



# *Sons of The American Legion Detachment of New York*

Commander William Clancy, III

Adjutant Robert J. Avery

## **Detachment Executive Committee Manual 29<sup>th</sup> Edition**

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## Table of Contents

Detachment Pins .....	3
Attendance Policy .....	3
Meeting Agendas: DEC, Reports, Finance .....	3-4
Meetings: Conduct, Rules and Fines .....	4
Recognition on Floor .....	5
Awards - Winners Announced, Distribution .....	5
Finance Chairman's Reporting Instructions .....	5
Membership Chairman's Report Instructions .....	5
Commission and Committee Chairmen's Convention Reporting Guidelines .....	5
Reports - On Schedule, required .....	5
Submission of Reports for Minutes, Tape Recorded .....	5
Submission of Reports for Mailings .....	5-6
Schedule and Submission Rules for Mailings .....	6
Office Procedures DEC Mailings .....	6
Membership Processing / Reports .....	6
DEC Meeting Locations and Dates Guidelines .....	7
Fall DEC Meeting Arrangement Guidelines .....	7
Meeting Room – Sample Layout .....	7
Mid-Winter DEC Meeting Arrangement Guidelines .....	8
Convention Chairman's Instructions .....	8-9
Parade Information, Uniform .....	9-10
National Convention .....	10
<del>Expense Authorizations .....</del>	<del>10-16</del>
<del>Current Budget .....</del>	<del>17</del>
Candidates for Office Guidelines .....	10-11
Expense Voucher Form .....	12

NOTE: Finance Commission items (**Expense Authorizations** and **Current Budget**) are not included in this edition of the DEC Manual posted on our website. Members who wish to obtain those sections should contact the Detachment Adjutant.

**DISTRIBUTION POLICY FOR N.Y.S. SHAPED SONS PROMOTIONAL PINS**

*Promotional pins* are ordered each year for the Commander in the amount of approximately 3,500 pins in the shape of New York State based upon a rough design provided to the Adjutant by the Leading Candidate. The order for pin production is handled through the Adjutant and Department staff. Pins are shipped to the Leading Candidate in advance of Detachment Convention, but shall not be released until the close of Convention. *Inventory of the pins shall be the responsibility of the Commander.* Pins are distributed by the Commander during his various visitations throughout the year, keeping in mind that there are a limited number of pins available. The Commander should keep in mind that during County visits, a pin should be presented to certain Officers including the County Legion and SONS Commander, and the Auxiliary President. Also, pins should be presented to all SONS in attendance, along with others who may ask. The immediate Past Detachment Commander should be contacted by the new Commander to provide any additional advice on distribution. The Commander must always reserve a supply of pins for the Detachment Executive Meetings and for Detachment Convention.

**DETACHMENT EXECUTIVE COMMITTEE MEETING ATTENDANCE POLICY**

This policy does not limit the ability of the Commander and DEC to make or change appointments at anytime. If you are unable to attend a meeting you are encouraged to send a report for the minutes to the Adjutant or Commander.

The policy of the Detachment Executive Committee is that members, authorized in the expense authorizations, are required to attend meetings and to provide for action against those that do not. Anyone missing a meeting is notified that upon the next missed meeting, action can be taken.

If a member is listed as absent, he did not notify the Commander or Adjutant that he was unable to attend or his excuse was not accepted. If a member is listed as excused, he did notify the Commander or Adjutant prior to the meeting and the reason was accepted.

For members listed as absent, action may be taken UPON a second missed meeting. For members listed as excused, action may be taken AFTER a second missed meeting. The DEC will consider all facts that apply, including the reasons for missing meetings, if any reports have been presented, etc., and make a determination as to the member's status. Action taken can range from replacement, to written notice, to no action needed.

The member may be requested by first class mail to reply within 10 days of postmark on notification, to provide a written explanation which would be considered by the DEC prior to the next meeting, and said member would be advised of the outcome of any hearing regardless if he attended.

