submission.)
3) Detachment
- II. **Introduction:** (Point Value 15)
1) Title Page:
 a) History of Squadron/Detachment
 b) Name of Historian
 c) Administrative Year (i.e. 2016-2017)
2) Forward or Dedication
3) Picture of Commander (5"X7"), black and white or color
4) Prayer (selected by the submitting organization).
5) Pledge of Allegiance to the Flag of The United States of America
6) Preamble to The Constitution of The Sons of The American Legion
- III. **Historical Content:** (Point Value 50)
1) List of submitting organization's Elected Officers
2) List of submitting organization's Committee Chairman
3) List of any Detachment or National awards received at the previous year's Convention, or during the Administrative Year.
4) The History should be written as a narrative, beginning with the installation of Officers and ending with the close of the year.
5) The signature of the submitting organization's Commander and Historian are to immediately follow the final paragraph of the history.
- IV. **Index:** (Point Value 10)
1) The index should be the last page of the history, and must be in alphabetical order and double spaced.
- V. **Appearance:** (Point Value 15)
1) Cover: The binder should be for loose leaf or 3 hole paper, and have a SONS of The American Legion emblem on the cover.
2) The paper should be plain white bond (8 ½" x 11").
3) All information should be typed or neatly handwritten, neatly spaced with no errors.
- VI. **Arrangement:** (Point Value 10)
1) Written in third person.
2) Correct spelling.
3) Original and different in thought and presentation.
4) Clear and grammatically correct.
- VI. **Deadline:** All Histories must be received at Detachment HQ by May 31st.
- VII. **Submission:** All entries are to be sent to the Detachment Headquarters, ATTN: SONS Coordinator. All Histories are judged by the Detachment Historian. Certified return receipt mail is suggested. The Detachment Adjutant shall forward all entries (Squadron and Detachment) to National HQ immediately following Detachment Convention.

*Above rules adopted by the National Executive Committee on May 7, 2000.



**SONS OF THE AMERICAN LEGION
DETACHMENT OF NEW YORK**

112 State Street Suite 1300 Albany, NY 12207
518.463.2215 www.sonsdny.org facebook.com/sonsdny twitter.com/sonsdny



MEMBERSHIP RECRUITER REPORT 201__-201__

SEE INSTRUCTIONS, DEFINITIONS & INFORMATION ON OTHER SIDE.

Print or type

Submit to Headquarters ATTN: SONS Coordinator by May 31st.

RECRUITER: _____

Name

Squadron Name and Number

(____) _____

Recruiters Address

Phone Number

Jacket Size

**A windbreaker with a Sons Emblem
will be given for recruiting 30 members.**

We the undersigned attest that the recruiter named has signed up the new and reinstated members as indicated, that all members are eligible, membership application which remain in Squadron files have been approved by the Post Adjutant, dues have been collected and transmitted in accordance with Detachment policy and membership cards have been sent to Detachment Headquarters in time for processing by thirty (30) days before Detachment Convention.

Recruiter

Squadron Commander

Squadron Adjutant

Number of new members: _____

(Current Year Membership)

Number of reinstated members: _____

NAMES & CARD NUMBERS

New

Reinstated

ATTACH ADDITIONAL SHEETS IF NECESSARY

INSTRUCTONS RECRUITER REPORT

- 1) **New** – a member who has never belonged to The Sons of The American Legion.
- 2) **Reinstated** – a member who had his previous membership lapse one year or more. If he pays back dues, he is still considered a reinstated member.
- 3) **Totals** will be what are received by the Detachment Headquarters by thirty (30) day prior to the opening of Convention.
- 4) **Renewals** are not eligible.

This gives us all a chance to receive recognition for our hard work!

NOTE: You may also be eligible for the following National Membership Awards:

- A “Blue Brigade” jacket is awarded from the National organization to SONS members who enroll 30 or more NEW members by the May Target Date. See the Detachment Manual for the application form.
- An Individual Recruitment Award Pin is available from the National organization. Visit the National S.A.L. website to obtain the application form.

For additional information you may contact the Detachment Membership Chairman or the Detachment Adjutant.

CERTIFICATION FORM

SONS OF THE AMERICAN LEGION

BLUE BRIGADE NEW MEMBER RECRUITER AWARD

SQUADRON: RETAIN COPY FOR YOUR RECORDS

SEND TO: NATIONAL HEADQUARTERS ON OR BEFORE THE MAY TARGET DATE!

