



# **2025-2026**

## **POST ADJUTANT'S ADMINISTRATIVE & AWARDS MANUAL**

The dates listed below are National Target Dates to provide percentage benchmarks for the Department to use to measure our membership progress and are cutoffs to qualify for Department membership awards.

### **MEMBERSHIP TARGET DATES**

#### **EARLY BIRD/NEF KICKOFF**

SEPTEMBER 10, 2025 | 50%

#### **FALL MEETINGS**

OCTOBER 15, 2025 | 55%

#### **VETERANS DAY**

NOVEMBER 13, 2025 | 65%

#### **PEARL HARBOR DAY**

DECEMBER 10, 2025 | 75%

#### **MID-WINTER**

JANUARY 14, 2026 | 80%

#### **PRESIDENT'S DAY**

FEBRUARY 11, 2026 | 85%

#### **LEGION BIRTHDAY**

MARCH 11, 2026 | 90%

#### **CHILDREN & YOUTH**

APRIL 8, 2026 | 95%

#### **ARMED FORCES DAY**

MAY 13, 2026 | 100%

#### **DELEGATE STRENGTH**

30 DAYS PRIOR TO NATIONAL CONVENTION

# Table of Contents

<b><u>I.</u></b>	<b>IMPORTANT DATES.....</b>	<b>3</b>
<b><u>II.</u></b>	<b>DEPARTMENT CONTACT INFORMATION.....</b>	<b>4</b>
<b><u>III.</u></b>	<b>MINIMUM ANNUAL REQUIREMENTS OF A POST.....</b>	<b>4</b>
A.	POST DATA REPORT – <i>Due April 15<sup>th</sup></i> .....	4
B.	CONSOLIDATED POST REPORTS – <i>Due June 1<sup>st</sup></i> .....	4
C.	FILE A 990 WITH THE IRS.....	5
D.	FILE AN ANNUAL REPORT WITH THE SOUTH DAKOTA SECRETARY OF STATE .....	5
E.	OFFICER'S CERTIFICATION – <i>Due following elections</i> .....	5
<b><u>IV.</u></b>	<b>COMMUNITY &amp; ACHIEVEMENT AWARDS.....</b>	<b>5</b>
A.	THE AMERICAN LEGION NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS – <i>November 15<sup>th</sup></i> ..	5
B.	NATIONAL FIREFIGHTER/EMT OF THE YEAR (NFI) – .....	5
C.	DEPARTMENT EMT OF THE YEAR – .....	5
D.	NATIONAL LAW ENFORCEMENT OFFICER OF THE YEAR (NLEOY) - .....	5
E.	EAGLE SCOUT OF THE YEAR – <i>March 1<sup>st</sup></i> .....	5
F.	EDUCATOR OF THE YEAR AWARD - .....	5
G.	GOOD SAMARITAN AWARD - .....	6
H.	POST AMERICANISM REPORT/COMPETITION – <i>May 1<sup>st</sup></i> .....	6
a.	National Americanism Citation .....	6
b.	Golden Eagle Award .....	6
c.	Distinguished Service Citation .....	6
d.	Meritorious Service Citation .....	6
e.	Americanism Officer Of the Year .....	6
I.	WILLIAM LENKER VA&R AWARD FOR EXCELLENCE – <i>May 1<sup>st</sup></i> .....	6
J.	OUTSTANDING DISTRICT COMMANDER AWARD (ODCA) .....	6
K.	SOUTH DAKOTA AMERICAN LEGION PRESS ASSOCIATION (SDALPA) ANNUAL NEWSPAPER CONTEST.....	6
L.	POST HISTORY AWARD .....	6
M.	CHILDREN & YOUTH AWARDS .....	6
<b><u>V.</u></b>	<b>SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARD – <i>MAY 15<sup>TH</sup></i> .....</b>	<b>7</b>
<b><u>VI.</u></b>	<b>MEMBERSHIP AWARDS.....</b>	<b>7</b>
A.	TARGET DATE – VETERANS DAY 65% – <i>November 13, 2025</i> .....	7
B.	TARGET DATE – NATIONAL MIDWINTER 80% – <i>January 14, 2026</i> .....	7
C.	TARGET DATE – PRESIDENTS DAY 85% – <i>February 11, 2026</i> .....	8
D.	TARGET DATE – AMERICAN LEGION BIRTHDAY 90% – <i>March 11, 2026</i> .....	8
E.	TARGET DATE - ARMED FORCES DAY 100% – <i>May 13, 2026</i> .....	8
F.	TARGET DATE – FINAL AWARD – <i>June 1st</i> .....	8
<b><u>VII.</u></b>	<b>MEMBERSHIP RENEWAL NOTICE SCHEDULE.....</b>	<b>8</b>
<b><u>VIII.</u></b>	<b>GO GETTER CERTIFICATION FOR MID-WINTER.....</b>	<b>9</b>
<b><u>IX.</u></b>	<b>DEPARTMENT COMMANDER'S CAP PINS .....</b>	<b>11</b>
<b><u>X.</u></b>	<b>OFFICER'S CERTIFICATION FORM- DUE FOLLOWING ELECTIONS .....</b>	<b>13</b>
<b><u>XI.</u></b>	<b>LEGIONNAIRE OF THE YEAR.....</b>	<b>15</b>
<b><u>XII.</u></b>	<b>REPORT OF ELECTION OF POST LEGIONNAIRE OF THE YEAR.....</b>	<b>16</b>
<b><u>XIII.</u></b>	<b>POST AMERICANISM REPORT – (<i>DEADLINE – MAY 1<sup>ST</sup></i>).....</b>	<b>17</b>
<b><u>XIV.</u></b>	<b>GO GETTER CERTIFICATION FOR CONVENTION .....</b>	<b>19</b>
<b><u>XV.</u></b>	<b>DEPARTMENT CONVENTION DELEGATES AND ALTERNATE CREDENTIALS .....</b>	<b>20</b>
<b><u>XVI.</u></b>	<b>XVI. CONTINUOUS YEARS OF MEMBERSHIP AWARD.....</b>	<b>21</b>
<b><u>XVII.</u></b>	<b>XVII.READY CALCULATOR FOR AMERICAN LEGION MEMBERSHIP CARDS .....</b>	<b>22</b>

# **I. IMPORTANT DATES**

## **September**

- 06 District 7 Fall Meeting
- 07 District 8 Fall Meeting
- 10 Early Bird Membership Target date 50%
- 13 District 1 Fall Meeting
- 14 District 2 Fall Meeting
- 27 District 3 Fall Meeting
- 28 District 6 Fall Meeting

## **October**

- 11 District 4 Fall Meeting
- 12 District 5 Fall Meeting
- 15 Fall Meetings Membership Target date 55%

## **November**

- 13 Veterans Day Membership Target date 65%
- 15 National Employer Award nominations due to Department Headquarters

## **December**

- 10 Pearl Harbor Membership Target date 75%
- 31 Law Enforcement Officer of the Year nominations due to Department Headquarters
- 31 Firefighter/EMT of the Year nominations due to Department Headquarters
- 31 EMT of the Year nominations due to Department Headquarters

## **January**

- 15 Mid-Winter Membership Target date 80%

## **February**

- 1 MidWinter Go-Getter certification due to Department Headquarters from Posts
- 11 President's Day Membership Target date 85%
- 20-22 MidWinter Conference in Oacoma

## **March**

- 1 Eagle Scout of the Year applications due to Department Headquarters
- 07 District 5 Spring Meeting
- 08 District 4 Spring Meeting
- 11 Legion Birthday Membership Target date 90%
- 14 District 6 Spring Meeting
- 15 District 3 Spring Meeting
- 28 District 8 Spring Meeting
- 29 District 7 Spring Meeting

District Commanders submit District Legionnaire of the Year to Dept HQ upon completion of Spring Meetings.

