



2024-2025 POST ADJUTANT'S ADMINISTRATIVE & AWARDS MANUAL

Dates listed below are National Target Dates. The Department cut-off dates are listed inside this manual and may be different from the National Target Dates. National Target Dates are established to provide percentage benchmarks for the Departments to use to measure our membership program's progress. Department Target Dates are cutoffs to qualify for Department membership awards.

MEMBERSHIP TARGET DATES

EARLY BIRD/NEF KICKOFF

SEPTEMBER 11, 2024 | 50%

FALL MEETINGS

OCTOBER 16, 2024 | 55%

VETERANS DAY

NOVEMBER 14, 2024 | 65%

PEARL HARBOR DAY

DECEMBER 11, 2024 | 75%

MID-WINTER

JANUARY 15, 2025 | 80%

PRESIDENT'S DAY

FEBRUARY 12, 2025 | 85%

LEGION BIRTHDAY

MARCH 12, 2025 | 90%

CHILDREN & YOUTH

APRIL 9, 2025 | 95%

ARMED FORCES DAY

MAY 14, 2025 | 100%

DELEGATE STRENGTH

30 DAYS PRIOR TO NATIONAL CONVENTION

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IMPORTANT DATES

September

- 11 Early Bird Membership Target date 50%
- 14 District 2 Fall Meeting
- 15 District 1 Fall Meeting
- 28 District 6 Fall Meeting
- 29 District 3 Fall Meeting

October

- 19 District 4 Fall Meeting
- 20 District 5 Fall Meeting
- 16 Fall Meetings Membership Target date 55%
- 26 District 7 Fall Meeting
- 27 District 8 Fall Meeting

November

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

December

- 11 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%
- 21 MidWinter Go-Getter certification due to Department Headquarters from Posts

February

- 14-16 MidWinter Conference in Oacoma
- 12 President's Day Membership Target date 85%

March

- 1 Eagle Scout of the Year applications due to Department Headquarters
- 12 Legion Birthday Membership Target date 90%
- 15 District 3 Spring Convention
- 16 District 6 Spring Convention
- 22 District 5 Spring Convention
- 23 District 4 Spring Convention
- 29 District 8 Spring Convention
- 30 District 7 Spring Convention

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

April

- 5 District 1 Spring Convention
- 6 District 2 Spring Convention
- 15 Post Data Reports due to Department Headquarters
- 9 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
- 14 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 Outstanding Post Adjutant, Post Commander and District Commander Awards due to Headquarters
- 1 SDALPA Newspaper Awards inputs due
- 1 Consolidated Post Reports due
- 4 Posts submit Department Convention Delegate and Alternate Delegate Credentials
- 19-22 Department Convention in Huron
- 21 Post History Awards input due to Convention Registration desk by 1 pm

I. DEPARTMENT CONTACT INFORMATION

Phone Number: **605-866-3604** Email Address: **hq@sdlegion.org**

Mailing Address is:

The American Legion Department of South Dakota

PO Box 67

Watertown, SD 57201-0067

POSITION	FIRST	LAST	ADDRESS	CITY	ST	ZIP	PHONE	EMAIL
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ALT NAT. EXEC CMTE	DOUG	FELTMAN	25361 341ST AVE	CHAMBERLAIN	SD	57325	770-4598	doug202@midstatesd.net
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DEPT SERVICE OFFICER	MATT	PILLAR	105 LAKE AVE S	LAKE PRESTON	SD	57249	471-9711	mpillar1@hotmail.com
DEPT VICE COMMANDER 1-2	BRIAN	DEAN	17 HORSESHOE LANE	SPEARFISH	SD	57783	920-0476	bcharleyd50@gmail.com
DEPT VICE COMMANDER 3-8	KEVIN	HEMPEL	1717 GRANDVIEW DR	WATERTOWN	SD	57201	605-610-5650	krhempel@gmail.com
DIST 1 COMMANDER	MARV	TISDALL	623 TANGLEWOOD	BOX ELDER	SD	57719	431-9104	marvintisdall@gmail.com
DIST 1 VICE COMMANDER	JACK	FRENCH	19 NEICKEL PL	SPEARFISH	SD	57783	920-9023	jackdf2000@yahoo.com
DIST 2 COMMANDER	CHRIS	RENDON	9955 MORNING GLORY CT	SUMMERSET	SD	57718	431-0923	rendon.christopher@yahoo.com
DIST 2 VICE COMMANDER	RICHARD	DAILY	27909 OLD HWY 79	ORAL	SD	57766	605-390-4838	dick_daily@hotmail.com
DIST 2 VICE COMMANDER	DONALD	HONE	PO BOX 705	CUSTER	SD	57730	605-517-0850	wtrinthehills@msn.com
DIST 3 COMMANDER	STEVEN	STIER	PO BOX 224	ONIDA	SD	57564	222-7837	onida_stiers@venturecomm.net
DIST 4 COMMANDER	TED	KIMBALL	514 W. 1ST.	REDFIELD	SD	57469	460-4246	tedco0454@gmail.com
DIST 5 COMMANDER	CLAYTON	NEI	18257 465TH AVE	CASTLEWOOD	SD	57223	237-4322	pandcnei@gmail.com
DIST 5 VICE COMMANDER	ARLO	JJRRENS	48228 219TH ST	ELKTON	SD	57026	695-8798	arlo@centry21gka.com
DIST 5 VICE COMMANDER	MIKE	KRAFT	10949 425TH AVE	BRITTON	SD	57430	448-8368	BBgunMike@gmail.com
DIST 6 COMMANDER	JAMES	PEKRON	2231 N. KIMBALL ST	MITCHELL	SD	57301	203-0136	pekronjim@gmail.com
DIST 6 VICE COMMANDER	RON	FALOR	225 E TRUCK ST	KIMBALL	SD	57355	207-0346	ronancy@midstatesd.net
DIST 6 VICE COMMANDER	JAKE	SALATHE	1459 UTAH AVE SE	HURON	SD	57350	350-8335	salathei@gmail.com
DIST 7 COMMANDER	ANDY	LYNGEN	PO BOX 77	GARRETSON	SD	57030	759-2726	andrewlyngen@gmail.com
DIST 7 VICE COMMANDER	BRIAN	HAVARD	601 E ESSEX AVE	SALEM	SD	57058	471-9711	brianhavard34@gmail.com
DIST 7 VICE COMMANDER	BILL	PETERS	4400 S RIVER OAKS CIR	SIOUX FALLS	SD	57105	360-6547	bpeters0551@gmail.com
DIST 8 COMMANDER	STEVE	MUELLER	912 CHESTNUT ST	SPRINGFIELD	SD	57062	661-0694	stevemueller195@gmail.com
DIST 8 VICE COMMANDER	BRENT	FRIER	45752 302ND ST	WAKONDA	SD	57073	670-9409	brent_frier@yahoo.com
DEPT FINANCE OFFICER	KRISMA	DEWITT	55 SUNRISE DR	WATERTOWN	SD	57201	677-8545	krismadewitt@gmail.com
DEPT TRUST FUND CHAIRMAN	JEFF	MERCHANT	19941 GOBBLER RD	SPEARFISH	SD	57785	645-6925	jchevy@hotmail.com
SDAL FOUNDATION PRESIDENT	JAMES	KURTZ	25115 485TH AVE	GARRETSON	SD	57030	212-5871	jekurtz@alliancecom.net
DEPT MEMBERSHIP CHAIRMAN	BILL	PETERS	4400 S RIVER OAKS CIR	SIOUX FALLS	SD	57105	360-6547	bpeters0551@gmail.com
DEPT CHAPLAIN	MIKE	KUMM	4228 FREMAR DR	SIOUX CITY	IA	51104	618-218-2360	mikum@yaho.com
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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	DAVID	BOOZE	7010 E HIGH MEADOW RD	BLACKHAWK	SD	57718	484-5328	boozedmaverick6@aol.com
DEPT HISTORIAN	FRED	LEE	520 N LEADALE AVE	SIOUX FALLS	SD	57103	413-9451	fotofred4u@q.com
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DEPT ATHLETIC CHAIRMAN	LYLE	TOLSMAN	23807 Anna Ct	RAPID CITY	SD	57702	381-8888	lyle.tolsma@gmail.com
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BOYS STATE TREASURER	DOUG	HARRIS	4913 CHARMWOOD DR.	RAPID CITY	SD	57701	970-231-8556	doughinut@gmail.com
DEPT NAT CEMETERY CHAIR	GLENN	BAHLEY	545 ANTIETEM DR.	BOX ELDER	SD	57719	701-400-3641	
INTERNAL AFFAIRS CHAIR	BYRON	CALLIES	1332 20TH ST NE	WATERTOWN	SD	57201	868-2804	econprof48@hotmail.com
EDUCATION COMMITTEE CHAIR	MIKE	PAULING	13318 SUNSHINE VALLEY RD	PIEDMONT	SD	57769	443-619-2049	michaelpauling@ymail.com
DEPT EMPLOYMENT CHAIR	GREG	DIAS	740 N 8TH ST	SPEARFISH	SD	57783	578-1191	gdias@lawrence.sd.us
DEPT LEGISLATIVE CHAIR	MIKE	MEHLHAFF	2104 ANTELOPE ST	PIERRE	SD	57501	605-988-4488	mikemehlaff@aim.com
DEPT NATIONAL SECURITY CHAIR	REGAN	MCCLURKIN	10101 VENTURA LN	SUMMERSET	SD	57718	937-831-1040	mccclurkr@hotmail.com
DEPT VA&R CHAIRMAN	WARREN	AAS	1113 22ND ST NE	WATERTOWN	SD	57201	886-1956	mgaas@gmail.com
VAVS CHAIRMAN	CHAREMON	DUNHAM	21902 416TH AVE	IROQUOIS	SD	57353	605-546-2235	dunhamc1@santel.net
SAL LIAISON	TERRY	HANSON	313 PARK DR	ARLINGTON	SD	57212	695-2235	thhunter@valleyfibercom.net
LEGION RIDERS LIAISON	FRED	NELSON	19650 MOSSING LN	SPEARFISH	SD	57783	641-7959	fred.nelson@live.com
SAL COMMANDER	SHANE	LAMER	46138 252ND ST	HARTFORD	SD	57033	366-9793	sjlamer@outlook.com
SAL NEC	TERRY	HANSON	313 PARK DR	ARLINGTON	SD	57212	695-2235	thhunter@valleyfibercom.net
SAL ADJUTANT	ROBERT	CONDON	1316 SLYNN AVE	MONTROSE	SD	57048	553-6930	sd.sal.adjutant@gmail.com