**MEETING AGENDAS**

**DETACHMENT EXECUTIVE COMMITTEE MEETING AGENDA**

- Commander Call to Order.
- Membership Salute the Colors, post Flags, including POW/MIA Empty Chair.
- Chaplain Opening Prayer.
- Membership Recite Pledge of Allegiance and Preamble to the Constitution.
- Adjutant Read Meeting Call, explain meeting procedures, take Roll Call, present Meeting Minutes (read or as mailed or distributed).

Commission and Committee Reports  
Officer Reports

Note: Each Report should be accepted after it has been presented.

## REPORTS

MOST REPORTS ARE TO BE IN WRITING for the minutes.  
Make a separate submission marked "mailing" for any mailings.

OFFICERS	DEC MEETING CONVENTION	Summarize activity since last Meeting. Present Yearly Report.
COMMISSIONS and COMMITTEES	FALL DEC  MID-WINTER  CONVENTION	Detail what part of their program is to be emphasized. Attend LEGION meeting of their same Committee, and give highlights at our meeting. Present Yearly Report and announce Award winners.
Unfinished Business Sick Call & Relief New Business (and election at CONVENTION) For the Good of The SONS Chaplain Membership Commander		Closing Prayer. Salute The Colors. Adjourn Meeting.

### DETACHMENT FINANCE COMMITTEE MEETING AGENDA

Chairman	Call to Order Appoint Secretary Determine if quorum is present Explain meeting procedures Review Audit at Mid Winter Meeting Formulate next fiscal year budget using budget worksheets at the Convention Meeting Review year to date Finance Report Attach any recommendations to the DEC Adjourn Meeting
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### DEC MEETING PROCEDURES - CONDUCT RULES AND FINES

Rules of conduct to be enforced by the Sgt.-at-Arms and his Assistants ONLY! The only rule enforced outside the Meeting is failure to remove cap when eating. All fines collected are for the Detachment Commander's Project!

#### FINES:

- \$0 Refer to Organization as "SONS" not "SAL".
- \$1 Failure to salute upon arrival or departure.
- \$1 Smoking or drinking alcohol in meeting.
- \$1 Not wearing SONS or Legion cap, dual members must wear SONS cap if on the DEC.
- \$2 Failure to wear neat attire \* (Voting DEC members only.)  
\* Attire for all Meetings (except the Fall and the Pre-Convention Meeting) and Convention is business suit, coat may be removed.
- \$2 Failure to remove cap when eating a sit down meal only.
- \$2 Cutting The Colors. Presentations will not be handed through The Colors.  
The Head Table may NOT be entered from the US Flag side.
- \$3 Detachment Officer or Commission/Committee Chairman has no report, written or typed.  
(Note: See also "Reports" entry for further information).
- \$5 Cell phone ring (\$10 if a member of the Executive Committee, elected or appointed).

## MEETING PROCEDURES

MEETINGS are usually open to all SONS and Legion members, however, only DEC members are authorized the floor during DEC Meetings. The voting members of the Executive Committee are the current elected Detachment Officers and Certified District Commanders. Non-DEC members will be permitted recognition during "the Good of The SONS."

AWARDS DISTRIBUTION: Awards and Certificates are generally presented at Meetings and Conventions. In the case of Squadron Awards, an area representative such as a District Commander or Detachment Vice Commander will accept on behalf of the Squadron if a member is not present. The Award will then be presented by the representative to the Squadron back home. Awards not claimed shall be mailed by Detachment Headquarters.

FINANCE CHAIRMAN: Provides a "year-to-date" Finance Report for each meeting.

MEMBERSHIP CHAIRMAN shall provide information in his reports to include those Squadrons that have not returned a current year Officer Certification Form, Squadrons who have not yet transmitted dues for the year, and also an update on new and/or reinstated Squadrons. At the Fall DEC Meeting, the Chairman will report on the National Membership Theme for the year. At the Mid-Winter Meeting, 100% Certificates will be presented to those Squadrons reaching their goal by January 15<sup>th</sup>.