## **April**

- 11 District 2 Spring Meeting
- 12 District 1 Spring Meeting
- 15 Post Data Reports due to Department Headquarters
- 8 Children & Youth Membership Target date 95%
- TBD Post Officer elections

## **May**

- 1 District Commanders submit Good Samaritan of the Year to Department Headquarters
- 1 District Commanders submit Educator of the Year to Department Headquarters
- 1 Post submit Americanism Reports to Department Headquarters
- 13 Armed Forces Membership Target date 100%
- TBD Post submit Officer Certification as soon as Post Officers are installed

## **June**

- 1 Department Convention Go Getter certification due to Department Headquarters from Posts
- 1 SDALPA Newspaper Awards inputs due
- 1 Consolidated Post Reports due
- 4 Posts submit Department Convention Delegate and Alternate Delegate Credentials
- 18-21 Department Convention in Aberdeen
- 20 Post History Awards input due to Convention Registration desk by 1 pm

## II. DEPARTMENT CONTACT INFORMATION

Phone Number: **605-866-3604** Email Address: [hq@sdlegion.org](mailto:hq@sdlegion.org)

Mailing Address: **The American Legion Department of South Dakota, PO Box 67, Watertown, SD 57201-0067**

POSITION	FIRST	LAST	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL
DEPT CMDR	KEVIN	HEMPEL	1717 GRANDVIEW DR	WATERTOWN	SD	57201	605-610-5650	<a href="mailto:commander@sdlegion.org">commander@sdlegion.org</a>
NATIONAL EXEC CMTE	FRED	NELSON	19650 MOSSING LN	SPEARFISH	SD	57783	641-7959	<a href="mailto:fred.nelson@live.com">fred.nelson@live.com</a>
ALT NAT. EXEC CMTE	DOUG	FELTMAN	25361 341ST AVE	CHAMBERLAIN	SD	57325	770-4598	<a href="mailto:doug202@midstatesd.net">doug202@midstatesd.net</a>
DEPT ADJUTANT	VAN	VANDELIST	PO BOX 67	WATERTOWN	SD	57201	886-3604	<a href="mailto:adjutant@sdlegion.org">adjutant@sdlegion.org</a>
DEPT BOOKKEEPER	JUDY	GREENFIELD	PO BOX 67	WATERTOWN	SD	57201	886-3604	<a href="mailto:judy@sdlegion.org">judy@sdlegion.org</a>
DEPT YOUTH PROG, EXEC ASST	MARYJO	BONER	PO BOX 67	WATERTOWN	SD	57201	886-3604	<a href="mailto:marvio@sdlegion.org">marvio@sdlegion.org</a>
DEPT SERVICE OFFICER	MATT	PILLAR	105 LAKE AVE S	LAKE PRESTON	SD	57249	696-8260	<a href="mailto:mpillar1@hotmail.com">mpillar1@hotmail.com</a>
DEPT VICE COMMANDER 1-2	MARV	TISDALL	623 TANGLEWOOD	BOX ELDER	SD	57719	431-9104	<a href="mailto:marvintisdall@gmail.com">marvintisdall@gmail.com</a>
DEPT VICE COMMANDER 3-8	SHANE	LAMER	46138 252ND ST	HARTFORD	SD	57033	366-9793	<a href="mailto:shanelamer65@gmail.com">shanelamer65@gmail.com</a>
DIST 1 COMMANDER	JACK	FRENCH	19 NICKEL PL	SPEARFISH	SD	57783	920-9023	<a href="mailto:jackdf2000@yahoo.com">jackdf2000@yahoo.com</a>
DIST 1 VICE COMMANDER	JIM	CARLSON	14968 224TH St	BOX ELDER	SD	57719	391-2367	<a href="mailto:cbndude@gmail.com">cbndude@gmail.com</a>
DIST 2 COMMANDER	CHRIS	RENDON	9955 MORNING GLORY CT	SUMMERSET	SD	57718	431-0923	<a href="mailto:rendon.christopher@yahoo.com">rendon.christopher@yahoo.com</a>
DIST 2 VICE COMMANDER	RICHARD	DAILY	27909 OLD HWY 79	ORAL	SD	57766	605-390-4838	<a href="mailto:dick_daily@hotmail.com">dick_daily@hotmail.com</a>
DIST 2 VICE COMMANDER	DONALD	HONE	PO BOX 705	CUSTER	SD	57730	605-517-0850	<a href="mailto:wtrinthehills@msn.com">wtrinthehills@msn.com</a>
DIST 3 COMMANDER	STEVEN	STIER	PO BOX 224	ONIDA	SD	57564	222-7837	<a href="mailto:onida_stiers@venturecomm.net">onida_stiers@venturecomm.net</a>
DIST 3 VICE COMMANDER	KORY	MCKINSTRY	34811 SD HWY 26	ORIENT	SD	57467	870-0396	<a href="mailto:maccory@hotmail.com">maccory@hotmail.com</a>
DIST 4 COMMANDER	TED	KIMBALL	514 W. 1ST.	REDFIELD	SD	57469	460-4246	<a href="mailto:tedco454@gmail.com">tedco454@gmail.com</a>
DIST 4 VICE COMMANDER	AARON	GRANT	503 N 3RD ST	GROTON	SD	57445	585-404-1036	<a href="mailto:A.mg006@yahoo.com">A.mg006@yahoo.com</a>
DIST 5 COMMANDER	ARLO	JURRENS	48228 219TH ST	ELKTON	SD	57026	695-8798	<a href="mailto:arlo@centry21gka.com">arlo@centry21gka.com</a>
DIST 5 VICE COMMANDER	PHIL	EGEBERG	46779 212TH ST	BROOKINGS	SD	57006	691-1370	<a href="mailto:egeborg48@gmail.com">egeborg48@gmail.com</a>
DIST 5 VICE COMMANDER	MIKE	KRAFT	10949 425TH AVE	BRITTON	SD	57430	448-8368	<a href="mailto:BBgunMike@gmail.com">BBgunMike@gmail.com</a>
DIST 6 COMMANDER	JAMES	PEKRON	2231 N. KIMBALL ST	MITCHELL	SD	57301	203-0136	<a href="mailto:pekroniim@gmail.com">pekroniim@gmail.com</a>
DIST 6 VICE COMMANDER	RON	FALOR	225 E TRUCK ST	KIMBALL	SD	57355	207-0346	<a href="mailto:ronancy@midstatesd.net">ronancy@midstatesd.net</a>
DIST 6 VICE COMMANDER	JAKE	SALATHE	1459 UTAH AVE SE	HURON	SD	57350	350-8335	<a href="mailto:salathej@gmail.com">salathej@gmail.com</a>