II. MINIMUM ANNUAL REQUIREMENTS OF A POST

A. POST DATA REPORT – *Due April 15, 2025*

Post Data Reports are mailed to all Posts in February with the Up To Now. Complete the form and mail to Dept HQ as soon as possible. This form confirms the Post address as well as dues and is very important to return even if nothing has changed.

B. CONSOLIDATED POST REPORTS – *Due June 1, 2025*

The Consolidated Post Report is used to collect data of what the Post has accomplished that year. The form is mailed to posts in the Up To Now, is on the Department website at under forms ([Fillable CPR](#)) or can be accessed on MyLegion. The data is collected at National Headquarters 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

Annually the Secretary of State requires filing for corporations including non-profits, to maintain good standing with the state. Annual Reports contain 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*

Certification of Officers is 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.**

III. COMMUNITY & ACHIEVEMENT AWARDS

The following awards are selected at the Department level with several program winners being forwarded to National Headquarters to compete at that level. Each Post should select an awardee at the local level and forward their nomination to their District for all awards except employment awards, NLEOY, NFY. District Commanders shall select a District winner and forward their nomination to the Department based on required timelines for each award. Additional information on each award and "how-to" instructions can be found on the Department Website under the "FORMS" tab.

A. THE AMERICAN LEGION NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS – *November 15th*

These awards are selected at the Department level and winners are forwarded to the National level. Nominations are due to Department Headquarters no later than *November 15th*. Additional information can be found 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 time period of 1 July to 30 June. Nominations should be submitted directly to Department Headquarters 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 submitted to compete at the National level. Nomination packages cover the time period of 1 July to 30 June. Nominations are submitted directly to Department Headquarters by December 31st.

E. EAGLE SCOUT OF THE YEAR – March 1st

This award is presented annually at the department convention. Additional information on the program can be found on the sdlegion.org website under programs. The award application is also found in the Scouting program on the website. Award applications are due March 1st.

