



THE NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS

The first American Legion Veterans Employment and Education Commission Award was established in 1947, and recognized individuals across the country who had established outstanding records in the employment and retention of workers with disabilities. Since that time, categories were added to the current nine award programs.

The Veterans Employment and Education Commission is striving to award all possible pending awards that are available to The American Legion. We implore all departments to continue to submit award nominations for the awards with the hope that we receive all 400 + possible nominations. We are striving to reach 100% participation in this program.

1. EMPLOYER OF VETERANS AWARD - (SMALL)
2. EMPLOYER OF VETERANS AWARD - (MEDIUM)
3. EMPLOYER OF VETERANS AWARD - (LARGE)
4. EMPLOYMENT SERVICE AWARD - (DVOP)
5. EMPLOYMENT SERVICE AWARD - (LVER)
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 OUTREACH AWARD

To be considered for the National Award, the deadline for submittals to the Veterans Employment and Education Commission in Washington, DC is **January 15, of the following year**. Example: To be nominated for the 2017 awards the nomination must be in by January 15, 2018.

It is important that the department winners are submitted by this time to ensure that they are considered for the national award to be delivered at the annual National Convention. **Each of the national winners receives a stipend to help defray the cost of their representative's travel to the convention city to accept the award.**

We ask that you submit written correspondence, or fax, or send an electronic scanned copy in the form of an e-mail to our national headquarters office. Please title your letter '[Title] Awards- [Department name]'.

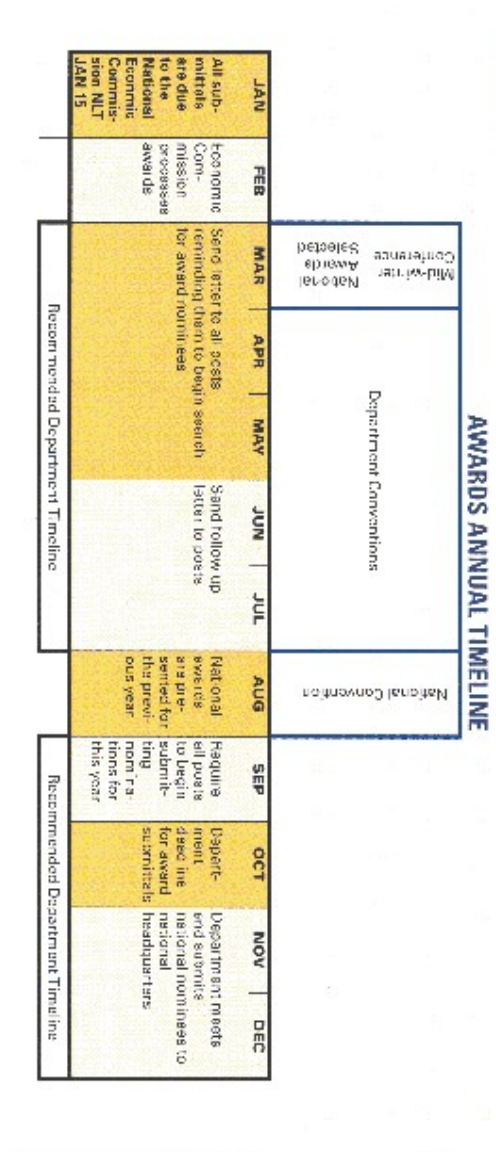
All entries must be accompanied by an official nomination form (see the following pages) and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION
1608 K STREET NW
WASHINGTON, DC 20006

OR FAX TO 202.861.0404
OR E-MAIL A SCANNED COPY
VE&E@LEGION.ORG

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BELOW IS A RECOMMENDED TIMELINE THAT EACH DEPARTMENT SHOULD FOLLOW



1. SEPTEMBER
 - Departments require all posts to begin submitting nominations for the current year
2. OCTOBER
 - **Departments Set a Deadline for Submittals from their posts**
3. NOVEMBER - DECEMBER
 - **Departments meet and submit national nominees to National Headquarters**
4. JANUARY
 - **ALL SUBMITTALS FOR CONSIDERATION FOR THE NATIONAL AWARD ARE DUE NO LATER THAN**

