

# American Legion Auxiliary

Department of Minnesota  
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## 2016 - 2017 PLAQUES AND AWARDS OFFICIAL RULES DEPARTMENT AND NATIONAL

All entries for Department and National competition must be postmarked by April 15th unless otherwise indicated in the rules.

All entries for National competition must be submitted through the Department, attaching the national award cover sheet.

All entries must be clearly labeled for which Plaque or Award competition you are entering. A SEPARATE entry is required for each Plaque or Award contest.

This sample form may be used for your convenience. Additional forms are available from the Department Office, or you may duplicate this form. **PLEASE NOTE: These forms are not required, but they would ensure entry into the proper competition.**

NAME OF PLAQUE OR AWARD \_\_\_\_\_  
UNDER WHAT PROGRAM CURRENT \_\_\_\_\_  
UNIT MEMBERSHIP \_\_\_\_\_ CLASSIFICATION (if applicable) \_\_\_\_\_

DISTRICT # \_\_\_\_\_ UNIT # \_\_\_\_\_ UNIT LOCATION \_\_\_\_\_

NAME OF UNIT CHAIRMAN \_\_\_\_\_  
ADDRESS OF UNIT CHAIRMAN CITY, \_\_\_\_\_  
STATE, ZIP CODE \_\_\_\_\_

Please check the appropriate level of competition for this entry  
\_\_\_\_\_ DEPARTMENT PLAQUE (AWARD) \_\_\_\_\_ NATIONAL PLAQUE (AWARD)  
ENTERED BY (NAME) \_\_\_\_\_  
POSITION \_\_\_\_\_

Special Note: A Unit does NOT need to have reached its membership goal in order to enter competition unless it is a requirement stated in the rules.

**Please distribute the attached Plaques and Awards list to the appropriate Chairmen immediately. The awards are categorized by program chairmanship for easy distribution. Because awards change each year, be certain you use this year's list to enter competition.**

1. All entries into Department or National competition must be submitted to the Department by the Unit.
2. Each entry must be identified as to what award the Unit is applying for and its program. Example:  
Vanlandingham Plaque - Poppy Program
3. An entry form may be used but is NOT required. Identify which Plaque/award competition you are entering, the name of the Unit and any other necessary information as per the individual rules.
4. A SEPARATE entry is required for each award for which you apply. Units must submit separate narrative reports if they wish to enter both Department and National competition even though the reports are identical unless the Department winner is to be forwarded for National competition.
5. All entries must be in ADDITION to the Unit's annual report. A narrative attached to the white or yellow copy of the annual report will be considered as PART of the annual report, and WILL NOT be considered as a plaque or award entry.
6. Follow the rules as given by the Department Chairman, i.e. narrative, number of words, folder, pictures, copy of Unit annual report, etc.
7. A Unit entering either a Senior or Junior history for competition must submit an EXTRA copy of that history, just as with other plaque and award entries.
8. Only those entries postmarked **no later than April 15th** will be considered as entries for a plaque or an award, unless otherwise stated in the rules. All entries should be identified giving the name of the Unit, Unit location, name and address of the Unit President and/or Chairman and the specific competition for which it is being entered.

#### DEPARTMENT CITATIONS

Department citations will be presented to Units meeting the following requirements:

1. Membership goal reached by April 15th
2. Complete set of annual reports on file in the Department Office by April 15<sup>th</sup>

#### CERTIFICATES OF MERIT

Certificates of Merit will be awarded to Units by the Department Chairmen for the most outstanding work based on your annual reports (\*History based on History itself. No annual report) in the following programs:

Americanism	Memorial
Children and Youth	National Security
Community Service	Past Pres Parley
Education	Poppy
*History (Senior and Junior)	Public Relations
Junior Activities	Veterans Affairs and Rehabilitation
Leadership	Service to Veterans
Legislation	

Membership categories for Certificate of Merit

##### Senior - All Programs

Up to 50 members  
51 to 100 members  
101 to 200 members  
201 and up members

##### Junior - Histories only

1 to 15 members  
16 to 30 members  
31 to 45 members  
46 and up members

JUDGING COMMENTS

At the 1986 Department Convention the following resolution was adopted:

- Resolved, That the official entry form now recommended by the Department Office include comment section for use by the individuals judging all contests, including the Poppy Poster contest; and be it further
- Resolved, That a Unit's use of that form in entering a contest should constitute their request for constructive comments.

The following form is to be used if you wish any comments or feedback on any entry. This form MUST BE ATTACHED to your entry in order to receive the judge's comments. Additional copies of this form are available from the Department Office, or you may duplicate this one.

**Please Note:** These forms are not required to enter competition. They are only to use if you wish some constructive comments by the judge(s).

-----cut-me-here-----

JUDGING COMMENTS

Name of Plaque (Award) \_\_\_\_\_

Entered by: \_\_\_\_\_

Unit #; Unit Location; Name of person entering \_\_\_\_\_ Place Winner

Your entry was not considered because \_\_\_\_\_  
\_\_\_\_\_

Although not a winner, your entry was excellent.

Additional  
Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_