The following member in the Detachment of _____ qualifies for the S.A.L. "Blue Brigade" Award for enrolling 30 or more **NEW MEMBERS** into the Sons of The American Legion by the **May Target Date. Reinstated members do not qualify as new members**

First time qualifiers for the S.A.L. "Blue Brigade" receive:

An S.A.L. "Blue Brigade" Jacket and S.A.L. Blue Brigade Certificate

Second consecutive time (or more) qualifiers for the award receive:

An S.A.L. "Blue Brigade" Certificate and a "hash mark" for jacket sleeve.

PLEASE CHECK THE APPROPRIATE BOX(ES):

This S.A.L. "Blue Brigade" award will be my:

A. First S.A.L. "Blue Brigade" Award

B. Other (Specify 2nd time or more qualified) _____

(PLEASE TYPE OR PRINT...circle size)

NAME _____ SQUADRON NO. _____

Size: (S.M.L.XL.XXL.XXXL)

MEMBER ID NUMBER _____

ADDRESS _____

Address (NO P.O. Boxes) City State ZIP

PHONE: (____) _____ Number of **NEW MEMBERS** enrolled (minimum 30) _____

Department Adjutant (signature)

Squadron Adjutant (signature)

Date

Address

Date

USE ADDITIONAL SHEETS IF NECESSARY

DEPARTMENT REMINDER- forward a copy of this form **certified** and a list of the new members signed up to: S.A.L. National Liaison, The American Legion, PO Box 1055, Indianapolis, IN 46206. All forms are due by the May membership target date.

**SONS OF THE AMERICAN LEGION
CERTIFICATION FORM
NEW MEMBER LISTING**

#	Name	Detachment	Squadron Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

**SONS OF THE AMERICAN LEGION
CERTIFICATION FORM
NEW MEMBER LISTING**

#	Name	Detachment	Squadron Number
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
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46			
47			
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49			
50			
51			
52			
53			
54			
55			
56			
57			
58			
59			
60			

Department Adjutant (signature)

Squadron Adjutant (signature)

Date

Date

USE ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION FORM

SONS OF THE AMERICAN LEGION

BLUE BRIGADE

FIFTH CONSECUTIVE YEAR OR MORE AWARD

Departments: Send to National Headquarters by the May Target Date

The following member of the Detachment of _____ qualifies for the fifth consecutive year or more S.A.L. "Blue Brigade" Award for enrolling thirty or more NEW members into the Sons of The American Legion by the May target date.

This award is a **\$150.00 gift certificate** for the following:

National Emblem Sales

(Please Type or Print)

Name _____ Post No. _____ Mem. ID# _____

Phone (____) _____ Years of being a S.A.L. Blue Brigader 20__ - 20__

Certified:

Department Adjutant (signature)

Date

**CHARLES B. RIGSBY
VOLUNTEER OF THE YEAR AWARD
VETERANS AFFAIRS AND REHABILITATION
See instructions on reverse for further information.**

SECTION I – GENERAL DATA

NOMINEE _____ /_____/_____
(name, address, city, state, zip code) (date)

SQUADRON #: _____
(name, address, city, state of Squadron)

SONS CARD NUMBER: _____ **DETACHMENT OF NEW YORK**

SECTION II – TOTAL VAVS HOURS AND VISITS

NUMBER OF HOURS VOLUNTEERED _____ **NUMBER OF VISITS** _____

SECTION III - REMARKS

VOLUNTEER ACTIVITIES _____

LOCATION OF VOLUNTEER PERFORMANCE (VA HOMES AND HOSPITALS) _____

GENERAL REMARKS _____

SECTION IV – CERTIFICATION

Submitted by _____ **Title** _____ **Date** _____

Attested by _____ **Title** _____ **Date** _____

INSTRUCTIONS

SUBMISSION Mail to 112 State Street, Suite 1300, Albany, NY 12207 ATTN: SONS Coordinator. By May 31st. Type or print neatly.

SECTION I

GENERAL: Squadrons should submit their nominee, to the Detachment Veterans Rehabilitation Chairman. During the Detachment Convention, the appropriate Detachment officials should select one nominee from all requests as the nominee from the Detachment and send to National Headquarters no later than 30 days prior to the National Convention. Only one nominee per state can be submitted to National Headquarters.