COMMISSION/COMMITTEE CHAIRMEN shall file a typed Convention Report which shall be the yearly totals for all activity in the Detachment reported for their Commission/Committee (from Squadron up to Detachment). The VA & R, Children and Youth, and Americanism Commission Chairmen and the Membership Committee Chairman include those winning awards (1st place, 2nd place, etc.) so that proper Awards and Citations may be ordered (see Finance Authorizations). Include full Squadron name and number, along with their County and District.

REPORTS: Please be ready to present your report on schedule, see Meeting Agenda. Not every member is required to make a report, such as Assistant Officers. Also, certain Committees and Officers may be requested to turn in pre-submitted reports prior to an Executive Committee. These reports will be compiled by the Adjutant and copies distributed prior to or at the Meeting. ALL REPORTS are to be on 8 1/2" by 11" paper. Thank you for your support!

MINUTES: Information submitted for Meeting Minutes shall be neatly typed. It is not necessary that it be on SONS Detachment letterhead, but do not use any other letterhead. Appropriate information will be included in mailings. Submissions for mailings shall be made separately from the Minutes. Minutes shall be recorded on tape and saved ONLY until acceptance of the printed Minutes by the DEC.

MAILINGS: The Department Office Policy on mailings is that any mailing must be submitted four (4) weeks in advance of the mailing date. This is to insure ample time for the Department Adjutants review and approval, and for processing time. All mailings shall be submitted to the Detachment Adjutant. Remember to also plan on giving a reasonable amount of lead time for those receiving the mailing to have it in time to make plans for the event. Hotel rooms must be reserved, time off from work requests, etc. Four (4) weeks is usually a good amount to try for.

Mailings will go out periodically throughout the year. Please plan your submissions accordingly, and contact the Detachment Adjutant if you have any questions. **Due to the use of the internet many Detachment items such as regular mailings, manuals, and meeting meetings will increasingly be forwarded to members by email or will be posted on the Detachment website and not mailed.**

All materials submitted for Detachment or DEC mailings by Detachment Officers shall be sent to the Detachment Adjutant, **NOT TO THE OFFICE**. If HQ receives any materials for mailing, they should be forwarded to the Detachment Adjutant and not mailed out without approval. This does not include a mailing to a limited number of persons. For example, if the Membership Chairman or Commander wants to send something to the Vice Commanders. The reason is to effectively and efficiently utilize postage costs, etc. by combining mailings to the same people. **Communication via email is preferred.**

### **OFFICE PROCEDURES FOR DEC COMMUNICATIONS:**

The DETACHMENT EXECUTIVE COMMITTEE is comprised of:

- Elected and Appointed Detachment Officers, Assistants, Aides;
- Certified District Commanders;
- Past Detachment Commanders;
- Commission/Committee Chairmen and members;
- Advisors, Assistant, Consultant, Detachment MOM,
- Such "Specials" as may be deemed useful.

The DETACHMENT is comprised of:

- All of the above, PLUS:
- Certified (have filed an Officer Certification Form with Detachment)
- District, County and Squadron Commanders, Adjutants and Advisors;
- NYS Legion Press Association President and Secretary.
- NATIONAL: Commander, Adjutant, Liaison, Vice Commander East
- National Update Editor, Judge Advocate (if Joe Paviglianti), Legion Press Association President

Membership Reports are posted on the Detachment website: [www.sonsdny.org](http://www.sonsdny.org).

Requests for Officer Certification Forms (OCF's) may be made by the Adjutant or Commander of a District or County for the subordinate organizations in their area.

### **MEMBERSHIP PROCESSING / REPORTS**

Membership processing and establishment of Squadron membership goals are handled by Department staff at Headquarters in Albany. Policy is to transmit from Detachment to National on a bi-monthly basis near the beginning and the middle of each month. Department staff will always transmit just prior to the National Target Dates, which may require shipment to National Headquarters via overnight delivery. Membership Reports are mailed out, or posted on the Detachment website following each transmittal to National. The National Target Dates for Membership are posted on the Detachment and National SONS websites. Besides the bi-monthly Detachment Membership Reports, there are other Reports that are generated throughout the year as follows:

January 15	MID-WINTER DEC	Certificate for 100% Membership
March 15	LEGION BIRTHDAY	Certificate for 100% Membership
June	CONVENTION CALL	30 days before Detachment Convention
June 20	100% HONOR RIBBONS	Ribbon for 100% Membership
July 20-30	CONVENTION CALL	Total for delegation to National Convention
December 31	MEMBER YEAR END	Shows year final total

**DEC MEETING LOCATION AND DATES GUIDELINES**

The MID-WINTER Conference is held in Albany, currently at the Desmond-Americana Inn, usually the third or fourth weekend in January. The summer meetings (PRE AND POST CONVENTION) are at Convention, in Mid-July. The FALL Meeting should be held at, or near, the Commander's Home Squadron, in either September or October on a weekend that does not conflict with the Commander's County Visitation schedule.

**FALL DEC MEETING ARRANGEMENT PROCEDURES**

The following guidelines are provided to assist hosting locations on the requirements for the Fall Detachment Executive Meeting. Information must be sent to the Adjutant SIX (6) WEEKS IN ADVANCE for publishing. The Adjutant requests the full name of the person(s) and the name of their organization, who will be coordinating the arrangements. **The Meeting is held on a Saturday.**

**LODGING:** A good hotel near the meeting and dinner location. Provide a deadline date and phone number so members attending may make their own reservations. Some hotels give a discount and allow use of a tax exempt form.

**FRIDAY EVENING:** Since many members arrive the day before the Meeting, arrangements are sometimes made for pizza or other snacks to be made available at the Post Home on Friday evening,

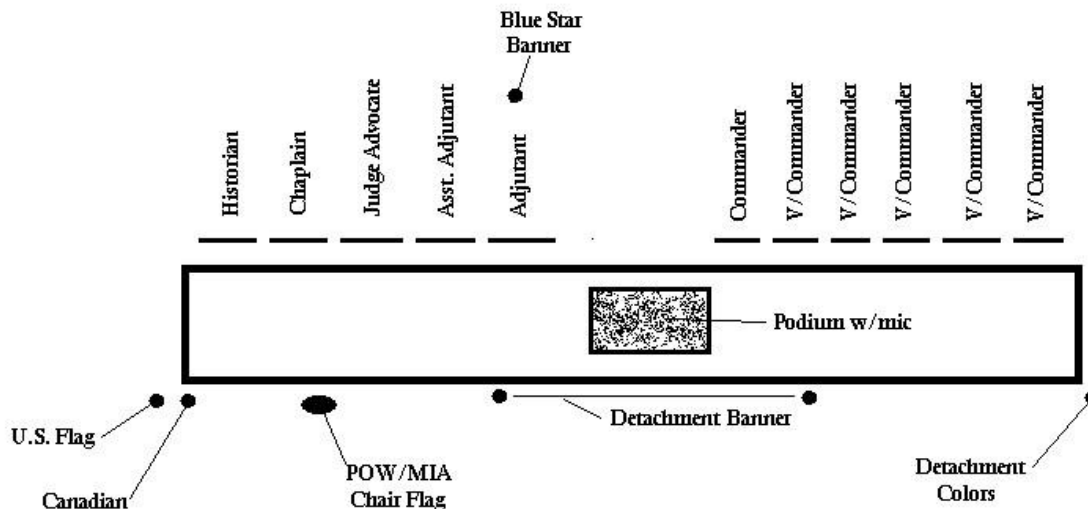
**TOUR:** If time permits, following the Meeting and prior to Dinner, a tour of a nearby point of interest is an option to consider.

**LUNCH:** A light lunch at the Post Home needs to be provided for (sandwiches and salads are fine).

**DINNER:** On Saturday evening, a dinner will be held at the Post Home, with (preferably) a 6:00 PM Social Hour followed by Dinner at 7:00 PM. Provide the following information to the Adjutant: the price, a name and address for mailing the checks for dinner, who the check should be payable to, and a deadline date for reservations. If you will be using tickets, it is not necessary to mail them since they can be distributed just before dinner. The use of tickets can be avoided by making a list of paid reservations, if desired.