DIST 7 COMMANDER	ANDY	LYNGEN	PO BOX 77	GARRETSON	SD	57030	759-2726	<a href="mailto:andrewlyngen@gmail.com">andrewlyngen@gmail.com</a>
DIST 7 VICE COMMANDER	DALE	HILL	3516 S GRACE CIRCLE	SIOUX FALLS	SD	57103	961-8264	<a href="mailto:ditreefarm@gmail.com">ditreefarm@gmail.com</a>
DIST 7 VICE COMMANDER	LINDA	HESSAA	48096 274TH ST	CANTON	SD	57013	521-0651	<a href="mailto:gramtrannydoc@gmail.com">gramtrannydoc@gmail.com</a>
DIST 8 COMMANDER	STEVE	MUELLER	912 CHESTNUT ST	SPRINGFIELD	SD	57062	661-0694	<a href="mailto:stevemuel195@gmail.com">stevemuel195@gmail.com</a>
DIST 8 VICE COMMANDER	BRENT	FRIER	45752 302ND ST	WAKONDA	SD	57073	670-9409	<a href="mailto:brent_frier@yahoo.com">brent_frier@yahoo.com</a>
DEPT FINANCE OFFICER	KRISMA	DEWITT	55 SUNRISE DR	WATERTOWN	SD	57201	677-8545	<a href="mailto:krismadewitt@gmail.com">krismadewitt@gmail.com</a>
DEPT TRUST FUND CHAIRMAN	JEFF	MERCHANT	19941 GOBBLER RD	SPEARFISH	SD	57785	645-6925	<a href="mailto:jchevy@hotmail.com">jchevy@hotmail.com</a>
SDAL FOUNDATION PRESIDENT	JAMES	KURTZ	25115 485TH AVE	GARRETSON	SD	57030	212-5871	<a href="mailto:jekurtz@alliancecom.net">jekurtz@alliancecom.net</a>
DEPT MEMBERSHIP CHAIRMAN	BILL	PETERS	4400 S RIVER OAKS CIR	SIOUX FALLS	SD	57105	360-6547	<a href="mailto:bpeters0551@gmail.com">bpeters0551@gmail.com</a>
DEPT CHAPLAIN	MIKE	KUMM	4228 FREMAR DR	SIOUX CITY	IA	51104	618-218-2360	<a href="mailto:mikumm@yahoo.com">mikumm@yahoo.com</a>
DEPT JUDGE ADVOCATE	JAY	LEIBEL	45744 238TH ST	MADISON	SD	57042	605-270-9898	<a href="mailto:jay@leibellaw.com">jay@leibellaw.com</a>
DEPT C&Y CHAIRMAN	HARRY	BONER	18057 461ST AVE	CASTLEWOOD	SD	57223	691-4571	<a href="mailto:hb.boner@gmail.com">hb.boner@gmail.com</a>
DEPT SERGEANT AT ARMS	GREG	GEIMAN	410 STAFFORD ST	SCOTLAND	SD	57059	583-4474	<a href="mailto:speedy_82501@yahoo.com">speedy_82501@yahoo.com</a>
DEPT AMERICANISM CHAIRMAN	CAROL	HOWITZ	20116 BEAR RIDGE RD	SPEARFISH	SD	57783	645-3411	<a href="mailto:carol.howitz@gmail.com">carol.howitz@gmail.com</a>
DEPT HISTORIAN	FRED	LEE	520 N LEADALE AVE	SIOUX FALLS	SD	57103	413-9451	<a href="mailto:photofred73@yahoo.com">photofred73@yahoo.com</a>
IMMEDIATE PAST DEPT CMDR	KEVIN	MORELLO	5969 TERRA CT	BLACKHAWK	SD	57718	605-791-5969	<a href="mailto:kmore29442@aol.com">kmore29442@aol.com</a>
DEPT ATHLETIC CHAIRMAN	LYLE	TOLSMA	23807 Anna Ct	RAPID CITY	SD	57702	381-8888	<a href="mailto:lyle.tolsma@gmail.com">lyle.tolsma@gmail.com</a>
BOYS STATE DIRECTOR	DOUG	HARRIS	4913 CHARMWOOD DR.	RAPID CITY	SD	57701	970-231-8556	<a href="mailto:doughnut@gmail.com">doughnut@gmail.com</a>
INTERNAL AFFAIRS CHAIR	BYRON	CALLIES	1332 20TH ST NE	WATERTOWN	SD	57201	868-2804	<a href="mailto:econprof48@hotmail.com">econprof48@hotmail.com</a>
EDUCATION COMMITTEE CHAIR	AARON	GRANT	503 N 3RD ST	GROTON	SD	57445	585-404-1036	<a href="mailto:A.mg006@yahoo.com">A.mg006@yahoo.com</a>
DEPT EMPLOYMENT CHAIR	GREG	DIAS	740 N 8TH ST	SPEARFISH	SD	57783	578-1191	<a href="mailto:gdiass@lawrence.sd.us">gdiass@lawrence.sd.us</a>
DEPT LEGISLATIVE CHAIR	MIKE	MEHLHAFF	2104 ANTELOPE ST	PIERRE	SD	57501	605-988-4488	<a href="mailto:mikemehlthaff@aim.com">mikemehlthaff@aim.com</a>
DEPT NATIONAL SECURITY CHAIR	REGAN	MCCLURKIN	10101 VENTURA LN	SUMMERSET	SD	57718	937-831-1040	<a href="mailto:mcclurkr@hotmail.com">mcclurkr@hotmail.com</a>
DEPT VA&R CHAIRMAN	MATT	PILLAR	105 LAKE AVE S	LAKE PRESTON	SD	57249	696-8260	<a href="mailto:mpillar1@hotmail.com">mpillar1@hotmail.com</a>
VAVS CHAIRMAN	CHAREMON	DUNHAM	21902 416TH AVE	IROQUOIS	SD	57353	605-546-2235	<a href="mailto:dunhamc1@santel.net">dunhamc1@santel.net</a>
SAL LIAISON	CASEY	HANSON	106 N WESTERN AVE	BADGER	SD	57214	530-3168	<a href="mailto:casey_arlpropane@yahoo.com">casey_arlpropane@yahoo.com</a>
LEGION RIDERS LIAISON	FRED	NELSON	19650 MOSSING LN	SPEARFISH	SD	57783	641-7959	<a href="mailto:fred.nelson@live.com">fred.nelson@live.com</a>
SAL COMMANDER	WYATT	REIS	PO BOX 261	BURKE	SD	57523	830-5430	<a href="mailto:reiswi@hotmail.com">reiswi@hotmail.com</a>
SAL NEC	TERRY	HANSON	313 PARK DR	ARLINGTON	SD	57212	695-2235	<a href="mailto:thhunter@valleyfiber.com.net">thhunter@valleyfiber.com.net</a>
SAL ADJUTANT	ROBERT	CONDON	1316 S LYNN AVE	MONTROSE	SD	57048	553-6930	<a href="mailto:sd.sal.adjutant@gmail.com">sd.sal.adjutant@gmail.com</a>

## III. MINIMUM ANNUAL REQUIREMENTS OF A POST

### A. POST DATA REPORT – *Due April 15<sup>th</sup>*

Mailed to all Posts in February with the Up to Now. Complete the form and return to Dept HQ as soon as possible. This form confirms the Post address as well as dues and it is important to return it even if nothing has changed.