SECTION II

PERIOD: The period of this volunteer award should be from Detachment Convention to Detachment Convention. Overlapping periods should not be counted.

SECTION III

ACTIVITIES This section should be completed in detail as to the types of volunteer activities (what he actually did) that were performed. If additional space is required, please use additional paper stapled to the original form.

LOCATION This section should list the locations (names of hospitals and homes) or location of where the nominee's volunteer work was actually performed.

SECTION IV

CERTIFICATION: The report can be submitted by any SONS or Legion person (must not be related) who belongs to the same Squadron or Post. The report should be "ATTESTED" by a Squadron or Post Commander.

After Detachment Judging (First, Second, and Third) National requires Detachment to select and forward first place winner to them. This award is presented to the Volunteer of the Year at the National Convention. This award will be based on the Rehabilitation Commission judging of reports submitted to the National Rehabilitation Commission prior to the National Convention. Rehabilitation and assistance to veterans should be reported on an outstanding individual from any Squadron. Squadrons should submit their nominees to be judged at Detachment Convention. The National Winner will be chosen at the National Convention and an award will be presented.

**VAVS HOSPITAL/MEDICAL CENTER REPRESENTATIVE
CERTIFICATION FORM
SONS OF THE AMERICAN LEGION**

DATE: _____
DETACHMENT OF NEW YORK

Director
National Veterans Affairs & Rehabilitation Commission
1608 "K" Street, N.W.
Washington, D.C. 20006

The following SONS member has been recommended to be the VAVS Representative or Deputy Representative at the following VA Hospital Medical Center.

NAME & ADDRESS OF FACILITY: _____

A. REPRESENTATIVE

Name _____

Mailing Address _____

Home Address _____

Date of Birth _____ Squadron Number _____

Telephone Number: Home _____ Work _____

B. DEPUTY REPRESENTATIVE

Name _____

Mailing Address _____

Home Address _____

Date of Birth _____ Squadron Number _____

Telephone Number: Home _____ Work _____

Additional information – Optional _____

Expiration of term of this appointment is two (2) years from date of application. Re-appointments should be accomplished during Detachment Convention.

RECOMMENDATIONS:

Squadron Commander

Department Rehabilitation Chairman

Post Commander

Detachment Commander

District A.L. Rehabilitation Chairman

Department Adjutant

INSTRUCTIONS

PURPOSE:

The purpose of this form is to certify VAVS hospital representatives in each VA facility.

QUALIFICATIONS: The SONS nominee should become familiar with the VAVS program, and have the intent of serving for at least two (2) years. The SONS VAVS nominee must be at least 21 years old as of the date of application. (The age of other volunteers in the VA Medical Centers (VAMCs) is governed by the facility Director of Volunteer Services). The term of an appointment may not exceed two (2) years from the date of the application.

PROCEDURES:

1. Nominations shall be initiated by a Squadron by the submission of the proper application form and their letter of recommendation.
2. The Squadron shall forward the application and written recommendation to the Post Organization for the formal written recommendations of that body. The application and endorsements shall be then submitted directly to the District American Legion Rehabilitation Chairman for approval. The District will then forward to the Department Rehabilitation Chairman who will then forward upon approval to the Detachment Commander.
3. The Detachment Commander shall consider the application, and submit it with his signature and the letters of recommendation to the Department Adjutant.
4. The Department Adjutant shall sign and submit the approved application to the Director of the National VA&R Commission, or return the rejected application to the Detachment Commander with a letter of explanation. If rejected at any other point during the process, the application shall be returned to the initiating Squadron with a letter of explanation.
5. Upon receiving notice of certification, the SONS VAVS Representative will contact the Director of Voluntary Services at the assigned VAMC for guidance, policy and general instructions relating to the duties and responsibilities associated with the appointment. (A SONS VAVS Deputy Representative will contact the SONS VAVS Representative for information and instruction). The SONS VAVS Representative or his designee, will ensure that all SONS Volunteers hours are credited to the SONS account #SOAL 303.
6. A SONS VAVS Deputy Representative is optional. If appointed and certified in accord with the same procedures specified for the appointment and certification of a SONS VAVS Representative, the Deputy will assist in SONS VAVS Representative in the fulfillment of his duties.