**MEETING ROOM:** We request a meeting hall large enough for about 75 persons set theatre style. A microphone is required at either a full or tabletop podium. Space for the Commissions and Committees to meet during the recess period is required. The Head Table should be no less than six (6) feet from walls. **Electrical outlets are needed nearby or via extension cord.** Since the size and design of meeting rooms will vary, a Detachment officer, usually the Master Sgt. or the Adjutant, can assist with the layout.

**Sample Meeting Layout**



**MID-WINTER DEC MEETING ARRANGEMENT PROCEDURES**

All arrangements for the Mid-Winter Meeting of the Executive Committee are handled through the Mid-Winter Coordinator and the Detachment Adjutant. The Adjutant works directly with the Department Mid-Winter Chairman for specific needs at the Meeting site.

## ARRANGEMENTS FOR DETACHMENT CONVENTION

The Detachment Convention Chairman shall write a letter to the Department Convention Chairman, with a copy to the Detachment Adjutant, introducing yourself and requesting to be notified of all Convention Corporation Meeting dates. As Chairman you will be available to attend Convention Corporation meetings and would like to participate in the choices of meeting facilities and Hotel, since you will need to approve for the Detachment Executive Committee. Use Detachment stationary for this letter, and TYPE IT NEATLY!

*Give the Committee this list of Detachment needs:*

### MEETING FACILITIES:

An air-conditioned meeting room with theater style seating for at least 150 persons with outlets, microphone, and a podium on the head table with seating for about 15 persons, three 8' tables. An additional 8' table is required behind the Head Table for the Assistant Adjutant. Pitchers of ice water shall be made available for the Head Table, and also on tables set at the rear of the room. Additional tables should be available at the rear of the room for the Finance Commission, and various handouts and materials provided by Committee Chairmen and the Detachment. 4 tables will suffice. At least 1 floor microphone should be provided for the delegates. Additional microphones may be required depending on the size and layout of the hall. At least one 8' table is required in the hallway immediately outside the Meeting room for use by the Credentials Committee for registration purposes.

This room will be used for all Convention Functions, times being:

Wednesday	6:00 PM	Pre-Convention DEC
Thursday	9:00 AM	Convention
Friday	9:00 AM	Convention
Saturday	10:00 AM	Post-Convention DEC

Meeting facilities to be located within the SONS Headquarters Hotel or (preferably) at the Convention Center.

### HEADQUARTERS HOTEL

A Hotel designated for ALL SONS Delegates room request assignments. Depending upon size of Hotel and number of SONS reservations received by a deadline date approximately five (5) weeks before Legion due date, it can be in combination with other groups within the Legion or exclusive to the SONS. 110 Rooms, PLUS 3 Suites for: the Detachment Commander, Detachment Adjutant and National Commander. Rooms not reserved by the deadline are to be turned over to The Legion and Auxiliary at no cost to the Detachment.

### HOUSING FORMS:

Use the same form as Department except that it should be a different color. 500 forms should be printed for the Detachment mailing. The deadline date for the SONS should be approximately five (5) weeks before the date given for the Legion. **NOTE:** DEC Housing Forms will go out before the general mailing of Housing Forms. Recent Conventions have enrolled the help of the local Convention and Visitor's Bureau to aid in the registration process. The Housing Chairman shall be in contact with his Legion counterpart during the registration period.

### PACKETS:

It is difficult to determine an exact amount to order since the number of delegates changes from year to year. Arrange to pay for only what we actually use. Have a supply ready, and see that we can get more if needed. Based upon recent attendance records 130 packets should suffice. You will also require at least 50 Guest Badges. A white ribbon should be provided for the "Commander" and the "Adjutant". Badges should be



unique for the SONS, to include the organization shield and the consecutive year of the Detachment Convention. Ribbons should be the same as used by The American Legion. A payment to the Convention Corporation for the packets will be by check from Headquarters, so all receipts, together with a voucher must be sent in, in accordance with the Finance Authorizations. The Credentials Committee will run the registration desk for assigned hours as noted in the Convention Call.

