



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

American Legion Auxiliary Department of Minnesota

State Veterans Service Bldg. - 20 W. 12th St. Suite #314 – St. Paul, MN 55155 | P: (651) 224-7634 | F: ((651) 224-5243 |
(888) 217-9598 deptoffice@mnala.org

2020 – 2021

PLAQUES AND AWARDS OFFICIAL RULES DEPARTMENT & NATIONAL

The deadline to submit entries for both Department and National competition **must be postmarked by April 15th** unless otherwise noted in a specific contest's rules.

Entries for National competition must be submitted directly to the respective Department Chairman with the national award cover sheet attached to it.

All entries must be clearly labeled indicating the specific name of the Plaque or Award that the entry is for. A SEPARATE entry is required for each contest.

For your convenience, this sample form may be used. You may duplicate this form or request additional ones from the Department office. **PLEASE NOTE – These forms are not required, but they will ensure that the entry is for the intended competition.**

NAME OF PLAQUE OR AWARD _____

PROGRAM NAME _____

UNIT # _____ DISTRICT _____ UNIT MEMBERSHIP _____

UNIT LOCATION _____

NAME OF UNIT CHAIRMAN _____

ADDRESS OF UNIT CHAIRMAN (city) _____

STATE & ZIP CODE _____

EMAIL ADDRESS _____

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.

2020 – 2021 PLAQUES & AWARDS

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.

All entries into Department or National competition must be submitted to the Department Chairman by the Unit.

1. The Unit should submit all entries for Department or National competition to the corresponding Department Chairmen.
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. If you do not use the attached form, you must at the very least identify which Plaque/award competition you are entering and include the name and number of the Unit along with any other information required by the contest rules.
4. A SEPARATE entry is required for each award that you apply for. Units must submit separate narrative reports if they wish to enter both the department and National competition even though the reports are identical unless the rules state that 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 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 written 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 that are 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 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 that meet the following requirements:

- Membership goal reached by April 15th
- A complete set of annual reports has been submitted to the Department Office by April 15th

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 citation will be based on the submitted History, no annual report) in the following programs:

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

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
- 40 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 a 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. You may duplicate this form or request Additional copies 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).

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JUDGING COMMENTS

Name of Plaque/Award _____

Entered by _____

Unit # _____ Unit Location _____

Name of Person Entering _____

Your entry was not considered because:

Although not a winter, your entry was excellent.

Additional Comments:

**PLAQUES AND AWARDS
2019-2021
AMERICANISM**

**All entries are to be sent to the Department Americanism Chairman,
Joanne Joachim, 8923 Partridge Rd., St. Bonifacius, MN 55375**

DEPARTMENT AWARDS:

AMERICANISM ESSAY CONTEST: Please use the attached revised coversheet.

- Theme: How can we address the health and well-being of our veterans, military and their families?"
- Entry must include signed coversheet
- One entry per class per unit may be submitted
- Entry due to Department Americanism Chairman **no later than March 15, 2021**

PIERCE J. CLARK PLAQUE:

- Award Criteria: To the Unit reporting the most constructive, well rounded program in Americanism.
- Award Guidelines: Entry must be in narrative form not to exceed 1000 words. Entry must be typed and may include photos and press releases. Entries must contain the Unit name, number and the name and address of the Unit chairman.
- Award: Plaque - presented at the Department Convention.

FREEDOM AWARD

- Award Criteria: To the Unit Chairman reporting the most outstanding Americanism youth program.
- Award Guidelines: Entry is to be typed in narrative form, not to exceed 1000 words. The entry may include no more than five pictures/news articles.
- Award: Citation - presented at Department Convention.

PATRIOT AWARD

- Award Criteria: to the Unit Chairman reporting the most outstanding program promoting awareness and proper respect for the American Flag and the National Anthem.
- Award Guidelines: Entry is to be typed in narrative form, not to exceed 1000 words. No pictures or clippings are to be included.
- Award: Citation - presented at Department Convention.

NATIONAL AWARDS:

Unit Award: DOROTHY PEARL MOST OUTSTANDING UNIT AMERICANISM PROGRAM

- Award: Citation Plaque
- Presented to: One Unit in each division (5)
- Materials and guidelines:
 - The Entry must be typewritten in narrative format, not to exceed 1000 words.
 - The entry may include not more than five pictures and five news articles

Department Award: BEST DEPARTMENT AMERICANISM PROGRAM

- Award: Citation
- Presented to: One department in each division (5)
- The entry must be typewritten in narrative format, not to exceed 1000 words. Include pictures, clippings, scrapbooks, folders, etc.