FORM:

1. Complete all applicable items. The qualifications or experience of the nominee, if any, should be listed under "Additional Information" or attach other sheets as necessary.
2. The form MUST be signed by ALL parties listed on the form and submitted to the Director VA&R Commission for approval.
3. Copies of this form should be retained by the Detachment and by the Department of record purposes. The Detachment is responsible for maintaining records of their VAVS Representatives (and Deputies), and expiration dates.



SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK

518.463.2215 112 State Street Suite 1300 Albany, NY 12207
www.sonsdny.org facebook.com/sonsdny twitter.com/sonsdny



THE CERULLO MEMORIAL SCHOLARSHIP FUND RULES

Up to four (4) Scholarships in the amount of \$500.00 each will be awarded annually. One (1) new and up to three (3) renewable scholarships to previous winners, see Rule 5. This is a gift scholarship – not a loan. We welcome donations towards funding.

- 1. Candidates for this award must be a MEMBER in good standing in The American Legion, American Legion Auxiliary, American Legion Junior Auxiliary, or Sons of The American Legion in New York State and are in their Senior year or are graduates of an accredited High School.**
- 2. There will be no limit to the number of applications that any one Squadron, Post or Auxiliary Unit may wish to submit.**
- 3. Applications are mailed to all registered Squadrons; additional applications may be photocopied. Completed applications must be returned to Detachment Headquarters, ATTN: SONS Coordinator, by April 30th.**
- 4. Each application shall be certified by the Detachment Scholarship Chairman.**
- 5. PREVIOUS WINNERS may receive up to three (3) additional annual awards – SIMPLY reapply by completing a new application, NO Article is necessary. Years won MUST be entered.**

SELECTION PROCEDURES:

- 1. A Committee of at least five (5) distinguished members of the Detachment of New York Sons of The American Legion will serve as judges.**
- 2. A representative of the Detachment of New York Sons of The American Legion will present the award at the Detachment Convention.**
- 3. Candidates shall be selected on the following basis: 25% each for: Americanism, Character, Leadership and Scholarship.**
- 4. The decisions of the Selection Committee are final, and are published in a Detachment mailing.**

SONS COORDINATOR will forward all applications together to the Chairman within one week after the due date.

Revised 11/15

**SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK
ROCCO & VIRGINA CERULLO SCHOLARSHIP APPLICATION**

Name of Applicant _____ Previous Winner ? – Years _____

Address _____ Date of Birth _____

Home Telephone Number (_____) _____

Father's Name _____ Mother's Name _____

If both parents are deceased, person responsible for your financial support:

(Name & Address) _____ (Relationship)

High School Attended _____
(Name & Address)

Date of Graduation _____ Age at Graduation _____

College or Trade School Applicant expects to attend or is presently attending:

(Name & Address)

Type of program you expect to enter or are presently enrolled in: (Check One)

Two-year Four-year Other _____
Program _____ Program _____

Has application for admission
been submitted to college? Yes _____ No _____

Have you been
accepted? Yes _____ No _____

What is the fixed cost to each student per semester in the program you plan to enter or are presently attending: \$ _____

How will the cost of college be financed? (Optional) _____

(Signature of Applicant) (Signature Detachment Scholarship Chairman) / /

(Date)

of County
(Name and Number of Organization)

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION.

1. Copy of **APPLICANT'S** current-year Membership Card.
2. An article written by applicant, consisting of no more than 200 words, subject being: **THE CONSTITUTION.**
3. A certified transcript of high school or college grades.
4. Listing of extra-curricular activities, participation in civic activities, employment, number of hours worked per week, paid and volunteer work.
5. (High School Seniors Only) Certificate of acceptance and/or letter stating date you will receive it from the school or college you will attend.

Send by April 30th to 112 State Street, Suite 1300, Albany, NY 12207 ATTN: SONS Coordinator.

**ROCCO AND VIRGINIA CERULLO
SCHOLARSHIP**

Mr. and Mrs. Rocco Cerullo were two people who belonged to the world's largest veterans groups: The American Legion and The American Legion Auxiliary. Through the love and involvement of their own parents, both became involved in these organizations and lived their lives in dedication to God and Country. The Sons of The American Legion, a third part of this great Legion Family, are here to keep Old Glory proudly flying and continue the hard work of our parent organization.