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**JANUARY 15 TO THE NATIONAL VETERANS EMPLOYMENT
AND EDUCATION COMMISSION**

5. FEBRUARY
 - Veterans Employment and Education Commission processes awards
6. MARCH
 - Veterans Employment and Education Commission Award Subcommittee meets and selects award winners
7. APRIL - MAY
 - Departments should send a letter to all the posts reminding them to begin the search for award nominees for the next year (current calendar year)
8. JUNE - JULY
 - Departments should send a follow-up letter to their posts
9. AUGUST
 - National Awards are presented for the previous year at the National Convention



THE EMPLOYER OF VETERANS AWARD

Information Sheet

History: The Veterans Employment and Education Commission expanded its Employer Awards Program in 1969 when it created an award category for employers of veterans. Originally, departments were permitted to submit one nomination each for a large and a small employer of veterans. In 1992, the number of awards for employers of veterans was increased. Today, departments may submit a total of 3 nominations for this category for national consideration.

- **One** nomination for a small company with 50 or fewer employees
- **One** nomination for a medium sized company with workforces of 51 to 200
- **One** nomination for a large company with 201 or more employees

National Awards: These awards, one in each of the three employers of veterans size categories, are presented at the National Convention. In order to be eligible for the Employer of Veterans Awards, nominees must meet the following criteria:

- 1) At least 10 percent of the nominee's workforce must be veterans.
- 2) The nominee must have been in business for at least five years.
- 3) The nominee cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

A department that submits a nomination for an employer of veterans that does not meet the above criteria will receive a plaque for presentation. However, that nominee **will not** be eligible for a national award.

Selections of the Employer of Veterans Awards are made by the Veterans Employment & Education Commission Award Subcommittee, which meets during the annual Washington Conference.

The purpose of Award: To confer recognition on one small, one medium and one large employer in each state for outstanding records in the hiring and retention of veterans.

Deadline: The deadline for submission of nominations of employers of veterans is no later than January 15th. Nominations received after that date will not be eligible for consideration for the national award.

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Procedure: Nominations from posts, or sources outside the Legion, must be sent to department headquarters. The department then selects **one** nominee each in the small, medium and large employer categories and sends the nomination forms and supporting information for the winning employers to the National Employment and Education Commission. Those nomination forms must be signed by either the department adjutant or department employment chairman. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all three employer size categories, follows. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the Annual National convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.



THE EMPLOYER OF VETERANS AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Employer's Size: (check one)

_____ **Small (50 or fewer employees)**

_____ **Medium (51-200 employees)**

_____ **Large (201 or more employees)**

Posts submit nominations to their Departments for consideration. Departments select one nomination per employer size category and submit those nominations to National Headquarters. The Veterans Employment and Education Commission will provide a plaque for each nominee. During the Washington Conference, the Employment and Education Award Subcommittee reviews all eligible nominations in the three size categories and selects a winner in each category. The three winners are then invited to send their representatives to the National Convention to receive the Employer of Veterans Awards. In order to be eligible for the national awards, the nominee must meet the following criteria:

- 1) At least 10 percent of the employer's workforce must be veterans.
- 2) The employer must have been in business for at least five years.
- 3) The employer cannot restrict employment to veterans only.
- 4) The nominee must be a private sector employer. In other words, the nominee cannot be a city, state or federal employer.

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company: _____

2. Business address: _____

3. Name and title of the company's contact person: _____

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4. Contact person's telephone number: _____
5. Is the employer a branch or subsidiary? _____ If yes, what is the name and address of the parent company?