**PLAQUES AND AWARDS
2019-2021
AUXILIARY EMERGENCY FUND**

**All entries are to be sent to the Department Auxiliary Emergency Fund Chairman,
Joanie Krantz, 505 Main St. S., Karlstad, MN 56732**

DEPARTMENT AWARDS:

CITATION & LAPEL PIN RECOGNITION:

- Award Criteria: Presented to any individual contributing \$50.00 or more
- Award Guidelines: Personal contributions of \$50.00 or more
- Award: Citation & Lapel pin

NATIONAL AWARDS:

DEPARTMENT AWARD: Largest Contribution

- Award: Citation
- Presented to: One department per division contributing the largest donations (per capita) to the AEF as of June 1, 2021

UNIT AWARD: Largest Contribution by a Unit

- Award: Citation Plaque and special recognition at national convention
- Presented to: One unit contributing the largest amount (per capita)
- Materials and guidelines:
 - Total donations per unit will be tracked by National Headquarters and will be divided by the units' current membership totals as of June 1 to determine the per capita donation amount

DEPARTMENT AWARD: Largest Contribution by a Department

- Award: Citation Plaque and special recognition at national convention
- Presented to: One department contributing the largest amount (per capita)
- Materials and guidelines:
 - Total donations per unit will be tracked by National Headquarters and will be divided by the units' current membership totals as of June 1 to determine the per capita donation amount

**PLAQUES AND AWARDS
2019-2021
CHILDREN & YOUTH**

**All entries are to be sent to the Department Children & Youth Chairman,
Robin Dorf, PO Box 1236, Monticello, MN 55362**

DEPARTMENT AWARDS:

MILO BLANICH CHILDREN & YOUTH PLAQUE

- Award: Plaque
- Award Criteria: To the unit with membership of 10-200 members for the most outstanding Children & Youth report
- Award Guidelines:
 - A typewritten narrative not to exceed 1,000 words.
 - May include pictures, news articles, news releases, etc.
 - Attach an award cover sheet, including the name of the award as well as the name of the contest and contact information

GLEN H. DORNFIELD CHILDREN & YOUTH PLAQUE

- Award: Plaque
- Award Criteria: To the unit with membership of 201 and over members for the most outstanding Children & Youth report
- Award Guidelines:
 - A typewritten narrative not to exceed 1,000 words.
 - May include pictures, news articles, news releases, etc.
 - Attach an award cover sheet, including the name of the award as well as the name of the contest and contact information

NATIONAL AWARDS:

MOST OUTSTANDING UNIT CHILDREN & YOUTH PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Narrative not to exceed 1,000 words. Include specific examples of how your unit worked the Children & Youth program, including supporting military children.
 - May include pictures, news articles, news releases, etc.

BEST DEPARTMENT CHILDREN & YOUTH PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Narrative not to exceed 1,000 words. Include specific examples of how your department worked the Children & Youth program, including supporting military children.
 - May include pictures, news articles, news releases, etc.

**PLAQUES AND AWARDS
2019-2021
COMMUNITY SERVICE**

**All entries are to be sent to the Department Community Service Chairman,
Diane Hayes, 30595 Pleasant View Rd., Frazee, MN 56544**

DEPARTMENT AWARDS:

DEPARTMENT COMMUNITY SERVICE PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the unit with the most outstanding overall promotion of the Community Service Program during the 2020-2021 administrative year.
- Award Guidelines:
 - Each entry must include both objectives. Entry must be in narrative form, not to exceed over 1,000 words.
 - Must include pictures, newspaper articles and attached after narrative.
 - The unit name and address, name of the Department and a completed copy of your annual report must be included.
 - The Department winner will be forwarded to National for competition.

STARR COMMUNITY SERVICE PLAQUE

- Award: Plaque
- Award Criteria: To the unit submitting the most outstanding report concerning any one Community Service project emphasized in the Action Steps in the Plan of Action (Community-Wide Service project, Walk Run and Roll, National Day of Service, Community Blueprint, Job Fair, Career e-Mentoring.
- Award Guidelines:
 - The entry shall consist of the Unit's annual report form and a narrative not to exceed 500 words.
 - Photos and print publicity may be included and attached after narrative.