### **GUESTS:**

Guests of Detachment Convention rooms are covered in the budget. One room only is reserved for National SONS Officers. This room is for the National Commander or his representative. If any other Officers attend, including Commander candidate(s), they shall; share with the National Commander, share with someone else or pay for their own room. The Chairman shall pay for the rooms(s) and submit a voucher as per the Finance Authorizations or make other suitable arrangements. Invitations of National Officers are covered in the National Manual. The Adjutant shall complete the form, and the guest will be requested to RSVP to the Housing Chairman so lodging can be arranged. The Chairman should coordinate with the NEC man or Sgt.-At-Arms regarding transportation for guests to/from the airport. The Master Sgt.-at-Arms shall coordinate with the Adjutant, so that the various Guests addressing our Convention may be accommodated close to the time in which they arrive. Two-way radios are recommended.

### **INSTALLATION LUNCHEON:**

This function takes place on Friday at 2:00 p.m. Transportation round trip from the HQ hotel to this function must be provided. Consult a nearby Legion or other places that already serve food, so it is easier to arrange. A place that will cater to us will need a more exact number and we will probably have to pay for all meals, if eaten or not. A place that already serves needs an approximate number for seating and may be able to serve a "Special" and can serve it to other people as well, so it works out better. Serve a luncheon of something everybody likes, such as roast beef, turkey, can be family style or not. Notice will be sent in a mailing and a deadline date set for returns depending on when the count is needed. See if the count can be approximate because newly elected officers and friends will now want to attend that did not plan to do so and you will not know how many to add to your mail returns, so a good estimate will be necessary. To determine the price per person, round up to the next dollar and add one (1) dollar to the price stated. This covers any contingencies. The final price per person can range from \$10 - \$20 depending upon the site chosen. The installing Officer shall be invited by the Commander-elect as a guest. Generally the Adjutant will M.C. the Luncheon.

### **CONVENTION PROGRAM:**

The Detachment requires 4 pages in the Convention Book which are to be submitted by the Adjutant and will include letters from the Commander and Adjutant with photos of the Commander, Adjutant, N.E.C. man, Convention Chairman, and Housing Chairman along with all other pertinent information. The photos shall be original black & white wallet size. Subjects should be photographed against a light background in a suit and tie. The Commander also needs to provide the Historian with a 5"x7" original color photo for the History Contest. A studio can take the photos if necessary and a voucher submitted. Please remind those who need to submit photos periodically to do so. The Adjutant is to be notified of the due date for the Convention Program.

### **DETACHMENT HOSPITALITY/MEET THE CANDIDATES HOUR:**

This is arranged for Thursday during the lunch break, either at our Hotel or the Convention site. It will be open to all SONS members to mingle with Detachment Officers and candidates. Provide food and non-alcoholic drinks. Sandwiches and salad(s) are quite suitable. If at our Hotel, there should be no charge to the SONS for the room, per prior arrangement with Department. Cost per person for the food will vary from \$8 to \$12. A contract with the caterer will be required for this function. The Detachment covers the cost of this Luncheon.

## **DEPARTMENT PARADE:**

All members are encouraged to parade. **UNIFORM IS: SONS CAP, WHITE SHORT SLEEVE SHIRT, BLACK PANTS, BLACK FOOTWEAR AND SOCKS.** The Detachment Officers and Executives march in the first division. All other SONS march with their County delegations behind The American Legion Auxiliary. There will be no massing of SONS in the first division. The **OFFICIAL COLOR GUARD** for the following Administrative Year may be the winning color guard at the Convention Parade, subject to appointment by the Commander and DEC.

All marching units must register for the Parade. Registration tables are set up for marching units at the same site as the Delegate registration location. On Friday, immediately following the morning session of The American Legion Convention, at least one (1) Parade Judge will make themselves available on the floor of the Legion Convention to answer any questions that marching units may have prior to the Parade. At least two (2) Judges will remain after the Parade for Saturday morning to answer any questions from marching units and review their scoring results. Judges are available at the Legion site from 8:30 AM to 9:30 AM only. Parade awards and judging papers for SAL marching units are generally picked up by the Detachment Convention Chairman at the Legion meeting hall on Saturday morning and presented at the Post Convention Detachment Executive meeting.

