



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
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April 16, 2018

TO: DISTRICT CHAIRMEN

RE: CERTIFICATES OF MERIT

Certain Department Chairmen award **CERTIFICATES OF MERIT** to Units, based on the Unit annual report. **Your** Department Chairman will be awarding these Certificates of Merit this year, and she is in need of your help. She needs your **recommendations** to make her selections from.

GUIDELINES FOR SELECTING CERTIFICATE OF MERIT RECOMMENDATIONS

1. Review the copies of all the Unit annual reports you have received.
2. You may choose up to a maximum of 25 reports to be recommended based on the following:
 - a. 5 reports from Units with membership of 50 or under
 - b. 5 reports from Units with membership of 51-100
 - c. 5 reports from Units with membership of 101-200
 - d. 5 reports from Units with membership of 201 and up.
 - 1) 5 reports regardless of membership, if warranted. These 5 regardless of membership are not mandatory and are selected by you only because you feel there are additional reports in a classification that should be considered for a Certificate of Merit.
3. Using the special form enclosed, list the Units you have recommended. Make a copy is for your records.
4. **ATTACH THE REPORT FORM FOR EACH UNIT YOU HAVE RECOMMENDED to the form on which you have listed your recommendations.**
5. **Return both the list and the Unit report forms** of those Units you have recommended to the Department Office, when you send in your District reports.
6. All recommendations are due into the Department Office postmarked no later than **May 2nd**.
7. The Department Chairman will make the **final** selection of those Units that will be awarded Certificates of Merit. Your selection is for recommendation only.

As a District Chairman you have the responsibility of choosing the best and most complete reports for these Certificates of Merit recommendations.

Thank you for your help in making your program successful this year.

Sandie Deutsch
Department Secretary

DISTRICT HISTORY CHAIRMEN: See back side for categories for Junior History reports.

ATTENTION: DISTRICT HISTORY CHAIRMEN

Certificates of Merit are awarded for both Senior and Junior histories.

1. Choose up to 25 Senior history reports to recommend, based on the membership categories under #2 on page 1 of this instruction sheet. Please **return this list and a copy of the Senior histories** for these Senior History recommendations.
2. Choose up to 25 Junior history reports to recommend, based on the following membership categories:
 - a. 5 reports from Junior groups with membership of 1-15
 - b. 5 reports from Junior groups with membership of 16-30
 - c. 5 reports from Junior groups with membership of 31-45
 - d. 5 reports from Junior groups with membership of 46 and up.
 - e. 5 reports regardless of Junior membership, if warranted. These 5 regardless of Junior membership are not mandatory, and are selected by you only if you feel there are additional reports in a category that should be considered for Junior History reports Certificates of Merit.
3. A special form to list your recommendations for Junior History reports is included. **Please return this list and a copy of the Junior histories** for these Junior History recommendations.