NATIONAL AWARDS:

MOST OUTSTANDING COMMUNITY SERVICE PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Include pictures and newspaper articles

BEST DEPARTMENT COMMUNITY SERVICE PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Each entry must be typewritten in narrative form.
 - Include pictures and newspaper article

**PLAQUES AND AWARDS
2019-2021
EDUCATION**

**All entries are to be sent to the Department Education Chairman,
Pam Gades, 105 South St., Morris, MN 56267**

DEPARTMENT AWARDS:

DEPARTMENT COPPA STARR EDUCATION AWARD

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit submitting the most outstanding Education report.
- Award Guidelines:
 - Entry must be in narrative form not to exceed 500 words.
 - Entry must be typed and include a copy of the Unit's annual report.
 - Reports and clippings may be included.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT EDUCATION PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit Education Chairman
- Materials and guidelines:
 - Entries must include the national award cover sheet
 - The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your unit worked the Education program
 - Include pictures, clippings, scrapbooks, folders, etc.

MOST OUTSTANDING DEPARTMENT EDUCATION PROGRAM

DEPARTMENT AWARD

- Award: Engraved Plaque
- Presented to: One department Education Chairman
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your department worked the Education Program.
 - Include pictures, clippings, scrapbooks, folders, etc.

**PLAQUES AND AWARDS
2019-2021
HISTORY**

All entries are to be sent to the Department History Chairman, Karla Otterness, 239 Westgate Drive, Winsted, MN 55395
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DEPARTMENT AWARDS:

BETTY GARTNER PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the most outstanding Senior history
- Award Guidelines:
 - See History Rules enclosed

STICKLEY GIFFORD PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Junior Group with the most outstanding Junior history.
- Award Guidelines
 - See History Rules enclosed

DISTRICT HISTORIAN PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the District Historian with the most outstanding District history.
- Award Guidelines: See History Rules enclosed

WOMEN'S HISTORY ACTIVITY AWARD

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit/District with the most outstanding Senior activity to celebrate "Women's History" in the month of March
- Award Guidelines: A short narrative of 500 words or less on: What your unit did to celebrate "Women's History" in the month of March 2021. You may include 2 photos, and/or 2 newspaper clippings. A hard copy of this report is required.

100TH YEAR AWARD

- Award: Presented at Department Convention
- Award Guidelines: A narrative of 1,000 words or less on: What your Unit/District did to celebrate our 100th year. You may include 4 photos, and/or 4 newspaper clippings. A hard copy of this report is required.

**PLAQUES AND AWARDS
2019-2021
JUNIOR ACTIVITIES**

**All entries are to be sent to the Department Junior Activities Chairman,
Donna Barbknecht, 25891 344th Ave, Battle Lake, MN 56515**

DEPARTMENT JUNIOR CONFERENCE AWARDS:

The following awards will be presented at the Department Junior Conference. There is a no limit to the number of entries per unit (1 entry per Junior, per contest) for these contests. All entries must be at the Conference by 9:00 a.m. on Saturday, April 10, 2021 for judging. Entries that were made in anticipation of the 2020 Department Junior Conference may be submitted.

Please make sure every entry has an envelope attached with the contest name and class number on the outside. Please put a paper inside the envelope with the Junior member's name, Unit number, location and district. The envelope must be sealed.

Classes & Awards

Class I	Ages 6 years and under
Class II	Ages 7 – 12 years
Class III	Ages 13 – 28 years

Awards

1 st Place	\$10 cash award for each class
2 nd Place	\$5 cash award for each class

POPPY CORSAGE/BOUTONNIERE CONTEST

- Award Criteria: To the Junior member in each class with the best Poppy corsage or boutonniere using Honorary Department Junior President Emily's theme "Juniors Catching Veterans Hearts"
- Award Guidelines:
 - All white tags must be removed from the poppies. Entries are to be placed in a Ziploc bag with a corsage pin.

POPPY CENTERPIECE CONTEST

- Award Criteria: To the Junior member in each class with the best Poppy centerpiece using Honorary Department Junior President Emily's theme "Juniors Catching Veterans Hearts"
- Award Guidelines
 - All white tags must be removed from the poppies.