6. Date the company, or branch, was established: _____
7. Average number of employees over the past five years: _____
8. Is the company's business seasonal? _____ If yes, how many employees are full-time? _____ How many are part-time? _____
9. Total number of employees: _____ Number of veterans: _____ Percentage of veterans: _____
10. Total hires last year: _____ Number of veterans: _____ Percentage of veterans: _____

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Veterans Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community, and any other reasons why the nominee should be selected to be the Employer of Veterans Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

Name, title, address, and daytime telephone number of the person making the nomination:

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____



THE EMPLOYMENT SERVICE AWARDS

Information Sheet

History: In 1990, a resolution established a national awards program to recognize outstanding Employment Service (ES) offices and employees.

Both the Employment and Education Commission and the Internal Affairs Commission's Trophies and Awards Subcommittee conducted extensive studies and both recommended approval and referred the resolution to the National Executive Committee for final approval. The NEC unanimously approved the resolution at its spring 1992 meeting.

Purpose: The purpose of the ES awards program is to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP), and one local Employment Service (ES) office. LVERs, DVOPs, and the ES office provide job counseling, testing and placement assistance to unemployed and underemployed veterans.

Deadline: The deadline for submission of nominations for the ES office is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts, ES employees or other sources must be sent to department headquarters. The department then selects **one** nominee each in the LVER, DVOP, and ES Office categories, and sends the winning nominations with their supporting information to the Employment and Education Commission. Either the department adjutant or department employment chairman must sign those nominations. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form, which is the same for all the ES office categories, follows. Additional copies may also be obtained by writing or calling the Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org.

Award: The commission provides free plaques to each Department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through

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**THE VETERANS EMPLOYMENT AND EDUCATION
COMMISSION
EMPLOYMENT SERVICE AWARD**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category: Employment Service Local Office Award

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

1. Total applicants available: _____

2. Applicants entered employment: _____

3. Percent of total applicants entered employment: _____

4. Total veteran applicants available: _____

5. Total veterans entered employment: _____

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6. Percent of total veterans entered employment: _____
7. Total disabled veteran applicants available: _____
8. Disabled veterans entered employment: _____
9. Percent of disabled veterans entered employment: _____

Please use the space below to document the following: Management support; Community relations; Involvement with American Legion programs, including Employer Awards Program

You are encouraged to provide your annual office performance measures. You may add up to one page of supporting data on any subject above.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community and any other reasons why the nominee should be selected to be the Employer Service Award winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

THE EMPLOYMENT AND EDUCATION COMMISSION EMPLOYMENT SERVICE AWARD

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**THE VETERANS EMPLOYMENT AND EDUCATION
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EMPLOYMENT SERVICE AWARDS**

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Award Category (circle one): LVER DVOP

Name and title of nominee: _____

Address: _____

Daytime telephone number: _____

Office manager's name: _____

Name and title of nominator: _____

Address: _____

Daytime telephone number: _____

Nominator's signature: _____

Veteran Placement Activity (Annual Figures):

1. Veterans placed in full-time employment: _____

2. Veterans placed as a result of job development: _____

3. Disabled veterans entered employment: _____

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4. Please document the following: Support of American Legion programs, including Employer Awards; Leadership activities; Community service; Special achievements; Use of technological innovations (E-mail, Internet, etc.):

You may add up to two pages of supporting data on any subject above.

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employment Service Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community and any other reasons why the nominee should be selected to be the National Employment Service Award winner.

Nominations by Posts and individuals must be sent to Department headquarters as soon as possible so that the Department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

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THE EMPLOYER OF OLDER WORKERS AWARD

Information Sheet

History: In 1958, the Veterans Employment and Education Commission expanded its Employer Awards Program by creating an award for employers of older workers. Because the commission saw older workers as a valuable economic resource of proven skills, stability and experience, it wanted to encourage employers to hire and retain older workers in the workforce. National “Employ the Older Worker Week” was established by The American Legion and is observed during the last full week of each September.

