

POST ADJUTANT'S MANUAL



Department of
**SOUTH
DAKOTA**

2026-2027

MEMBERSHIP TARGET DATES

EARLY BIRD / NEF KICKOFF	SEPTEMBER 10, 2026 50%
FALL MEETINGS	OCTOBER 14, 2026 55%
VETERANS DAY	NOVEMBER 12, 2026 65%
PEARL HARBOR DAY	DECEMBER 9, 2026 75%
MID-WINTER	JANUARY 13, 2027 80%
PRESIDENT'S DAY	FEBRUARY 10, 2027 85%
LEGION BIRTHDAY	MARCH 10, 2027 90%
CHILDREN & YOUTH	APRIL 14, 2027 95%
ARMED FORCES DAY	MAY 12, 2027 100%

DELEGATE STRENGTH: 30 DAYS PRIOR TO NATIONAL CONVENTION

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I. IMPORTANT DATES

September

- 10 Early Bird Membership Target date 50%
- 19 District 6 Fall Meeting
- 19 District 5 Fall Meeting
- 20 District 4 Fall Meeting
- 26 District 1 Fall Meeting
- 26 District 2 Fall Meeting
- 27 District 3 Fall Meeting

October

- 10 District 7 Fall Meeting
- 11 District 8 Fall Meeting
- 14 Fall Meetings Membership Target date 55%

November

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

December

- 09 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

- 13 Mid-Winter Membership Target date 80%

February

- 1 MidWinter Go-Getter certification due to Department Headquarters from Posts
- 10 President's Day Membership Target date 85%
- 19-21 MidWinter Conference in Oacoma, Cedar Shore

March

- 1 Eagle Scout of the Year applications due to Department Headquarters
- 13 District 4 Spring Meeting
- 14 District 5 Spring Meeting
- 10 Legion Birthday Membership Target date 90%

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

April

- 3 District 6 Spring Meeting
- 3 District 8 Spring Meeting
- 4 District 7 Spring Meeting
- 15 Post Data Reports due to Department Headquarters
- 17 District 2 Spring Meeting
- 17 District 1 Spring Meeting
- 18 District 3 Spring Meeting
- 14 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
- 12 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
- 7 Posts submit Department Convention Delegate and Alternate Delegate Credentials
- 17-20 Department Convention in Sioux Falls, Ramkota
- 19 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