POPPY ACCESSORIES CONTEST

- Award Criteria: To the Junior member in each class with the best jewelry or accessory using Honorary Department Junior President Emily's theme "Juniors Catching Veterans Hearts"
- Award Guidelines
 - All white tags must be removed from the poppies

POPPY MEMORIAL DAY WREATH

- Award Criteria: To the Junior member in each class with the best Poppy Memorial Day Wreath with the poppy as the focus of the wreath.
- Award Guidelines
 - All white tags must be removed from the poppies.

DEPARTMENT AWARDS:

STARR LAUCK AMERICANISM PLAQUE

- Award: Plaque presented at the Department Convention.
- Award Criteria: To the Junior group reporting the best constructed and well-rounded Americanism program for the year.
- Award Guidelines: The entry is to be typewritten in narrative form and not to exceed 1,000 words. Include a copy of your Junior Activities annual report, use the Department Award sheet and clearly identify the award name for the entry as this is a separate entry from your annual report.

CEDERBERG & LANGENBRUNNER COMMUNITY SERVICE PLAQUE

- Award: Plaque presented at the Department Convention
- Award Criteria: To the unit with the best all-around Junior program in Community Service
- Award Guidelines: Submit a narrative and include a copy of your Junior Activities Annual report. Use the Department Award sheet and clearly identify the award name as this entry is a separate entry from your annual report.

MILLER OUTSTANDING JUNIOR MEMBER PLAQUE

- Award: The winner at the Department level will be forwarded on to national for Junior Member of the Year Award.
- Award Guidelines:
 - Each unit is limited to one nomination.
 - Nominations are limited to Junior members in good standing who were juniors at the start of the 2019-2020 administrative year. Recipient can receive award even if they are technically seniors during 2021 as long as they were juniors at the start of the 2019-2020 year.
 - Selection should be based on the outstanding contribution the Junior has made through a program or project other than the office she is holding for the current administrative year.
 - Length of membership is not a criterion.
 - The Junior nominee will be selected by her Junior group with assistance of the Unit Junior Activities Chairman.
 - Each Junior group will submit to the Department Junior Activities Chairman the following information:
 - Name, email and complete address of nominee.
 - Typed narrative, double spaced, not to exceed 500 words describing nominee's accomplishments during the current administrative years 2019-2021.
 - Nomination must be signed by Unit Junior Activities Chairman and the Junior President.

NATIONAL AWARDS:

JUNIOR MEMBER OF THE YEAR AWARD

- Award: Engraved plaque and invitation to National Convention
- Presented to: One Junior member in recognition of her dedicated service, efforts, and talents
- Materials and guidelines:
 - Entries must be typed and include the following information:
 - Consideration of only Junior members in good standing who were juniors at the start of the 2019-2020 administrative year. Recipient can receive award even if they are technically seniors during 2021 as long as they were juniors at the start of the 2019-2020 year.
 - Outstanding contribution the Junior has made through an ALA program or project

- Length of membership is not a criterion.
- Name, email address, and complete mailing address of nominee must accompany nomination.
- A narrative typed essay not to exceed 500 words summarizing the nominee's accomplishments during the current administrative years 2019-2021.
- Please include pictures, clippings, scrapbooks, folders, etc. either electronically or via mail. Nomination must be signed by the candidate's unit Junior Activities advisor.
- On the National Report and Award Cover Sheet, include the name and contact information of the Department Junior Activities Chairman.

MOST OUTSTANDING UNIT JUNIOR ACTIVITIES PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Narrative not to exceed 1,000 words. Include specific examples of how your Juniors worked the ALA mission.
 - May include pictures, news articles, news releases, etc.

BEST DEPARTMENT JUNIOR ACTIVITIES PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:
 - Awarded to the department in each division that has conducted the best overall Junior Activities program.
 - Narrative not to exceed 1,000 words. Include specific examples of how your department Juniors worked the ALA mission.
 - May include pictures, news articles, news releases, etc.

BEST MEDIA COVERAGE OF ACTIVITY OR PROJECT

- Award: Engraved Plaque
- Presented to: One junior group (department, district or unit)
- Materials and guidelines:
 - Awarded to the Junior group with the best media coverage of their activities or a project.
 - Narrative not to exceed 500 words. Include specific examples of media coverage, including news articles, news releases, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc.