F. SOUTH DAKOTA AMERICAN LEGION EDUCATOR OF THE YEAR AWARD - 10 days prior to Spring District Convention.

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

G. SOUTH DAKOTA AMERICAN LEGION GOOD SAMARITAN AWARD - 10 days prior to Spring District Convention.

This award recognizes individuals or groups who give of themselves to help others. Post must submit this award to their District Commander no later than 10 days prior to their Spring District Convention. District Commanders are responsible for ensuring their nominees are forwarded to the Department by May 1st.

H. POST AMERICANISM REPORT/COMPETITION – May 1st

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

1. **Timeframe:** Include all activities from April 1st – March 31st. Reports are due to Headquarters May 1st.

The competition criteria required for any of these groups is listed on the Post Americanism Report (below). The Post Americanism report can also be found at the following link: <https://www.sdlegion.org/post-adjutant-manual-forms/>. There is an instruction sheet (ONLINE) to explain each section of the report in order to help you properly complete the document.

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

1) 15 – 45 2) 46 – 74 3) 75 – 124 4) 125 – 350 5) 351+

- a. **Annual Americanism Citation** Every Post that submits an Americanism form will receive a certificate from National.
- 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 in each department that conducts the most outstanding Americanism and Community Service activity.
- d. **Meritorious Service Citation** is awarded to the runner-up in each 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

All posts do great things to support veterans and rehabilitation. 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 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 selection of this award will be completed by the Department Vice-Commanders and Department Adjutant. Winner will be recognized at the annual Department Convention.

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

Each year SDALPA judges Newsletters or Newspapers produced by Posts. The award is presented annually at the

Department Convention. Posts wishing to enter the contest must submit copies of their newsletter/newspaper **two weeks** prior to the start of the Department Convention. Additional information can be found on the Department website under publications/SD Legion Press Association.

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” can be found in the Officer’s Guide and Manual of Ceremonies. Entry forms may be found on the Department website under “Forms”. Entries are due at the Convention Registration table no later than **1pm the Friday of Convention**. Plaques will be awarded to the winners during Convention.

M. CHILDREN & YOUTH AWARDS

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

- 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

IV. 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 be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special announcements in THE DISPATCH and in special articles in other publications. The National Commander will recognize members of the Gold Brigade during the National Convention. The gifts awarded to a Gold Brigadier will depend on the number of times they have qualified for this award. The first-time qualifier for the Gold Brigade will receive a choice of a designer jacket or sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch for the blue blazer, and Gold Brigade certificate. A second, third or fourth time winner will receive 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 on the left breast 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, 2025.**

V. MEMBERSHIP AWARDS

Officer certifications must be completed for a Post to be eligible any 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 14, 2025

Recruiter Award – A Legionnaire who recruits a new 2025 member by November 14th will have their name entered into a drawing. The winner from each district will receive a personalized coffee mug. The recruiter's name will be entered into the drawing one time for each new member recruited. Post adjutant or membership chairman will report the names of the recruiters to Dept HQ for all new members recruited. If member and recruiters’ names are not forwarded by November 30th, the recruiter’s name will not be in the drawing.

District Membership Chairman's Award – A personalized coffee mug will go to each District Membership Chairman who has no “goose egg” Posts and has enrolled at least 75 percent of his/her District's 2025 membership goal by the above target date.

Post Award – A certificate will be awarded to Posts that have met their 2025 membership goal by this target date.

B. TARGET DATE – NATIONAL MIDWINTER 80% – January 15, 2025

Special recognition for early Go-Getters - All Department Go-Getters who are certified to Department Headquarters 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 also will receive a Go-Getter star. (Go-Getters Certification Form)

Post Award - A special award will go to all Posts with five or more consecutive years at or beyond 90 percent of goal. Plaques and framed citations will be awarded for 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 consecutive years with attachments awarded for each intermediate year.

National Honor Ribbon Award - A Post honor ribbon will be awarded to all Posts whose 2025 membership by this target date is equal to or exceeds the total 2024 membership.

Meritorious Service Certificate - A Post will receive a certificate of meritorious service 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 percent of its assigned 2025 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 percent of its assigned 2025 membership by this target date.

C. TARGET DATE – PRESIDENTS DAY 85% – February 12, 2025

Post Award – A Commander's ribbon will be presented to every Post that has reached 100% of its 2025 membership goal by this date.