The Veterans Employment and Education Commission believes that this particular award category will become increasingly important over the next few years. Several major studies have concluded that as we move through the twenty-first century there will be fewer young people entering the labor market. As a result, it will be necessary for employers to encourage older workers to stay in the labor force.

The purpose of Award: To confer recognition on one employer in each state for an outstanding record in the hiring and retention of older workers.

Deadline: The deadline for submission of nominations of Employer of Older Workers is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts or other sources must be sent to department headquarters. The department then selects **one** nominee and sends the winning nominations with their supporting information to the Veterans Employment and Education Commission. Either the department adjutant or department employment chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org.

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through

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THE EMPLOYER OF OLDER WORKERS AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Please print or type information

1. Exact name of company: _____
2. Business address: _____
3. Name and title of the company's contact person: _____
4. Contact person's telephone number: _____
5. Type of business: _____
6. **Total employees: _____ Employees over 55: _____ Employee 55 years old with 5 years or more: _____ Numbers of hires last year over 55: _____ Number of employees age 55 or greater who are veterans _____**
7. Attach additional pages of reasons why you feel this nominee should receive this year's Employer of Older Workers Award. Include a brief summary of the company's policies and records that qualify it, such as hiring, promotion, retention, and affirmative employment policies.
8. Name, title and daytime telephone number of the person making the nomination:

Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Employer of Older Workers Awards. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community and any other reasons why the nominee should be selected to be the Employer of Older Workers Award winner.

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

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All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____

THE EMPLOYER OF OLDER WORKERS AWARD

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AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS

Information Sheet

Purpose: The purpose of the National Organization on Disability (NOD) Awards competition is to confer national recognition on organizations, such as The American Legion, for their involvement in enhancing the lives of disabled persons by providing opportunities for their participation in community activities. Any Legion project or program that improves the quality of life for disabled persons will be considered.

History: Since 1987, American Legion posts have competed for prizes through the Awards Program. NOD will continue to award certificates to the winners, and all nominees and their departments will receive American Legion citations of appreciation.

Criteria: All entries must be accompanied by an official nomination form (see the following page) and must not be longer than two pages of narrative. Supporting documents, which may also be submitted with the nomination, must not exceed ten pages.

Deadline: The deadline for submission of nominations of the Award to Enhance the Lives of Disabled Persons is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award.

Procedure: Nominations from posts or other sources must be sent to department headquarters. The department then selects **one** nominee and sends the winning nominations with their supporting information to the Veterans Employment and Education Commission. Either the department adjutant or department employment chairman must sign the nomination. Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their

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other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.

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AWARD TO ENHANCE THE LIVES OF DISABLED PERSONS

Nomination Form

The National Organization on Disability awards certificates to organizations that significantly improve the ability of persons with disabilities to participate in the public life of the community. The purpose of that program is to confer national recognition on private sector organizations, like The American Legion, for their efforts to enhance the lives of disabled persons.

The American Legion Department of: _____ Date: _____

The American Legion Post's name and number: _____

Post's name, number, address and telephone number:

Post's membership: _____ How many members worked on this project? _____

Name and daytime telephone number of the Post's Commander:

Name, title, address and daytime telephone number of the person making the nomination:

Describe what your nominee has done that makes that American Legion post or employer worthy of one of this award. What special accommodations have you included for your workforce? What specific project has that post or employer instituted that enhances the lives of disabled persons by helping them to participate in community activities? Was this solely a post project or were other community organizations involved? What tangible assets were involved in your nominee's project (e.g., volunteer hours, funds, etc.)? What measurable impact, if any, has your nominee's project had on the community as a whole? What measurable impact on disabled veterans, if any? Please limit your written narrative to two pages.

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Only those nominations that include adequate documentation on the nominee's employment practices concerning veterans will be considered for the National Award to Enhance the Lives of Disabled Persons. The nominator should provide a copy of the company's written policy on employment of veterans if available, a description of how the employer supports veterans' activities in the community and any other reasons why the nominee should be selected to be the National Award to Enhance the Lives of Disabled Persons winner.