**PLAQUES AND AWARDS
2019-2021
LEADERSHIP**

**All entries are to be sent to the Department Leadership Chairman,
Mary Kuperus, 313 Pine St SW, New London, MN 56273**

DEPARTMENT AWARDS:

FLORENCE HAMEL PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the best all-around Leadership program for the year
- Award Guidelines:
 - Must submit a narrative report describing how leadership was promoted in the Unit.
 - Entry not to exceed 1,000 words. Entry must be typed and may include photos and press releases.
 - Entry must contain the Unit name, number and the name and address of the Unit Chairman.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT LEADERSHIP AWARD

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5) that best demonstrates innovative methods to help members develop the leader within.
- Materials and guidelines:
 - Narrative not to exceed 1,000 words.
 - Types of training provided.
 - Number of members attending leadership skills workshops/trainings
 - Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department and unit Leadership chairman
 - Must have participation in American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy
 - Pictures and examples are encouraged
 - Must show increased participation in Mission Training

BEST DEPARTMENT LEADSHIP PROGRAM

DEPARTMENT AWARD

- Award: Citation to a department in each division (5)
- Presented to: One department in each division that best demonstrates what her department to did to promote a culture of goodwill.
- Materials and guidelines:
 - Narrative not to exceed 1,000 words.
 - Include recommendations from units and members.
 - Pictures and examples are encouraged.
 - Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department Leadership chairman

**PLAQUES AND AWARDS
2019-2021
LEGISLATIVE**

**All entries are to be sent to the Department Legislative Chairman,
Patti Coleman, 231 Stardust Blvd, Circle Pines, MN 55014**

DEPARTMENT AWARDS:

MARIE HARDING PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the best overall Legislative program
- Award Guidelines:
 - Report must be typewritten in narrative form and should not exceed 500 words.
 - Please include a copy of the unit's annual legislative report form. You are encouraged to include pictures and newspaper articles.
 - Entry must include unit name, name and address of unit chairman.
 - The Department winner will be forwarded to National for the Unit Legislation Award competition.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT LEGISLATIVE PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

BEST DEPARTMENT LEGISLATIVE PROGRAM

DEPARTMENT AWARD

- Award: Citation
- Presented to: One department in each division(5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

**PLAQUES AND AWARDS
2019-2021
NATIONAL SECURITY**

**All entries are to be sent to the Department National Security Chairman,
Dee Dee Buckley, 1666 Oakcrest Ave., Roseville, MN 55113**

DEPARTMENT AWARDS:

LONERGAN PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit that reports the Most Outstanding Overall Program serving military families with special emphasis on helping them through times of family members deployment and/or injury (severely wounded)
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words, please include pictures and news articles.

DOROTHY PEARL CIVIL PREPAREDNESS AWARD

- Award: A certificate presented at the Department Convention.
- Award Criteria: To the Unit reporting the Best Overall Program for their Community.
- Award Guidelines:
 - All entries must be double-spaced, typewritten in narrative form and must not exceed 1,000 words.
 - Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit Name and number, chairman's name and address and name of award entry. You may include photos and other support materials.

MILITARY SUPPORT UNIT AWARD

- Award: Plaque presented at the Department Convention.
- Award Criteria: To the Unit reporting the best overall Program in activities that support our troops.
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words.
 - Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit name and number, chairman's name and address and name of award entry. You may include photos and news articles.

NATIONAL SECURITY PROGRAM AWARD

- Award: A certificate presented at the Department Convention
- Award Criteria: To the Unit Chairman reporting the best overall National Security Program.
- Award Guidelines:
 - Entry must be typewritten in narrative form not to exceed 1,000 words. Include a copy of the Unit annual report form.
 - The first page should contain Department and Unit name and number, chairman's name and address and name of award entry. You may include photos and news articles.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT NATIONAL SECURITY PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

DOROTHY PEARL BEST DEPARTMENT NATIONAL SECURITY PROGRAM

DEPT AWARD

- Award: Citation
- Presented to: One department in each division(5)
- Materials and guidelines:
 - Entries must be typewritten in narrative form
 - Include pictures and newspaper articles

MILITARY SPOUSE MENTOR

DEPARTMENT AWARD

- Award: Citation Plaque
- Presented to: One Department
- Materials and guidelines:
 - For the department having the highest percentage of members actively participating in military spouse eMentoring and connect to military spouses
 - Entries must have a list/spreadsheet of participating members
 - Each department's participation percentage will be determined by the national chairman. The percentage will be calculated based on the number of reported participating members who are serving as an eMentor, as reported by the eMentoring program staff, divided by the department's membership total as of June of the current administrative year. (For example, if 250 of the 300 members listed on the department's submitted spreadsheet were connected to military spouses, in a department with 5,000 members, the percentage would 5 percent).