### B. CONSOLIDATED POST REPORTS – *Due June 1<sup>st</sup>*

Used to collect data about what the Post conducted that year. The form is mailed to posts in the Up to Now, is on the Department website under forms ([Fillable CPR](#)) or can be accessed on MyLegion. National Headquarters consolidates the data for use by the Commander to report the activities of The American Legion to congress.

### **C. FILE A 990 WITH THE IRS**

Tax-exempt organizations must file an annual information return with the IRS. Form 990 is the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law and compliance. More information is at: <https://www.irs.gov/charities-non-profits/annual-exempt-organization-returns-notice-and-schedules>

### **D. FILE AN ANNUAL REPORT WITH THE SOUTH DAKOTA SECRETARY OF STATE**

The Secretary of State requires filing for corporations, including non-profits, to maintain good standing with the state. Annual Reports have basic information about an organization, such as its principal address, registered agent, and officers. More information can be found at: <https://sosenterprise.sd.gov/BusinessServices/Business/AnnualReportInstr.aspx>

### **E. OFFICER'S CERTIFICATION – *Due following elections***

Required annually to update Dept HQ of the Post's Leadership. Post Adjutants verify the military service records of the officers and committee chairpersons of the Post for that year. Send certification to Dept HQ as soon as elections are complete.

Dept HQ needs to know who the post officers are for the coming year even if they are the same as before. **DO NOT MARK "SAME AS LAST YEAR" complete the whole form.**

## **IV. COMMUNITY & ACHIEVEMENT AWARDS**

The following are Department level awards with several winners sent to National Headquarters to compete nationally. Each Post should select an awardee at the local level and send their nomination to their District for all awards except employment awards, Law Enforcement Officer, and Firefighter of the Year. District Commanders shall select a District winner and send their nomination to the Department based on required timelines for each award. More information on each award and "how-to" instructions are on the Department website under the "FORMS" tab.

### **A. THE AMERICAN LEGION NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS – *November 15<sup>th</sup>***

These are Department level awards and winners are sent to the National for consideration. Nominations are due to Department Headquarters no later than *November 15<sup>th</sup>*. More information is on the Department website. There are nine different awards given by the National Commission:

1. Employer of Veterans Award (small) (company with 50 or fewer employees)
2. Employer of Veterans Award (medium) (company with 51-200 employees)
3. Employer of Veterans Award (large) (company with 201 or more employees)
4. Employment Service Award (LVER) Local Veterans Employment Representative
5. Employment Service Award (DVOP) Disabled Veterans Outreach Program Specialist
6. Employment Service Award (Local office)
7. Employer of Older Workers Award
8. Enhance the Lives of Disabled Person Award
9. Michael Guty Homeless Veterans Out-Reach Award.

### **B. NATIONAL FIREFIGHTER/EMT OF THE YEAR (NFY) – *December 31<sup>st</sup>***

This award recognizes the professionalism and dedication of a firefighter. The Department winner will compete at the National level. Nomination packages cover the period of 1 July to 30 June. Send nominations to Dept HQ by *December 31<sup>st</sup>*.

### **C. DEPARTMENT EMT OF THE YEAR – *December 31<sup>st</sup>***

This award recognizes the professionalism and dedication of an Emergency Medical Technician. Nomination covers the period of 1 July to 30 June. Send nominations to Dept HQ by *December 31<sup>st</sup>*.

### **D. NATIONAL LAW ENFORCEMENT OFFICER OF THE YEAR (NLEOY) - *December 31<sup>st</sup>***

This award recognizes the professionalism and dedication of a law enforcement officer. The Department winner is sent to compete at the National level. Nomination packages cover the period of 1 July to 30 June. Send nominations to Dept HQ by *December 31<sup>st</sup>*.

### **E. EAGLE SCOUT OF THE YEAR – *March 1<sup>st</sup>***

Presented annually at the department convention, more information on the program can be found on the sdlegion.org website under "Programs" & "Scouting." Award applications are due *March 1<sup>st</sup>*.

### **F. EDUCATOR OF THE YEAR AWARD - *10 days prior to Spring District Meeting.***

This department level award recognizes a dedicated and devoted teacher who gives of themselves on behalf of the children of South Dakota. Posts send this award to their District Commander no later than 10 days prior to their Spring District Meeting. District Commanders will ensure their nominees are sent to the Department by May 1st.

#### **G. GOOD SAMARITAN AWARD - 10 days prior to Spring District Meeting.**

This award recognizes individuals or groups who give of themselves to help others. Post must send this award to their District Commander no later than 10 days prior to their Spring District Meeting. District Commanders will ensure their nominees are sent to the Department by May 1st.

#### **H. POST AMERICANISM REPORT/COMPETITION - May 1st**

The following Americanism awards are presented to those outstanding Posts that go “above and beyond” (judged using your submissions on the Post Americanism Report) for their communities:

1. **Period:** Include all activities from April 1st – March 31st. Reports are due to Headquarters by May 1st. The competition criteria and instructions are listed on the Post Americanism Report on page 17 or can be found at:

<https://sdlegion.org/post-adjutant-manual-forms>

2. The competition is broken out into five (5) Post size groups:

1) < 30      2) 31 – 74      3) 75 – 124      4) 125 – 249      5) 250+

- a. **National Americanism Citation** is awarded to every Post that sends in an Americanism Report.
- b. **Golden Eagle Award** is awarded to the Post in each goal size group that submits the best overall Americanism program. This is based on active participation and documentation of those activities.
- c. **Distinguished Service Citation** is awarded to the Post that conducts the most outstanding Americanism and Community Service activities.
- d. **Meritorious Service Citation** is awarded to the runner-up in the department.
- e. **Americanism Officer Of the Year** is awarded to the Post Americanism Officer of the Post that wins the Distinguished Service Citation.

#### **I. WILLIAM LENKER VA&R AWARD FOR EXCELLENCE - May 1st**

This award is open to all posts in the Department regardless of goal size and all posts compete on an equal basis. This award application is available on the department website under forms <https://sdlegion.org/post-adjutant-manual-forms> and is due to headquarters by May 1st. The winning post will be recognized on stage at the Department Convention.

#### **J. OUTSTANDING DISTRICT COMMANDER AWARD (ODCA)**

The District Commander’s duties are broad and difficult. The commander must lead and navigate their district and serve as part of the Department Executive Committee. The District Commander is charged with the oversight of operation of District. The Department Vice-Commanders and Department Adjutant will complete the selection of this award. The winner will be recognized at the Department Convention.

#### **K. SOUTH DAKOTA AMERICAN LEGION PRESS ASSOCIATION (SDALPA) ANNUAL NEWSPAPER CONTEST - two weeks prior to Department Convention.**

Presented annually at the Department Convention, each year SDALPA judges Newsletters or Newspapers produced by Posts. Posts wishing to enter the contest must submit copies of their newsletter/newspaper two weeks prior to the start of the Department Convention.