Nominations by Posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____



**NOMINATION TO ENHANCE THE LIVES OF THE DISABLED
AWARD CONTINUED**

Legion Post's name and number: _____

PLEASE PRINT OR TYPE INFORMATION

1. Exact name of company or firm: _____
2. Business address: _____

3. Name and title of company's contact person: _____
4. Telephone number: _____
5. Type of business: _____
6. Total employees: _____ Disabled employees _____

THE NOMINEE SHOULD BE A COMPANY OR FIRM, NOT AN INDIVIDUAL

7 Give reasons why you feel this nominee should receive this year's award to enhance the lives of the Disabled. Include a brief summary of the company's policies and records, which qualify it, such as hiring, promotion, retention, and affirmative employment policies. Attach additional pages if necessary.

8 Please print clearly the exact name and address of nominated firm

FIRM NAME: _____

CITY & STATE: _____

Nomination submitted by: _____ Date: _____

Title: _____ Telephone No.: _____

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MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Information Sheet

In January of 2003, the Veterans Employment and Education Commission requested that each department appoints a Homeless Veterans Task Force chairman, who should coordinate the department's activities and report on them to the department adjutant and to the Veterans Employment and Education division at least once a year.

The Homeless Veterans Outreach Award, instituted in 2005, recognizes departments for their activities toward eliminating homelessness among veterans and prevention of future homeless veterans.

Deadline: The deadline for submission of nominations for this outreach award is no later than **January 15th**. Nominations received after that date will not be eligible for consideration for the national award

Criteria: This award will be given to The American Legion department that demonstrates American Legion family involvement in homeless veteran initiatives that show outstanding support for activity in any or all of these areas: **volunteerism, prevention, supportive housing, advocacy, and fundraising.**

Have you appointed a Homeless Veterans Task Force chairman? Does he/she have a committee? How often do they meet? Are your members working with the Sons of The American Legion? The American Legion Auxiliary? Are they working with agencies within the Departments of Defense, Labor, and Veterans Affairs? Are they working with local and county agencies, shelters, and faith-based and community-based organizations?

Tell us how many of your members are involved in your programs. Do programs operate year round or once a year? How are your activities organized?

Please tell us in narrative form what you are doing toward the goal of ending homelessness among veterans.

The Homeless Veterans Task Force executive committee will review the reports during Washington Conference, and the winner chosen by the Veterans Employment and Education Commission Awards Subcommittee.

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Procedure: Nominations that arrive without supporting information **will not** be eligible for the national awards.

Nomination Form: A copy of the official nomination form will follow. Additional copies may also be obtained by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700, or online at VE&E@legion.org

Award: The commission provides free plaques to each department that submits nominations. It is recommended, however, that posts and departments recognize their other nominees with plaques or awards that can be purchased for a nominal cost through Emblem Sales. The National Winner will receive a large plaque to be presented by the National Commander at the annual National Convention and will receive a stipend to help defray the cost of their representative's travel to the convention city to accept the award.



MICHAEL GUTY HOMELESS VETERANS OUTREACH AWARD

Nomination Form

The American Legion Department of: _____ Date: _____

Entry Check List:

- 1,500 Words, typed and available in MS Word format
- Provide general program information: Program title, contact name, and information, short program description, a list of other organizations involved in this program, annual budget.
- Define program objectives and how this is a Legion Family effort
- Identify the number of homeless veterans in your community, list stand-down activity, community providers you work with, and fundraising efforts.
- Outline program success & impact
- Include articles/pictures
- Completed cover sheet

Nominations by posts and individuals must be sent to department headquarters as soon as possible so that the department will have time to review all nominations received and make the selection of its winners.

All nominations from departments must arrive at National Headquarters on or before January 15th. Either the department adjutant or department employment chairman must approve this nomination.

Approved Signature: _____ Date: _____

Circle One: Department Adjutant Department Employment Chairman

Desired presentation date at Department Convention: _____