**PLAQUES AND AWARDS
2019-2021
PAST PRESIDENTS PARLEY**

**All entries are to be sent to the Department Past Presidents Parley Chairman,
Sandra Fredrickson, 771 2nd St. SW, Glenville, MN 56036**

DEPARTMENT AWARDS:

KIENHOLZ WALKER PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit submitting the best narrative on the activities of the Unit's Past Presidents Parley
- Award Guidelines:
 - Entry must be typewritten in narrative format, not to exceed 1,000 words.
 - The entry may include no more than five pictures and news articles.

UNIT MEMBER OF THE YEAR

- Award: A plaque to Minnesota's Unit Member of the year. Winner will also receive \$800.00 towards expenses to the National Convention should she wish to attend.
- Award Criteria: To an individual who is a very special, hard working, dedicated Auxiliary member who goes above and beyond the call of duty, however, has no desire to serve in any office beyond the Unit level. She may have worked behind the scenes and was there to further the programs of the American Legion Auxiliary.
- Award Guidelines:
 - Each Unit is limited to one nomination.
 - Only Senior members in good standing are eligible.
 - Current membership dues must be paid.
 - The member cannot have obtained an elected or appointed leadership role higher than Unit President.
 - Selection is based on accomplishments, activities, etc. for the **current** administrative year.
 - Years of membership are not a part of the criteria; the nominee may be a new member.
 - Unit must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name, address and telephone number. The Unit Secretary and President must sign the entry, unless the nominee is one of them in which case, a Past Unit President must sign the entry.

NATIONAL AWARDS:

UNIT MEMBER OF THE YEAR

MEMBER AWARD

- Presented to: A senior member in good standing who hasn't obtained an elected or appointed leadership role higher than that of unit president.
- Materials and guidelines:
 - Selection is based on accomplishments, activities, etc. for the current administrative year.
 - Years of membership are not a part of this criteria; the nominee may be a new member.

SALUTE TO SERVICEWOMEN AWARD

MEMBER AWARD

- Presented to: One servicewoman in each in each branch of the U.S. Armed Forces
- Materials and guidelines:

- Nominees should be willing to attend National Convention, if possible.
- All entry forms, including a narrative/YouTube video, must be completed and submitted by the deadline. A YouTube video can take the place of a written narrative. Please see Salute to Servicewomen Award Nomination Form for more information.
- Entry must have the nominee's name and address, unit name and number (if applicable), and, most importantly, contact information for the servicewoman.
- One applicant for each branch of service will unit will be accepted.

**PLAQUES AND AWARDS
2019-2021
POPPY**

**All entries are to be sent to the Department Poppy Chairman,
Sandy Wersal, 16667 County Road 9 NE, New London, MN 56273**

DEPARTMENT AWARDS:

VANLANDINGHAM POPPY PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the best program on using the poppy all year
- Award Guidelines:
 - Reports must be typewritten, in narrative form not to exceed 1,000 words.
 - Please include a copy of the annual report form.
 - The report should cover all areas of emphasis and any relevant information involving program activity and describing your use of the poppy throughout the year. **Do not** include pictures or clippings, scrapbooks or folders.
 - Entries must include the name of the Department & Unit, along with the name and address of the Unit Chairman.
 - The winner will be forwarded to the Division Chairman for the Unit Poppy competition.

POPPY POSTER CONTEST***

- Award Criteria: Units will sponsor contests in local schools. When schools do not conduct activities, other youth groups, including Junior members, may participate under direct supervision of the Unit.
 - The contest shall have seven classes:
 - Class I Grades 2 and 3
 - Class II Grades 4 and 5
 - Class III Grades 6 and 7
 - Class IV Grades 8 and 9
 - Class V Grades 10 and 11
 - Class VI Grade 12
 - Class VII Students with special needs defined as:
 - Those in special education classes
 - A student recommended for special education classes but who has not been admitted due to a waiting list or various other factors.
 - A child identified as having a disability, but not in a special education class due to lack of facilities. Identification contingent upon discretion of school officials.