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	BILL	PETERS	4400 S RIVER OAKS CIR	SIoux FALLS	SD	57105	360-6547	bpeters0551@gmail.com
NATIONAL EXEC CMTE	FRED	NELSON	19650 MOSSING LN	SPEARFISH	SD	57783	641-7959	fred.nelson@live.com
ALT NAT. EXEC CMTE	DOUG	FELTMAN	25361 341ST AVE	CHAMBERLAIN	SD	57325	770-4598	doug202@midstatesd.net
DEPT ADJUTANT	CHRIS	VAN DELIST	PO BOX 67	WATERTOWN	SD	57201	886-3604	adjutant@sdlegion.org
DEPT BOOKKEEPER	JUDY	GREENFIELD	PO BOX 67	WATERTOWN	SD	57201	886-3604	judy@sdlegion.org
DEPT YOUTH PROG, EXEC ASST	MARYJO	BONER	PO BOX 67	WATERTOWN	SD	57201	886-3604	maryjo@sdlegion.org
DEPT SERVICE OFFICER	MATT	PILLAR	105 LAKE AVE S	LAKE PRESTON	SD	57249	696-8260	mpillar1@hotmail.com
DEPT VICE COMMANDER 1-3	MARV	TISDALL	623 TANGLEWOOD	BOX ELDER	SD	57719	431-9104	marvintisdall@gmail.com
DEPT VICE COMMANDER 4-8	SHANE	LAMER	46138 252ND ST	HARTFORD	SD	57033	366-9793	shanelamer65@gmail.com
DIST 1 COMMANDER	JACK	FRENCH	19 NICKEL PL	SPEARFISH	SD	57783	920-9023	jackdf2000@yahoo.com
DIST 1 VICE COMMANDER	JIM	CARLSON	14968 224TH St	BOX ELDER	SD	57719	391-2367	cbndude@gmail.com
DIST 1 VICE COMMANDER	CAROL	HOWITZ	20116 BEAR RIDGE RD	SPEARFISH	SD	57783	645-3411	carol.howitz@gmail.com
DIST 2 COMMANDER	RYAN	SKJODAL	327 SAINT PATRICT ST	RAPID CITY	SD	57701	701-535-0620	ryan.skioldal@gmail.com
DIST 2 VICE COMMANDER	RICHARD	DAILY	27909 OLD HWY 79	ORAL	SD	57766	390-4838	dick_daily@hotmail.com
DIST 2 VICE COMMANDER	VACANT							
DIST 3 COMMANDER	GREG	SMITH	34613 299TH ST	BURKE	SD	57523	719-660-4181	mr.gregasmith@hotmail.com
DIST 3 VICE COMMANDER	KORY	MCKINSTRY	34811 SD HWY 26	ORIENT	SD	57467	870-0396	maccory@hotmail.com
DIST 3 VICE COMMANDER	GENE	OPBROEK	2506 5th AVE	SPEARFISH	SD	57783	830-0012	gcopbroek@gmail.com
DIST 4 COMMANDER	BRUCE	BABCOCK	509 E 5th AVE	GROTON	SD	57445	377-0225	blbabcock@att.net
DIST 5 COMMANDER	ARLO	JURRENS	48228 219TH ST	ELKTON	SD	57026	695-8798	arlo@century21gka.com
DIST 5 VICE COMMANDER	PHIL	EGERBERG	46779 212TH ST	BROOKINGS	SD	57006	691-1370	egeberg48@gmail.com
DIST 5 VICE COMMANDER	MIKE	KRAFT	10949 425TH AVE	BRITTON	SD	57430	448-8368	BBgunMike@gmail.com
DIST 6 COMMANDER	RON	FALOR	225 E TRUCK ST	KIMBALL	SD	57355	207-0346	ronancy@midstatesd.net
DIST 6 VICE COMMANDER	JAMES	PEKRON	2231 N. KIMBALL ST	MITCHELL	SD	57301	203-0136	pekronjim@gmail.com
DIST 6 VICE COMMANDER	JAKE	SALATHE	1459 UTAH AVE SE	HURON	SD	57350	350-8335	salathej@gmail.com
DIST 7 COMMANDER	ANDY	LYNGEN	PO BOX 77	GARRETSON	SD	57030	759-2726	andrewlyngen@gmail.com
DIST 7 VICE COMMANDER	DALE	HILL	3516 S GRACE CIRCLE	SIoux FALLS	SD	57103	961-8264	djtreefarm@gmail.com
DIST 7 VICE COMMANDER	LINDA	HESSAA	48096 274TH ST	CANTON	SD	57013	521-0651	gramtrannydoc@gmail.com
DIST 8 COMMANDER	STEVE	MUELLER	912 CHESTNUT ST	SPRINGFIELD	SD	57062	661-0694	stevemuelller195@gmail.com
DIST 8 VICE COMMANDER	BRENT	FRIER	45752 302ND ST	WAKONDA	SD	57073	670-9409	brent.frier@yahoo.com
DIST 8 VICE COMMANDER	VACANT							
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DEPT TRUST FUND CHAIRMAN	JEFF	MERCHANT	19941 GOBBLER RD	SPEARFISH	SD	57785	645-6925	jchevy@hotmail.com
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DEPT MEMBERSHIP CHAIRMAN	BARRY	ANDERS	6312 S BURLOW TRAIL	SIoux FALLS	SD	57106	401-7331	bjandres@outlook.com
DEPT CHAPLAIN	MIKE	KUMM	4228 FREMAR DR	SIoux CITY	IA	51104	618-218-2360	mlkumm@yahoo.com
DEPT JUDGE ADVOCATE	JAY	LEIBEL	45744 238TH ST	MADISON	SD	57042	270-9898	jay@leibellaw.com
DEPT C&Y CHAIRMAN	HARRY	BONER	18057 461ST AVE	CASTLEWOOD	SD	57223	691-4571	hb.boner@gmail.com
DEPT SERGEANT AT ARMS	GREG	GEIMAN	410 STAFFORD ST	SCOTLAND	SD	57059	583-4474	speedy_82501@yahoo.com
DEPT AMERICANISM CHAIRMAN	CAROL	HOWITZ	20116 BEAR RIDGE RD	SPEARFISH	SD	57783	645-3411	carol.howitz@gmail.com
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DEPT ATHLETIC CHAIRMAN	LYLE	TOLSMA	23807 Anna Ct	RAPID CITY	SD	57702	381-8888	lyle.tolsma@gmail.com
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DEPT NAT CEMETERY CHAIRMAN	REGAN	MCCLURKIN	10101 VENTURA LN	SUMMERSET	SD	57718	937-831-1040	mcclurkr@hotmail.com
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DEPT EMPLOYMENT CHAIR	GREG	DIAS	740 N 8TH ST	SPEARFISH	SD	57783	578-1191	gdiass@lawrence.sd.us
DEPT LEGISLATIVE CHAIR	MIKE	MEHLHAFF	2104 ANTELOPE ST	PIERRE	SD	57501	988-4488	mikemehlhaff@aim.com
DEPT NATIONAL SECURITY CHAIR	REGAN	MCCLURKIN	10101 VENTURA LN	SUMMERSET	SD	57718	937-831-1040	mcclurkr@hotmail.com
DEPT VA&R CHAIRMAN	JOHN	BACHMEIR	105 SOUTHEASTERN AVE APT	SIoux FALLS	SD	57103	941-1433	johnbachmeier@gmail.com
VAVS CHAIRMAN	CHRIS	FISCHER	3704 S LEWIS CT	SIoux FALLS	SD	57103	440-2574	fischercurtis05@yahoo.com
SAL LIAISON	CASEY	HANSON	106 N WESTERN AVE	BADGER	SD	57214	530-3168	casey_arlpropane@yahoo.com