Rocco and Virginia became especially involved in the Sons of The American Legion. Christopher R. Cerullo, the youngest of 5 boys, with the help and guidance of his parents, became National Commander of the Sons of The American Legion in 1982-83.

The Cerullos stated in a program in 1982: "We are proud of all of our SONS of The American Legion and salute them for being leaders in promoting our Legion and Auxiliary. The image that they leave as they travel this Country of ours should make the parent organizations proud that the SONS are their youth group, and the blood of veterans flows in their veins. The American Legion and Auxiliary should look to them to carry on the work of these organizations in future years."

The Sons of The American Legion have given this Scholarship in Memory of Rocco and Virginia Cerullo. They would be very proud of this Scholarship, because it will spread the word about the Sons of The American Legion by bringing a gift to one of its members or perhaps introducing a prospective member to this great organization.

One of Virginia's greatest awards was when the Detachment of New York Sons of The American Legion made her their "State Mom." She stated, "I am proud to be the Detachment Mom of New York State and will wear this title with pride. I love you all and to be called "Mom" by so many boys is an honor I do not take lightly. God bless you all."



**SONS OF THE AMERICAN LEGION
DETACHMENT OF NEW YORK**

112 State Street Suite 1300 Albany, NY 12207
518.463.2215 www.sonsdny.org facebook.com/sonsdny twitter.com/sonsdny



**WILLIAM P. O'CONNELL MEMORIAL
VETERANS REHABILITATION SCHOLARSHIP**

--RULES--

One (1) scholarship in the amount of \$1,000.00 will be awarded annually. This is a gift scholarship – not a loan.

- 1. Candidates for this award must be a MEMBER in good standing of Detachment of New York Sons of The American Legion, and are in their Senior year or are a graduate from an accredited high school.**
- 2. There will be no limit to the number of applications that any one Squadron may wish to submit.**
- 3. Applications are mailed to all registered Squadrons; additional applications may be photocopied. Applications are also available on line at www.ny.legion.org. Completed applications must be returned to Detachment Headquarters, ATTN: SONS Coordinator, by April 30th.**
- 4. The Squadron Advisor and the Detachment Veterans Rehabilitation Chairman shall certify each application.**

SELECTION PROCEDURES:

- 1. A Committee of at least five (5) distinguished members of the Detachment of New York Sons of The American Legion Veterans Rehabilitation Commission will serve as judges.**
- 2. The winner will be announced in the month of July at the Annual Convention of the Sons of The American Legion, and will also be published in a Detachment mailing.**
- 3. Candidates shall be selected on the following basis: 25% each for: Veterans Rehabilitation, Character, Community Service and Scholarship.**

SONS Coordinator will forward all applications to the Chairman with one (1) week after due date.

**WILLIAM P. O'CONNELL MEMORIAL
VETERANS REHABILITATION SCHOLARSHIP
SONS OF THE AMERICAN LEGION
DETACHMENT OF NEW YORK
SCHOLARSHIP APPLICATION**

NAME OF APPLICANT _____

ADDRESS _____

DATE OF BIRTH ___/___/___

HOME TELEPHONE NUMBER (___) _____

FATHERS NAME _____ MOTHERS NAME _____

If both parents are deceased, person responsible for your financial support:

(Name and Address) (Relationship)

HIGH SCHOOL ATTENDED _____
(Name and Address)

DATE OF GRADUATION ___/___/___ AGE AT GRADUATION _____

COLLEGE OR TRADE SCHOOL APPLICANT EXPECTS TO ATTEND OR IS PRESENTLY ATTENDING _____
(Name and Address)

Type of program you expect to enter or are presently enrolled in: (Check One)

Two Year Program ___ Four Year Program ___ Other ___

Has application for admission been submitted to college? Yes ___ No ___

Have you been accepted? Yes ___ No ___

What is the approximate cost to each student per semester in the program you plan to enter or are presently attending: \$ _____

(Signature of Applicant) (Date)

_____/_____
(Signature of Squadron Advisor) (Signature of Detachment VA & R Chairman)

Squadron Name _____ Squadron Number# _____

County _____

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION.