#### **L. POST HISTORY AWARD - 1pm Friday of Convention.**

There are awards for one-year Post Histories and one-year Post Yearbooks. Information on “how-to” is in the Officer’s Guide and Manual of Ceremonies. Entries are due at the Convention Registration table no later than 1pm on the Friday of the Convention. Certificates are awarded to the winners during the Convention.

#### **M. CHILDREN & YOUTH AWARDS**

National Headquarters recognizes the following Children & Youth Awards. Specific requirements for each award can be found in The American Legion Children & Youth Department Program guide, which is available on the National Website.

- 100% Post Children & Youth Reporting: District Award
- Outstanding Achievement In The Programs Of Children & Youth: Individual Award
- Most Outstanding Post Children & Youth Program: Post Award
- Dedicated Service To Our Nation's Children & Youth: Post Award

## V. SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARD – May 15<sup>th</sup>

### A. THE GOLD BRIGADE

A Legionnaire who recruits **50 or more NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for enrollment in the GOLD BRIGADE. These Legionnaires will receive unique gifts that designate affiliation with the Gold Brigade. Legionnaires enrolled in the Gold Brigade will receive recognition through announcements, publications and during the National Convention. The gifts awarded to a Gold Brigadier will depend on the number of times they have qualified for this award. First-time qualifiers receive the choice of a designer jacket or sweater with the Gold Brigade logo or polo shirt, a cap pin, a Gold Brigade patch for the blue blazer, and Gold Brigade certificate. A multiple time winner receives a Gold Brigade Patch and certificate, a “hash mark” for the jacket sleeve, and the choice of either another designer jacket or a sweater with the Gold Brigade logo or a polo shirt.

### B. THE SILVER BRIGADE

A Legionnaire who recruits **25 to 49 NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for this award. A silver pin and certificate will be awarded.

### C. THE BRONZE BRIGADE

A Legionnaire who recruits **15-24 NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for this award. A bronze pin and certificate will be awarded.

Multiple awards cannot be awarded in the same year. **MUST BE CERTIFIED BY THE DEPT ADJUTANT by MAY 15<sup>th</sup>**.

## VI. MEMBERSHIP AWARDS

**Officer certifications must be completed for a Post to be eligible any membership award.** The Certification of Officers form is in this manual and online at the Dept website. Additionally, to be considered for an award, a Post must have a **minimum of 15 members** for both the current and the previous year. This can be waived by the Department Executive Committee if the Post is in good standing. Route all national awards through Dept. HQ.

### A. TARGET DATE – VETERANS DAY 65% – November 13, 2025

**District Membership Chairman’s Award** – A personalized mug will go to each District Membership Chair who has no “goose egg” Posts and has met at least 75% of their District’s membership goal by the above target date.

**Post Award** – Posts that have met their 2026 membership goal by this target date will receive certificate.

### B. TARGET DATE – NATIONAL MIDWINTER 80% – January 14, 2026

**Special recognition for early Go-Getters** - All Go-Getters who are certified to Dept HQ by their Post Adjutants by this target date will be entitled to attend the Go-Getters reception held at the Midwinter Conference. Each Go-Getter will also receive a Go-Getter star. (Go-Getters Certification Form)

**Post Award** - All Posts with five or more consecutive years at or beyond 90% of goal receive a framed citation at 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 consecutive years with attachments awarded for each intermediate year.

**National Honor Ribbon Award** - Is awarded to Posts whose membership by this target date is equal to or exceeds the total of the last year’s membership.

**Meritorious Service Certificate** – Is awarded for equaling or surpassing its previous all-time high membership by this target date.

**District Commander’s Award** - An award will go to each District Commander whose District has no “goose egg” Posts and the District has enrolled at least 90% of its assigned membership goal by this target date.

**Department Vice Commander’s Award** – An award will go to each Department Vice Commander whose assigned districts have enrolled at least 90% of its assigned membership by this target date.

**C. TARGET DATE – PRESIDENTS DAY 85% – February 11, 2026**

**Dept Commander's Ribbon**– Is awarded to Posts that reach or exceed 100% their membership goal by this date.

**D. TARGET DATE – AMERICAN LEGION BIRTHDAY 90% – March 11, 2026**

**District Membership Award** - A \$200 cash award goes to each District that has enrolled, by this target date, at least 95% of that District's goal. (The money is to be used for a District project, or program.)

**Go-Getter Medallion** - Is awarded to Posts that reach or exceed 100% their membership goal by this date.

**E. TARGET DATE - ARMED FORCES DAY 100% – May 13, 2026**

**Consecutive Years All-Time High Post Award** - Posts with more than five years consecutive all-time high performance will receive a National citation for each year that it continues to register an all-time high.

**F. TARGET DATE – FINAL AWARD – June 1st**

**Department Go-Getter Award** - All Department Go-Getters who are certified to Dept HQ by their Post Adjutants by this target date will be entitled to attend the Go-Getters reception held at the Department Convention. Each Go-Getter also will receive a Go-Getter star. (Go-Getters Certification Form)

**Membership Awards Categories**

Group 1	15-30	Group 4	91-150
Group 2	31-50	Group 5	150-190
Group 3	51-90	Group 6	191 and above

**Post Membership Award**- Posts that meet the following criteria will be entered into a drawing for a \$200 award to be drawn at the Convention. One winner will be selected from each of the above membership categories. Posts will be entered once when they meet all the criteria and one (1) added for every 1% over their goal.

1. Meet the minimum membership requirement of 15
2. Meet or exceed 85% of membership goal by Mid-Winter.
3. Meet or exceed 100% of membership goal June 1, 2026.
4. Meet or exceed 90% retention by June 1, 2026.
5. Submit on time their Post Data Report, Consolidated Post Report and Post Officer Certification.

**Pride Of the Prairie Post Excellence Award** – This recognizes a post in each goal group that completes the following requirements on time; Post Data Report, Consolidated Post Report, Officer Certification, Americanism Report and achieves goal and the highest two-year membership.

## **VII. MEMBERSHIP RENEWAL NOTICE SCHEDULE**

Below is this year's Cutoff Dates and the Renewal Notice mailing schedule. National Target Dates and National Cutoff Dates are not the same thing. **Target Dates** are used to determine eligibility in qualifying for Membership Awards. **Cutoff Dates** are the dates membership data is extracted from the National database for mailing the next renewal notices. If a membership is not processed at National HQ by the Cutoff Date, the member will receive another renewal notice, there is no way to stop it. If you still rely on Dept HQ for processing your dues, you must transmit the dues to Dept HQ with sufficient time to allow processing by Department.

**Dept HQ sends all memberships into National HQ daily when they arrive in the mail using MyLegion.org.**

**CUTOFF DATES**

MAY 14, 2025  
SEPTEMBER 10, 2025  
OCTOBER 15, 2025  
DECEMBER 10, 2025  
FEBRUARY 11, 2026  
APRIL 8, 2026

**RENEWAL MAIL DATES**

JULY 1-8, 2025  
OCTOBER 4-10, 2025  
NOVEMBER 8-14, 2025  
JANUARY 3-9, 2026  
MARCH 1-8, 2026  
MAY 2-8, 2026

## VIII. GO GETTER CERTIFICATION for Mid-Winter

Please send this form to Department by **January 15 for Mid-Winter**

Completed forms can be sent to Dept. HQ by mail or email: [judy@sdlegion.org](mailto:judy@sdlegion.org)

This form is also available online as a fillable pdf form at; <http://www.sdlegion.org/> under the FORMS.