## **SATURDAY MORNING LEGION CONVENTION:**

Transportation must be provided round trip from the HQ hotel to the site of The American Legion Convention on Saturday morning, so that the newly elected Detachment Officers and guests may be presented. The Legion Convention convenes at 9:00 AM.

*Revised October 2, 2013.*

## **NATIONAL CONVENTION**

All members planning to attend National Convention shall contact the Detachment Adjutant for Housing Forms and to assure that they will be entered on the National Convention Delegate Form. The Detachment Adjutant will have all materials relating to National Convention at our Detachment Convention. ALL Housing is routed through the Department of New York. National expects one check from the Detachment to pay for our entire delegation. **All those attending must pay their own Delegate Fee.** The Chairman of the delegation is the outgoing Detachment Commander. **If at all possible, the Detachment Colors should be brought to National Convention.**

## **CANDIDATES FOR OFFICE GUIDELINES**

### **ALL CANDIDATES**

Announce candidacy NO LATER than the Mid-Winter DEC Meeting before the Convention that you will run for office. If a "resolution" is presented to Detachment, it will be announced as received, you must supply someone to read it, if you want it read. Any endorsements by Squadron, Post, County, District, or other, should be submitted.

Note: Candidates for Detachment Commander MUST submit endorsements from their Squadron, Post, American Legion County organization and SONS County organization if in existence. In addition, a copy of your eligible veteran's Discharge Papers must also be submitted.

**SPEAKING ABILITY:** A public speaking videotape and study guide can be requested from the Adjutant. Should be able to effectively give a five (5) minute presentation for Joint Visitations, longer for SONS functions. Public speaking courses are available at High Schools, regular classes or Adult Education and at Community Colleges, a holiday term short course is good.

COMMANDER CANDIDATES: In addition to the above, you should invite an Installing Officer to the Installation Luncheon as a guest. You should have a project in mind and locations and dates for the Fall DEC meeting, (see page 7) and have an idea of Officer and Committee appointments. Current Officers can assist. There may be a "Committee on Appointments" meeting after elections and before the Post Convention DEC Meeting to make a listing for presentations. The Committee may consist of (incoming and out going where appropriate) Commander, Adjutant and Assistants, NEC and Alternate.

PRIOR TO BEING ELECTED should provide to Headquarters:

A biography, to include:

- Eligibility through whom: their military service and Legion service;
- Your number of years of membership in the SONS;
- All offices held in the SONS, all levels and dates of service;
- Major offices held in other organizations, e.g. civic groups;
- Your employment and other items you feel may be important.

Also supply photos (head and shoulders, in your SONS cap, Jacket and Tie) to the following:

HEADQUARTERS: wallet sized black and white photos to accompany Biography

ADJUTANT: one (1) wallet sized black and white photo for Convention Program,

HISTORIAN: one (1) 5"x7" colored photo for the Detachment History Contest entry.

***Pictures may be emailed as a .jpg to the Detachment Adjutant.***

Request the Visitation schedule from the Department Adjutant. NOTE: If not specifically invited to a Visitation, make arrangements to be there; (i.e. purchase ticket(s) etc.) and do not show up unannounced.

# VOUCHER

## SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK



**PAYEE:** NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

DATE	DESCRIPTION	COMMITTEE	AMOUNT	
	(Attach schedule if more space is required.)	<b>SUB TOTAL</b>	\$	
	Reimbursement from National			
	Other (Specify)			
	<b>NET AMOUNT TO BE PAID</b>		\$	

I hereby certify that the foregoing account is true to the best of my knowledge and belief.

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**FOR DEPARTMENT / DETACHMENT USE ONLY**

APPROVED BY:

BUDGET SUMMARY	AMOUNT
	\$
NET AMOUNT TO BE PAID	\$

\_\_\_\_\_  
DEPARTMENT ADJUTANT DATE

\_\_\_\_\_  
DETACHMENT ADJUTANT DATE

\_\_\_\_\_  
DETACHMENT FINANCE OFFICER DATE