



## *American Legion Auxiliary*

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DATE: December 14, 2018

TO: UNIT PRESIDENTS

RE: PLAQUES AND AWARDS

Enclosed in this mailing you will find the Trophy and Awards packet. Please go through these as you are filling out your Annual Reports and make sure to enter those you feel are worthy.

### **HINTS FOR UNITS**

1. Entries are **separate** from Unit reports and should be in narrative form unless otherwise indicated in the rules. Use a copy of the narrative form you used for your Annual Report.
2. A Unit does **NOT** need to have reached its membership goal in order to enter competition unless that requirement is stated in the rules.
3. Entry forms are required for National entries (see rules and forms). All entries must be marked clearly as to what trophy or award you are applying for. A separate entry is required for **each** award applied for, unless the Department winning entry goes on for National competition (See rules). You may duplicate the entry form.
4. If a Unit wishes an evaluation for any entry, those entries must include a copy of the “Judging Comments” form found in the Plaques and Awards material.
5. Follow the rules regarding the inclusion of pictures, newspaper clippings, folders, etc. Remember that neatness and clarity are very important.
6. Junior Activities - Poppy items for competition and special Junior contests will be judged at the Department Junior Conference on April 13th. All entries for Department Junior Plaques are to be submitted directly to the Department. Please note the dates on your Plaque and Award bulletin for Junior Conference competition.
7. **All entries are to be postmarked no later than April 15<sup>th</sup> and sent to the appropriate Department Chairman for judging. Check carefully.**

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The Units in the Department of Minnesota carry on a strong American Legion Auxiliary program. However, many times you are not recognized for it because you do not enter competition for awards - either at the Department or National level. If each Unit would enter **ONE** category, truly Minnesota would be fully recognized for its accomplishments. Let's see what 433 entries can do!

If you have any questions or need further information, please contact the Department Chairmen or the Department Office.

Sandie Deutsch  
Department Secretary