This is the list of go-getters from post no. \_\_\_\_\_ located at \_\_\_\_\_.  
Our 2026 post goal is \_\_\_\_\_. I hereby certify that each go-getter listed below has signed up/renewed the three (3) required new members.

List the name and card # of each go-getter, with the names and card # of each new member signed up by the go-getter, along with the total number of 2026 members signed up by the go-getter.

**\*\*PLEASE DENOTE IF LEGIONNAIRE IS 1<sup>st</sup> TIME GO-GETTER!**

GO-GETTER	2026 CARD#	WHO WEREN'T MEMBERS IN 2025	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

**\*\*PLEASE DENOTE IF LEGIONNAIR IS 1st TIME GO-GETTER!!!!!!**

NOTE: CERTIFY ALL GO-GETTERS PROMPTLY!!!!

SIGNED \_\_\_\_\_

**THIS PAGE INTENTIONALLY LEFT BLANK**

## IX. DEPARTMENT COMMANDER'S CAP PINS

To qualify for the pin, the Post Adjutant must certify awardees by completing this form forwarding it to Dept HQ.

**Only 1 cap pin per member, per year.**

American Legion Post \_\_\_\_\_

Total pins \_\_\_\_\_

The Department Commander will award a Commander's Pin for taking part in the following activities:

- ☐ Local, District, or Department High School Oratorical Contest.
- ☐ Interviewing and choosing a Post's Boys State Delegates or conducts a Boys State Orientation.
- ☐ Interviewing and choosing Youth Trooper Academy participants.
- ☐ Presentation of military rites at a veteran's funeral.
- ☐ Work with American Legion Baseball. – this award is not for going to the game as a spectator.
- ☐ Work with Youth Shooting Sports program
- ☐ Actively takes part in a Post sponsored Scouting program.
- ☐ Signs up ONE NEW MEMBER or reinstates ONE MEMBER whose membership lapsed.
- ☐ Other meritorious service:

\_\_\_\_\_

\_\_\_\_\_

Certified by \_\_\_\_\_ Post Adjutant American Legion Post # \_\_\_\_\_

**THIS PAGE INTENTIONALLY LEFT BLANK**

## X. OFFICER'S CERTIFICATION FORM– Due following elections

Required annually the Certification of Officers is to update Dept HQ of the Post's Leadership. Post Adjutants verify the military service records of the officers and committee chairs for that year. *Send certification to Dept HQ as soon as elections are complete.* Dept HQ needs to know who the post officers are for the coming year even if they are the same as before. **DO NOT MARK "SAME AS LAST YEAR" complete the whole form below.**

POST NUMBER \_\_\_\_\_ TIME AND DATE OF MEETING \_\_\_\_\_

*The Post Commander, Vice Commander, Adjutant and Americanism Officer are required for certification of officers.*

COMMANDER \_\_\_\_\_ LEGION #: \_\_\_\_\_

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

VICE CMDR \_\_\_\_\_ LEGION #: \_\_\_\_\_

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

ADJUTANT \_\_\_\_\_ LEGION #: \_\_\_\_\_

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

AMERICANISM \_\_\_\_\_ LEGION #: \_\_\_\_\_

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

FINANCE OFFICER \_\_\_\_\_ LEGION #: \_\_\_\_\_

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

*I certify that each of the above honorably serviced within the dates required for American Legion membership*

SIGNED \_\_\_\_\_, POST ADJUTANT

**THIS PAGE INTENTIONALLY LEFT BLANK**

## XI. LEGIONNAIRE OF THE YEAR

Each Post is authorized and urged to select a Post Legionnaire of the Year. This selection pays recognition and honor to a good worker. Additionally, by submitting a nomination to the District Commander the Post meets one of the eligibility requirements for the Pride of the Prairie Post Excellence Award.

Post's Legionnaire selection must be submitted to the District Commander at least **15 days prior to the Spring District Meeting**. The District Executive Committee selects one of the Post Legionnaires of the Year as the District Legionnaire of the Year and announces at the District Meeting. Post Commanders ensure the Post Legionnaire of the Year from their Post attends the District Meeting to be recognized.

### RULES FOR THE SELECTION OF A POST LEGIONNAIRE OF THE YEAR

1. The selection is by a majority vote of those present at a regular Post meeting. The selection is based on **service to the Legion & service to the community, state and nation**, during the pervious year.
2. **Barred from consideration for this honor are: Department Officers, all members of the District Executive Committee, Post Commanders, Past Department Commanders.**
3. The District Executive Committee makes its selection only on the record written on the form.  
**NO PERSONAL APPEARANCES ARE PERMITTED.**

The completed form **Report of Election of Post Legionnaire of the Year** is to be submitted to your **district commander** at least 15 days prior to the district Meeting for your district.

**DO NOT SEND TO DEPARTMENT HEADQUARTERS.**

### A. SUGGESTED FORM TO USE FOR SCORING LEGIONNAIRE OF THE YEAR

		MAX	1	2	3	4	5	6	7	8
1	Was the Legionnaire a Go-Getter?	25								
2	Did the Legionnaire hold an elective office?	5								
3	Did Legionnaire hold an appointive office?	5								
4	Did Legionnaire attend at least 50% of scheduled Post functions?	15								
5	Did Legionnaire serve conscientiously on committee assignments?	15								
6	Summarize the role this Legionnaire played in support of Legion Programs	50								
7	Summary of role in support of his/her community, other than Legion Programs	25								
TOTALS		140								

## XII. REPORT OF ELECTION OF POST LEGIONNAIRE OF THE YEAR

*This form is to be submitted to your district commander at least 15 days prior to your spring District Meeting.*

District \_\_\_\_\_ Commander, \_\_\_\_\_ Post No. \_\_\_\_\_, at a regular post meeting held on \_\_\_\_\_ by majority vote, elected Legionnaire \_\_\_\_\_ as Post Legionnaire of the Year. This nomination for District Legionnaire of the Year is based on showing of service to the **Legion** and **Community** **during this past year.**

**BARRED FROM CONSIDERATION FOR LEGIONNAIRE OF THE YEAR ARE:** *All members of the District Executive Committee, Post Commanders, Past Department Commanders, and Chairpersons of Department Legion standing committees in office at the time of selection.*

**NOTE:** In order to make the selection process as fair as possible, do not use the Legionnaire's name in the information when answering the below questions. If needed, use additional sheets of paper for the answers.

1. Was the Legionnaire a Go-Getter? \_\_\_\_\_
2. Did the Legionnaire hold an elective office, and if so, what? \_\_\_\_\_
3. Did the Legionnaire hold an appointive office, and if so what? \_\_\_\_\_
4. Did the Legionnaire attend 50% of scheduled meetings? \_\_\_\_\_
5. Did the Legionnaire serve conscientiously on committee assignments? \_\_\_\_\_
6. Summarize the role this Legionnaire played in support of **Legion Programs**.