III. MINIMUM ANNUAL REQUIREMENTS OF A POST

A. POST DATA REPORT – Due April 15th

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 15st

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. Change to say if online due to national

by July 1

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 15th

These are Department level awards and winners are sent to the National for consideration. Nominations are due to Department Headquarters no later than November 15th. 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 31st

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 31st.

C. DEPARTMENT EMT OF THE YEAR – December 31st

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 31st.

D. NATIONAL LAW ENFORCEMENT OFFICER OF THE YEAR (NLEOY) - December 31st

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 January 1 to December 31. Send nominations to Dept HQ by December 31st.

E. EAGLE SCOUT OF THE YEAR – March 1st

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 1st.

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. 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.

K. 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.

L. 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 15th

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 15th.

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, 2026

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 2027 membership goal by this target date will receive certificate.

A. END OF YEAR- November 13, 2026

National Honor Ribbon Award – Is awarded to posts whose membership for the current membership year (as of Dec. 31) achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year ending.

B. TARGET DATE – NATIONAL MIDWINTER 80% – January 14, 2027

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)

Department 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.

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

C. TARGET DATE – PRESIDENTS DAY 85% – February 11, 2027

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, 2027

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, 2027

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

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, 2026
- SEPTEMBER 10, 2026
- OCTOBER 15, 2026
- DECEMBER 10, 2026
- FEBRUARY 11, 2027
- APRIL 8, 2027

RENEWAL MAIL DATES

- JULY 1-8, 2026
- OCTOBER 4-10, 2026
- NOVEMBER 8-14, 2026
- JANUARY 3-9, 2027
- MARCH 1-8, 2027
- MAY 2-8, 2027

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

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 2027 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 2027 members signed up by the go-getter.

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

GO-GETTER	2027 CARD#	WHO WEREN'T MEMBERS IN 2026	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

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

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

SIGNED _____

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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 # _____

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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

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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								

XIII. POST AMERICANISM REPORT - (Deadline - May 1st)

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→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
COMMUNITY SERVICE AND SAFETY				
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 1st for Convention**

Completed forms can be sent to Dept. HQ by mail or email: 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 2027 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 2027 members signed up by the go-getter.