D. TARGET DATE – AMERICAN LEGION BIRTHDAY 90% – March 12, 2025

District Membership Award - A \$200 cash award will go to each District that has enrolled, by this target date for 2025, at least 95% of that District's goal. (The money is to be used for a District project, program, or even as directed by the District Executive Committee.)

Post Go-Getter Medallion - Each Post that reaches or exceeds 95 percent of its assigned 2025 membership goal by The American Legion Birthday Target Date will receive a Post Go-Getter Medallion.

E. TARGET DATE - ARMED FORCES DAY 100% – May 14, 2025

District Commander's Award - Every District Commander with a 2025 District membership by this target date that equals or exceeds that District's membership at the 2025 Department Convention delegate strength target date will receive an award from the Department Commander.

Consecutive Years All-Time High Post Award - A citation will be awarded to each Post that has five or more Consecutive years at all-time high membership by this target date. Posts with more than five years consecutive all-time high performance will receive a citation from National Headquarters for each year that it continues to register an all-time high.

F. TARGET DATE – FINAL AWARD – June 1, 2025

Department Go-Getter Award - All Department Go-Getters who are certified to Department Headquarters 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)

Special Go-Getter– Those who recruit 25, 50, 75, or 100 members are eligible for special recognition.

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

Individual Recruiter Award (2nd Half of the Year)- Legionnaires who recruit a new 2025 member starting November 15th will be entered into a drawing. A winner from each of the above categories will be selected to receive \$50. Recruiters will be entered into the drawing one time for each new member recruited. The Post Adjutant or Membership Chair will report the names of the recruiters along with the name of the new member to Dept HQ by Friday, June 1st, 2024.

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 one time when they meet all the criteria and one (1) additional time 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, 2025.
4. Meet or exceed 90% retention by June 1, 2025.
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, Submit a Legionnaire of the Year package to their District Commander, and Achieves goal and the highest two-year membership

VI. MEMBERSHIP RENEWAL NOTICE SCHEDULE

At times members contact the Post or Department Headquarters asking why they have received a Renewal Notice from National Headquarters when they already paid their current year's membership dues. It is usually a case of crossing in the mail. Below is the 2025 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.

Remember that if you still rely on Department Headquarters for processing your dues, you must transmit the dues to Department Headquarters with sufficient time to allow processing by Department.

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

CUTOFF DATES

MAY 15, 2024
SEPTEMBER 11, 2024
OCTOBER 16, 2024
DECEMBER 11, 2024
FEBRUARY 12, 2025
APRIL 9, 2025

RENEWAL MAIL DATES

JULY 1-8, 2024
OCTOBER 5-11, 2024
NOVEMBER 9-15, 2024
JANUARY 4-10, 2025
MARCH 1-7, 2025
MAY 3-9, 2025

This information is also in the Post Adjutant's Manual produced annually by The National Headquarters Staff. Assistance is always available from your Department Headquarters or your Department Membership Chairman.

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VII. GO GETTER CERTIFICATION

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 2025 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 2025 members signed up by the go-getter.

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

GO-GETTER	2025 CARD#	WHO WEREN'T MEMBERS IN 2024	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

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

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

SIGNED _____

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VIII. 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 2025 MEMBER or reinstates ONE MEMBER whose membership lapsed.
- Other meritorious service:

Certified by _____ Post Adjutant American Legion Post # _____

IX. 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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X. 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 Convention**. 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 Convention. Post Commanders ensure the Post Legionnaire of the Year from their Post attends the District Convention 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 convention 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. 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)

(Effective June 2, 2011)
(This is the official Americanism Report Form and all other Americanism Report Forms are void)

XIII. GO GETTER CERTIFICATION

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 2025 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 2025 members signed up by the go-getter.

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

GO-GETTER	2025 CARD#	WHO WEREN'T MEMBERS IN 2024	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2025 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

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

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

SIGNED _____

XIV. Department Convention Delegates and Alternate Credentials

DIRECTIONS: Type or print plainly and if needed, make a copy for your records. Mail the form to reach Dept HQ, by June 4th, 2025 or turn in at the registration desk at the Convention, immediately upon arrival. 2025 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, or this year on June 4th, 2025. 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 105th Annual Dept. Convention in Huron SD, June 19-22, 2025.

<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

XV. 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!

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