---

---

---

---

---

---

---

---

---

---

7. Summarize the role this legionnaire played in support of his/her **community**, other than Legion Programs.

---

---

---

---

---

---

---

---

---

---

DATE \_\_\_\_\_ ATTEST \_\_\_\_\_  
(Post Commander or Adjutant)

**DO NOT SEND TO DEPARTMENT HEADQUARTERS**

*This form is to be submitted to your district commander at least 15 days prior to your spring district Meeting.*

### XIII. POST AMERICANISM REPORT – *(Deadline – May 1<sup>st</sup>)*

Post \_\_\_\_\_ No. \_\_\_\_\_ Year \_\_\_\_\_

Membership at Time of Filing Report \_\_\_\_\_ Location \_\_\_\_\_ District \_\_\_\_\_

**Americanism Officer:** Please fill out this report, indicating your participation, attach any documentation, list the number of participants and mail or email to Department Headquarters **Go to [sdlegion.org](http://sdlegion.org)→Forms→Post Adjutant Manual Forms to find more information on how to complete this form.**

**Rating System:** A maximum of 20 points will be awarded for each program completed. Five points will be awarded if you conduct a program below. In addition, up to 5 points will be awarded for each of the following: 1) a narrative explaining what you did; 2) picture(s); 3) newspaper article(s) or a link showing where your event participation was placed in social media sites such as Facebook/Twitter/Instagram, etc. Documentation and additional information should be attached to this report.

	Conducted Program Included	Documentation Participants	No. Of Awarded	Points
<b>COMMUNITY SERVICE AND SAFETY</b>				
Get out the Vote	_____	_____	_____	_____
Veteran of the Month	_____	_____	_____	_____
Gun Safety	_____	_____	_____	_____
Bicycle Safety	_____	_____	_____	_____
School Safety	_____	_____	_____	_____
Home Safety	_____	_____	_____	_____
Defensive Driving	_____	_____	_____	_____
Water Safety	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

#### EDUCATION ACTIVITIES

American Education Week	_____	_____	_____	_____
Need A Lift?	_____	_____	_____	_____
American Legion School Award	_____	_____	_____	_____
Citizenship Day	_____	_____	_____	_____
Veterans in the Classroom	_____	_____	_____	_____
Patriotic Observances in the School	_____	_____	_____	_____
Educator of the Year	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

#### YOUTH ACTIVITIES

American Legion Baseball	_____	_____	_____	_____
Junior Shooting Sports	_____	_____	_____	_____
American Legion Boys State	_____	_____	_____	_____
High School Oratorical	_____	_____	_____	_____
Boy Scouts of America	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

## PATRIOTIC HOLIDAY PROGRAMS

Arbor Day	_____	_____	_____	_____
Flag Day	_____	_____	_____	_____
Independence Day	_____	_____	_____	_____
Memorial Day	_____	_____	_____	_____
Veterans Day	_____	_____	_____	_____
Patriots Day	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

---

## FLAG EDUCATION

Flags for First Graders	_____	_____	_____	_____
Flag Etiquette	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

---

## SERVICE TO GOD AND COUNTRY

Promote regular public worship	_____	_____	_____	_____
Promote daily family prayer	_____	_____	_____	_____
Promote religious education	_____	_____	_____	_____
Four Chaplains Program	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

---

## COUNTER SUBVERSIVE ACTIVITIES

Counter-terrorism Education	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: \_\_\_\_\_

---

---

Signed (Post Americanism Officer)

## XIV. GO GETTER CERTIFICATION for Convention

Please send this form to Department by **June 1<sup>st</sup> for Convention**

Completed forms can be sent to Dept. HQ by mail or email: [judy@sdlegion.org](mailto:judy@sdlegion.org)

This form is also available online as a fillable pdf form at; <http://www.sdlegion.org/> under the FORMS.

This is the list of go-getters from post no. \_\_\_\_\_ located at \_\_\_\_\_.  
Our 2026 post goal is \_\_\_\_\_. I hereby certify that each go-getter listed below has signed up/renewed the three (3) required new members.

List the name and card # of each go-getter, with the names and card # of each new member signed up by the go-getter, along with the total number of 2026 members signed up by the go-getter.

**\*\*PLEASE DENOTE IF LEGIONNAIRE IS 1<sup>st</sup> TIME GO-GETTER!**

GO-GETTER	2026 CARD#	WHO WEREN'T MEMBERS IN 2025	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2026 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

**\*\*PLEASE DENOTE IF LEGIONNAIR IS 1st TIME GO-GETTER!!!!!!**

NOTE: CERTIFY ALL GO-GETTERS PROMPTLY!!!!

SIGNED \_\_\_\_\_

## XV. Department Convention Delegates and Alternate Credentials

DIRECTIONS: Type or print plainly and if needed, make a copy for your records. Mail the form to Dept HQ, by ten (10) days prior to convention or turn in at the registration desk at the Convention, immediately upon arrival. 2026 membership card numbers are required.

Each Post is entitled to two (2) delegates and two (2) alternates, plus one (1) additional delegate and alternate for each fifty (50) or major fraction thereof, memberships as shown on the books of the Department Adjutant fifteen days prior to the convention. The Constitution provides that each Post choose these delegates by election from its own membership.

The Constitution provides that “the registration fee for each post’s delegate strength, **regardless of attendance**, shall be \$7.00 per delegate payable to the American Legion, Department of South Dakota, in advance of the election at the annual department convention. Department Headquarters shall retain \$2.00 of each delegate registration fee and forward the remaining \$5.00 to the department convention host post to help defray convention costs.” Payment must accompany this form.

Listed below are delegates and alternate delegates from \_\_\_\_\_ Post No. \_\_\_\_\_ elected to represent the Post at the 107th Annual Dept. Convention in Aberdeen SD, June 18-21, 2026.

<u>Delegate Name</u>	<u>Card Number</u>	<u>Alternate Delegate Name</u>	<u>Card Number</u>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	
14.		14.	
15.		15.	
16.		16.	
17.		17.	
18.		18.	
19.		19.	
20.		20.	

Signed \_\_\_\_\_

POST COMMANDER

Signed \_\_\_\_\_

POST ADJUTANT

Duplicate as needed

## XVI. CONTINUOUS YEARS OF MEMBERSHIP AWARD

It is important that members of The American Legion be recognized for their continuous years of membership in the organization. This award provides a unique opportunity for the Post to provide that special recognition to the Legionnaires of the Post who have brought the theme of "Still Serving America" to life.

Posts can purchase 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, or 75-year patches for uniforms or caps through Department Headquarters or National Emblem Sales. The cost of these patches is \$.50 each plus postage.

NOTE: Only available in 5-year increments.