- 1. Copy of APPLICANT'S CURRENT YEAR Membership Card.**
- 2. An article written by applicant, consisting of no more than 200 words, with the subject being: "WHAT WE CAN DO FOR VETERANS REHABILITATION".**
- 3. A certified transcript of high school or college grades.**
- 4. Listing of extra-curricular activities, participation in civic activities, employment, number of hours worked per week, paid and volunteer work.**
- 5. (High School Seniors Only) Certificate of acceptance and / or letter stating date you will receive it from the school you will attend.**

Send by April 30th to:

Sons of The American Legion 112 State Street, Suite 1300, Albany, NY 12207

ATTN: SONS Coordinator.

WILLIAM P. O'CONNELL'S BIOGRAPHY

William P. O'Connell was born in Buffalo on March 21, 1932. He lived most of his life in Machias, N.Y. He Graduated from Delevan Machias High School in 1950. He joined the Marine Corp while still a senior in high school, right after graduating he left for boot camp at Parris Island , SC.

He served with the Marines in Korea from 1950-52. On May 6, 1952 in Sardinia he married the former Kaye Goodemote and they had 4 daughters: Colleen, Dorothea, Patricia, Kathleen. He was a steam fitter for Local #395 of Buffalo, retiring in 1991. He was also employed for several years with the Cattaraugus County Sheriff's Department in the Mounted Division. Mr. O'Connell worked security at Bluemont Ski Area in Yorkshire and became Head of Security at Holiday Valley for several years. Along with being a self-employed farmer he served as Constable in the Town of Mathias and also as Dog Warden for several area towns.

Proud of his military service, he was active in The American Legion, and was a Life Member of the Glenn A. Pratt Jr. Post 1460 in Machias. He held many offices in the Post, including that of Commander and was a member of the 40/8 and a Life Member of VFW Post 9487 in Franklinville.

Mr. O'Connell was a volunteer for Boys State with The American Legion. He served as Commander of the Cattaraugus County American Legion from 1961-1962, and later became active with the Sons of The American Legion, where he was honored for his community service on a national level. He was 8th District Commander and a member of the National VA & R Commission.

His volunteerism also included the Cattaraugus County Veterans Service and The Pines in Mathias. An exempt fireman in Mathias, Mr. O'Connell was also a member of the 4-H of Cattaraugus County Fair in Little Valley.

Sons of The American Legion National George B. Evans Grassroots Veterans' Advocate of The Year Award
GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD

Description:

The Grassroots Veterans' Advocate of The Year Award recognizes a member who has performed outstanding service and made significant contributions of time and effort in Grassroots Veterans' Advocacy work. In no instance will more than one award be given in a year. It is possible that this award may not be given every year. One award will be presented each year to a member who displays an aggressive leadership role by building relationships with elected officials that directly impact public policy; by actively taking the message of the National Sons of The American Legion to key media outlets; and by developing strong grassroots initiatives.

Criteria: (The winners are determined based on the following categories)

1. Anyone who has been an individual Sons of The American Legion member for one or more years and meets the criteria for this award is eligible.
2. Active involvement of a legislative committee, including reporting to state/regional legislative chairs
3. Initiating a Key Contact program to communicate with legislators
4. Sponsoring a state "Day on the Hill" or a special legislative day event
5. Strong liaison with Congressmen, Senators and/or state legislators
6. Involvement in the formation or continuation of a grassroots Veterans' Advocate program
7. Maintaining good relationships with local media by sending press releases to the newspapers, articles for business publications, letters to editor, etc.
8. Establishing and maintaining a means through which to communicate to the membership on legislative issues (e.g. legislative newsletter/insert, website, and telephone/fax tree or e-mail distribution)
9. Attendance at state and/or national legislative leadership workshops and/or American Legion National Informational Conference (NIC)
10. Bonus points for attendance at congressional in-district town hall meetings and other special legislative activity
11. Bonus points for attendance at American Legion Washington Conference
12. Attended Congressional/Legislative Hearings (in Capitol or in District)

Rules:

1. To nominate your candidate, submit a detailed narrative summary (2,000 word limit), outlining your nominee's accomplishments, using the criteria listed above as a guideline. This award nomination may be submitted by an individual member, district or by the Detachment. All criteria noted in the summary should be documented to support the narrative. You may summarize any large amount of documentation.
2. The commission will review paper documentation only.
3. Where required, copies of letters, faxes, e-mails, citations, newspaper articles, and Squadron, District, and/or Detachment reports/minutes may serve as documentation.
4. The decision of the Awards Committee is final.