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

GO-GETTER	2027 CARD#	WHO WEREN'T MEMBERS IN 2026	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2027 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. 2027 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, 2027.

<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. Paper Mailing Opt-Out Form

For Posts Requesting Discontinuation of Paper Mailings from Department Headquarters. Please complete this form if your Post wishes to stop receiving paper mailings from State Headquarters. By submitting this form, the Post acknowledges that future communications and materials may be provided electronically when available.

Post Name/Number: _____

City: _____

Primary Contact Name: _____

Title/Office: _____

Phone: _____

Email Address: _____

Request:

Our Post requests to opt out of paper mailings sent by the American Legion Department of South Dakota State Headquarters.

Our Post understands that important notices, forms, and other communications may instead be only sent by email or made available electronically.

Our Post is responsible for keeping its contact information current with Department Headquarters.

Authorized by: _____

Signature: _____

Date: _____

Effective Date of Opt-Out: _____

Return completed form to Department Headquarters:

American Legion Department of South Dakota

P.O. Box 67

Watertown, SD 57201

Phone: 605-886-3604

Email: hq@sdlegion.org

XIX. Electronic Bill Pay Authorization Form

Please complete this form to authorize the American Legion Department of South Dakota to issue payments to your Post through electronic bill pay. This authorization will remain in effect until updated or revoked in writing by the Post.

Post Name/Number: _____

City: _____

Primary Contact Name: _____

Title/Office: _____

Phone: _____

Email Address: _____

Payee Name: _____

Mailing Address: _____

City, State, ZIP: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Authorization:

Our Post authorizes the American Legion Department of South Dakota to issue payments payable from Department to the Post through electronic bill pay using the payee information listed above.

Our Post certifies that the payee and mailing information provided is accurate and should be used for Department payments.

Our Post understands that any changes to this authorization must be submitted in writing.

Authorized by: _____ **Title:** _____

Signature: _____ **Date:** _____

Return completed form to Department Headquarters:

The American Legion Department of South Dakota

P.O. Box 67

Watertown, SD 57201

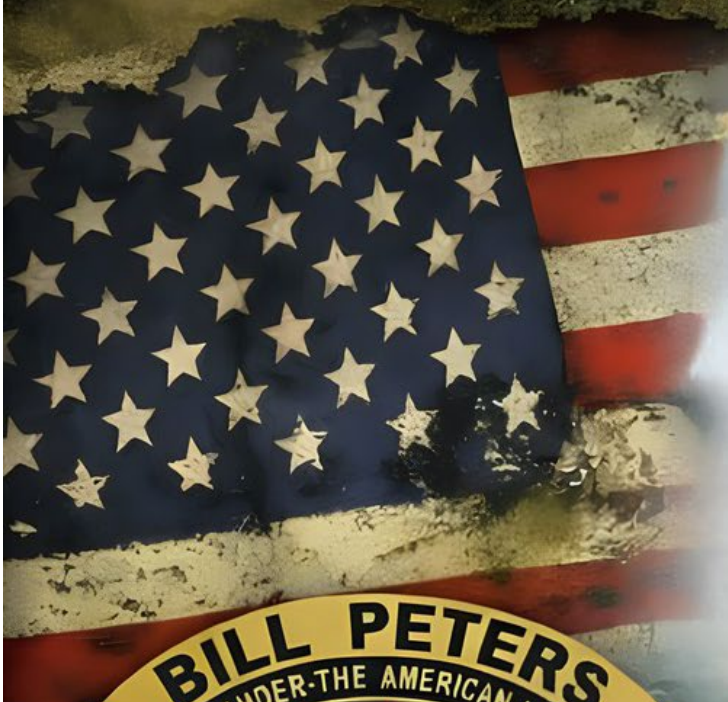
Phone: 605-886-3604

Email: hq@sdlegion.org

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2026-2027



**COMMANDER
BILL PETERS**
T.OGETHER
E.VERYONE
A.CCOMPLISHES
M.ORE