***THE AMERICAN LEGION DEPT. HEADQUARTERS - EMBLEM SUPPLY***  
***PO BOX 67, WATERTOWN, SD 57201-0067***  
***605-886-3604***

### INVOICE

Customer Name  
Address  
City  
Phone

Date  
Order No.  
Rep  
FOB

Qty	Item	Donation	TOTAL
	5 Year star	\$ 0.50	
	10 Year star	\$ 0.50	
	15 Year star	\$ 0.50	
	20 Year star	\$ 0.50	
	25 Year star	\$ 0.50	
	30 Year star	\$ 0.50	
	35 Year star	\$ 0.50	
	40 Year star	\$ 0.50	
	45 Year star	\$ 0.50	
	50 Year star	\$ 0.50	
	55 Year star	\$ 0.50	
	60 Year star	\$ 0.50	
	65 Year star	\$ 0.50	
	70 Year star	\$ 0.50	
	75 Year star	\$ 0.50	
	80 Year star	\$ 0.50	
		SubTotal	
		Shipping	\$ 2.00
		Tax Rate(s)	
		TOTAL	

FAX NO. 605-886-2870

***Thank you for your donation.***

***EVERY DAY IS VETERANS DAY!***

## XVII. READY CALCULATOR FOR AMERICAN LEGION MEMBERSHIP CARDS

Post Adjutant:

Below is the schedule of amounts to go to Department Headquarters with different number of membership cards.

**The amount to send with the listed number of cards at \$43.50 each:**

Number of Cards		Number of Cards		Number of Cards		Number of Cards		Number of Cards	
1	\$43.50	26	\$1,131.00	51	\$2,218.50	76	\$3,306.00	101	\$4,393.50
2	\$87.00	27	\$1,174.50	52	\$2,262.00	77	\$3,349.50	102	\$4,437.00
3	\$130.50	28	\$1,218.00	53	\$2,305.50	78	\$3,393.00	103	\$4,480.50
4	\$174.00	29	\$1,261.50	54	\$2,349.00	79	\$3,436.50	104	\$4,524.00
5	\$217.50	30	\$1,305.00	55	\$2,392.50	80	\$3,480.00	105	\$4,567.50
6	\$261.00	31	\$1,348.50	56	\$2,436.00	81	\$3,523.50	106	\$4,611.00
7	\$304.50	32	\$1,392.00	57	\$2,479.50	82	\$3,567.00	107	\$4,654.50
8	\$348.00	33	\$1,435.50	58	\$2,523.00	83	\$3,610.50	108	\$4,698.00
9	\$391.50	34	\$1,479.00	59	\$2,566.50	84	\$3,654.00	109	\$4,741.50
10	\$435.00	35	\$1,522.50	60	\$2,610.00	85	\$3,697.50	110	\$4,785.00
11	\$478.50	36	\$1,566.00	61	\$2,653.50	86	\$3,741.00	111	\$4,828.50
12	\$522.00	37	\$1,609.50	62	\$2,697.00	87	\$3,784.50	112	\$4,872.00
13	\$565.50	38	\$1,653.00	63	\$2,740.50	88	\$3,828.00	113	\$4,915.50
14	\$609.00	39	\$1,696.50	64	\$2,784.00	89	\$3,871.50	114	\$4,959.00
15	\$652.50	40	\$1,740.00	65	\$2,827.50	90	\$3,915.00	115	\$5,002.50
16	\$696.00	41	\$1,783.50	66	\$2,871.00	91	\$3,958.50	116	\$5,046.00
17	\$739.50	42	\$1,827.00	67	\$2,914.50	92	\$4,002.00	117	\$5,089.50
18	\$783.00	43	\$1,870.50	68	\$2,958.00	93	\$4,045.50	118	\$5,133.00
19	\$826.50	44	\$1,914.00	69	\$3,001.50	94	\$4,089.00	119	\$5,176.50
20	\$870.00	45	\$1,957.50	70	\$3,045.00	95	\$4,132.50	120	\$5,220.00
21	\$913.50	46	\$2,001.00	71	\$3,088.50	96	\$4,176.00	121	\$5,263.50
22	\$957.00	47	\$2,044.50	72	\$3,132.00	97	\$4,219.50	122	\$5,307.00
23	\$1,000.50	48	\$2,088.00	73	\$3,175.50	98	\$4,263.00	123	\$5,350.50
24	\$1,044.00	49	\$2,131.50	74	\$3,219.00	100	\$4,350.00	124	\$5,394.00
25	\$1,087.50	50	\$2,175.00	75	\$3,262.50	100	\$4,350.00	125	\$5,437.50

1. ATTENTION: To complete your membership, please enclose dues remittance of **(\$43.50 per membership card)** in the same envelope with National & Department portion of your membership cards and send them to;

***The American Legion Dept. of SD***

***Department Headquarters***

***PO Box 67***

***Watertown, SD. 57201-0067***

2. **DO NOT SEND ANY MEMBERSHIP TO NATIONAL HEADQUARTERS.**

3. **DO NOT FOLD, STAPLE, OR SEPARATE THE NATIONAL FROM THE DEPARTMENT PORTION OF THE MEMBERSHIP CARDS.**

4. Prompt and regular remittance of membership cards will ensure members getting on mailing lists for Legion publications with a minimum loss of time along with prevention of members getting renewal notices after they have already paid their dues.

5. This \$43.50 goes for these things:

\$23.50 goes to National Headquarters

\$20.00 stays at Department Headquarters

## XVIII. INDEX

AMERICANISM REPORT .....	6	MEMBERSHIP RENEWAL NOTICE SCHEDULE	9
BRONZE BRIGADE .....	7	MINIMUM REQUIREMENTS.....	5
CHILDREN & YOUTH AWARDS .....	7	OFFICER'S CERTIFICATION .....	5, 13
COMMUNITY & ACHIEVEMENT AWARDS .....	5	POST AMERICANISM REPORT .....	17
CONSOLIDATED POST REPORTS.....	5	POST DATA REPORT .....	5
CONTINUOUS YEARS OF MEMBERSHIP		POST HISTORY AWARD .....	7
AWARD .....	21	REPORT OF ELECTION OF POST	
DEPARTMENT COMMANDER'S CAP PINS.....	13	LEGIONNAIRE OF THE YEAR .....	16
DEPARTMENT CONTACT INFORMATION .....	4	SILVER BRIGADE.....	7
DEPARTMENT CONVENTION DELEGATES		SOUTH DAKOTA AMERICAN LEGION PRESS	
AND ALTERNATE CREDENTIALS .....	20	ASSOCIATION NEWSPAPER CONTEST.....	6
EAGLE SCOUT OF THE YEAR.....	6	SPECIAL INDIVIDUAL	
EDUCATOR OF THE YEAR AWARD .....	6	RECOGNITION/ACHIEVEMENT AWARD.....	7
EMT OF THE YEAR.....	5	TARGET DATE – AMERICAN LEGION	
FILE A 990 WITH THE IRS .....	5	BIRTHDAY.....	8
FILE WITH THE SECRETARY OF STATE .....	5	TARGET DATE - ARMED FORCES DAY.....	8
FIREFIGHTER/EMT OF THE YEAR.....	5	TARGET DATE – FINAL AWARD .....	8
GO GETTER CERTIFICATION.....	11, 19	TARGET DATE – NATIONAL MIDWINTER .....	8
GOLD BRIGADE .....	7	TARGET DATE – PRESIDENTS DAY .....	8
GOOD SAMARITAN AWARD .....	6	TARGET DATE – VETERANS DAY.....	7
IMPORTANT DATES.....	3	VETERANS EMPLOYMENT & EDUCATION	
LAW ENFORCEMENT OFFICER OF THE YEAR	6	AWARDS.....	5
LEGIONNAIRE OF THE YEAR .....	15	WILLIAM LENKER VA&R AWARD .....	6
MEMBERSHIP AWARDS.....	7		