APPLICATION FORM:

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE
OF THE YEAR AWARD APPLICATION**

Member's Name (Print):

Membership Number:

Nominator's Name (Print) Individual, Squadron, District/Area/Zone, Detachment:

Nominator's Signature:

Nominator's Address:

City: _____ **State:** _____ **Zip** _____

Phone _____ **Fax** _____

Email: _____

Please make a copy of everything you submit for your own records and mail the original application form, score sheet, and documentation, to **David W. Lee, Chairman SONS OF THE AMERICAN LEGION Legislative Commission, 3613 Lott Street, Endwell, NY 13760-3628.**

Due date:

THE DEADLINE FOR SUBMISSIONS, REGARDLESS OF DELIVERY METHOD, MUST BE RECEIVED NOT LESS THAN THIRTY (30) DAYS PRIOR TO NATIONAL CONVENTION OF EACH YEAR, SO THAT SUBMISSIONS MAY BE JUDGED IN A TIMELY FASHION.

**GEORGE B. EVANS GRASSROOTS VETERANS' ADVOCATE OF THE YEAR AWARD
SCORE SHEET**

To be eligible, the following events, except otherwise noted, must have occurred during the period of July 1st of the prior year through June 30th of the current year. (*Indicates submit documentation with this form. No points are awarded in a category without this documentation). Please arrange documentation by Application Section and Number.

[Example: Section I (2)]

I. Meetings & Events

1. District and/or Detachment -- Sponsoring a "Day on the Hill"* 1x 200 pts. = _____ (max 200)
Squadron and/or District — Sponsoring a Legislative Day Event*
(Note: Squadrons must provide a special legislative event that is either a separate or expanded format of their regular monthly membership meeting.)
2. Detachment – Conduct or assist a State Legislative Workshop* 1 x 50 pts. = _____ (max 50)
Squadron — Participate in State Legislative a Workshop*
3. Individual participated in Sons of The American Legion National Executive Committee Legislative Commission Meetings (including National Legislative Commission Chat Rooms), and/or National Legislative Commission E-Group * 2 x 25 pts. = _____ (max 50)

II. Legislative Committee Activity

1. Maintaining an active legislative committee* 1 x 50 pts. = _____
(Submit documentation from strategic plan, Squadron, District, and/or Detachment minutes, leg. reports showing an active leg. Committee that monitors legislation; has established communication methods, and solicits grass roots involvement on key issues)
Participation on separate Legislative Activities for federal issues 1 x 20 pts. = _____
Participation on separate Legislative Activities for state issues 1 x 20 pts. = _____
Maintaining Legislative Communications 1 x 10 pts. = _____
(List area of responsibility)
2. State -- Regular reporting of Legislative Committee/Chairman activity to National Legislative Commission* 1x 50 pts. = _____ (max 50)
Squadron/District – Coordination with Detachment Legislative Committee*
3. Interaction with State Legislators on veteran issues 1 x 25 pts. = _____ (max 25)
(Visits, letters, emails)*
4. Interaction with State Legislators on American Legion Family issues 1 x 25 pts. = _____ (max 25) (Visits, letters, emails)*
5. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = _____ (max 25)
(Visits, letters, emails)*
6. Interaction with Congressmen/Senators on veteran issues 1 x 25 pts. = _____ (max 25)
(Visits, letters, emails)*

III. Grass Roots Activity

1. Initiating a Key Contact program* 1 x 50 pts. = _____ (max 50)
(Note: Show activity that involves key contact volunteers that make special effort to communicate with their designated legislators/Congressmen/Senators when E-Group Alerts are issued.)
2. Involvement in the formation and/or support 1 x 50 pts. = _____ (max 50) of Detachment Grassroots Veterans' Advocacy program*
3. Member support of Grassroots Legislative promotion of National Legislative Commission E-Group* (max 50)
(Based on the activity period 7/1 through 6/30)
Having 10 of members support 1x 15 pts. = _____
Having 11 to 20 of members support 1 x 25 pts. = _____
Having more than 21 members support 1 x 50 pts. = _____
(Note: Basis for above calculations will be based on signing up new members for the National Legislative Commission E-Group)

IV. Public Relations/Communications

1. Developing local media exposure on legislative issues by press releases to newspapers, letters to editor, articles in business publications, etc.* (max 5) ____ x 20 pts. = _____ (max 100)
2. Holding press conference with local media involvement* 1 x 50 pts. = _____ (max 50)
3. Radio/TV appearances on Veterans' and American Legion Family issues* 1 x 50 pts. = _____ (max 50)
4. Establish and maintain a means to communicate to membership on legislative issues*
 - a. Special legislative newsletter or insert 1 x 25 pts. = _____
(Provide two examples)
 - b. Maintain website with legislative links 1 x 15 pts. = _____
(List website address)

V. Bonus Points

1. Attendance at Congressional In-District Town Hall Meetings 1 x 15 pts. = _____ (max 15)
[Submit announcement and include documentation on time, location and subjects discussed.]
2. Other special legislative activity or involvement 1 x 10 pts. = _____ (max 10)
[List details of other specific activity (i.e. grassroots campaigns such as Flag Amendment, serving on special committees)]
3. Organizing or assisting in a Town Hall Meeting held at an American Legion Post 1 x 20 pts = (max 40)



2016 S.A.L. ACCOMPLISHMENTS



Veterans Affairs & Rehabilitation

- 66 REGISTERED (VAVS) REPRESENTATIVES
- MEMBER OF NATIONAL VAVS BOARD
- 455,656 TOTAL VOLUNTEER HOURS RECORDED WITH 21,913 VISITS AND \$1,618,370 IN CASH AND GIFTS
- \$89,525 DONATED TO FISHER HOUSE WITH 3,228 HOURS
- 15,098 HOURS WITH \$69,244 TO THE FAMILY SUPPORT NETWORK

Children & Youth

- SINGLE LARGEST CONTRIBUTOR TO THE CHILD WELFARE FOUNDATION: \$360,299 WITH 66,542 HOURS OF SERVICE
- SPECIAL OLYMPICS - \$200,602 DONATED WITH 24,246 HOURS OF SERVICE
- CHILDRENS MIRACLE NETWORK - \$67,754 IN DONATIONS WITH 7,149 SERVICE HOURS
- \$646,154 AND 134,755 HOURS IN SUPPORT OF OTHER CHILDREN & YOUTH PROGRAMS, BRINGING THE TOTAL YEARLY DONATIONS TO ALL C & Y PROGRAMS TO \$1,310,035 WITH 236,338 SERVICE HOURS

2016 MEMBERSHIP

**364,000 MEMBERS IN 6,113 SQUADRONS
IN 54 DETACHMENTS**

Americanism

- 1,006 BOYS STATE REPRESENTATIVES AT A COST OF \$218,569
- 9,019 COLOR GUARD APPEARANCES AT A COST OF \$77,778
- 148 AMERICAN LEGION BASEBALL TEAMS SPONSORED AT A COST OF \$197,493
- OTHER TEAMS SPONSORED AT A COST OF \$123,345
- \$95,024 IN SUPPORT OF SCOUTING
- \$11,321 IN DONATIONS AND 1,964 SERVICE HOURS TO THE ORATORICAL PROGRAM INVOLVING 123 CONTESTANTS
- 12,130 HOURS AND \$29,671 TO JUNIOR SHOOTING SPORTS
- 38,399 FLAGS PRESENTED AT A COST OF \$76,895
- 1,041 FLAG EDUCATION PROGRAMS AT A COST OF \$18,099 WITH 5,166 HOURS
- 8,234 FLAG RETIREMENT CEREMONIES
- 440,082 FLAGS PLACED AT CEMETERIES & GIVEN AT PARADES AT A COST OF \$88,390
- \$429,016 IN SCHOLARSHIPS WITH 12,909 HOURS FOR EDUCATIONAL PROGRAMS
- 2,259 – 5 STAR / 10 IDEALS PROGRAMS AT A COST OF \$4,930
- VARIOUS COMMUNITY SERVICE PROJECTS AT A COST OF \$977,099 AND 725,645 SERVICE HOURS
- \$39,224 IN DONATIONS TO THE NATIONAL EMERGENCY FUND
- A TOTAL OF \$2,441,124 AND 792,121 HOURS OF SERVICE IN SUPPORT OF AMERICANISM PROGRAMS