Poppy Poster Requirements

- Each poster shall have a fitting slogan not to exceed 10 words. Articles – “a”, “and”, “an”, “the” – are not to be counted as words. The words “buddy” and “buy” cannot be used.
- The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the 10-word count.
- Each poster must include a picture of the red Flanders Field poppy.
- The department has determined the closing date for the unit contest to be April 15, 2021. The poster shall be 11” x 14” posterboard. (Drawing paper will not be accepted.)
- The United States flag may be used as long as there are no infractions of the flag code.
- Posters will be judged using the following criteria:

50% - poster appeal (layout, message, originality)

40% - artistic ability (design and color)

10% - neatness

- Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils and markers.
- Written in ink on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of contestant and the name of the department.
- Submissions become property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians' grant non-exclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.
- The poster shall be the work of only one individual
- The label "In Memoriam" from the veteran-made poppy may not be used.

MISS POPPY CONTEST***

- Award Criteria: Little Miss Poppy – Ages 6-12
- Award Guidelines:
 - Participant must be between 6 and 12 years of age and be a Junior member in good standing of the American Legion Auxiliary
 - Promotional activity of the Poppy story must occur through the American Legion, the American Legion Auxiliary and the community.
 - Selection of Little Miss Poppy is at the discretion of the unit.
 - For National Little Miss Poppy consideration, participant must submit a Little Miss Poppy scrapbook (8 1/2 " x 11") containing photographs and clippings illustrating how she promoted the American Legion Auxiliary poppy in her department. Only those scrapbooks that contain a self-addressed envelope with postage will be returned. Although every effort will be made to return the scrapbooks, accidents do happen, so all entrants must allow for that risk.
 - Criteria for judging Little Miss Poppy Scrapbook entries:
 - Costume (there is no specific dress code or particular dress color for Miss Poppy).
 - Promotion of the Poppy program: What did you share and do?
 - Publicity of poppy activities (newspapers, radio/TV, etc.)
 - Narrative report on "What I Have Learned Being Little Miss Poppy".
 - Essay on "Memorial Poppy" not to exceed 100 words.
 - The memorial poppy must be visible in all promotion and publicity submitted.
 - Neatness and creativity.
 - Cover page to include member name, unit name, state, age division and year.
 - Judging scale should be 1 through 10 for each area of judging for entire entry.
 - Criteria for judging Little Miss Poppy Scrapbook entries:
 - The Little Miss Poppy (age 6-12) winner will be invited to appear at the ALA National Convention, immediately following her selection, and if she so chooses, will travel at her own expense.
 - Winners of the National Little Miss Poppy contest each will receive a citation plaque.
 - Please follow department guidelines for submitting entries.

***The Department winners in each class will be forwarded to National for competition.

DEPARTMENT CONVENTION POPPY CONTESTS

Award: Cash Prizes for each contest will be awarded as follows:

1 st Place	\$25.00
2 nd Place	\$20.00
3 rd Place	\$15.00
People's Choice	\$10.00

POPPY WREATH CONTEST USING THE 100TH YEAR THEME

- Award Guidelines:
 - Must use Department President Mary's theme "Remember, Honor, Serve" and the poppy

BASKET OR CAN DECORATED FOR UNITS TO USE ON POPPY DATE

- Award Guidelines:
 - Must use Department President Mary's theme "Remember, Honor, Serve" and the poppy

Both contests are open to all Auxiliary members. All entries must include a card in an envelope containing your name, Unit number, District number and location. Small or large poppies may be used with the white tags removed. Voting for People's Choice will be by donation, with the funds going to the Department President's Project. Those who choose to donate their entries may do so and it will be donated to a veteran.

**PLAQUES AND AWARDS
2019-2021
PUBLIC RELATIONS**

**All entries are to be sent to the Department Public Relations Chairman,
Jean Horack, 1312 2nd Street, PO Box 51, Waubun, MN 56589**

DEPARTMENT AWARDS:

RUTH HUTTON PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit with the best Public Relations narrative put into book form. Complete with news clippings, radio and tv coverage, dates, etc. – this must pertain to Unit activities.
- Award Guidelines:
 - Any type of book will be acceptable, but no larger than 12" x 15".
 - The name of the Unit and Department
 - The name and address of the Unit Public Relations Chairman
 - A completed copy of the Unit's annual report form
 - A narrative report not to exceed 1,000 words on how you promoted PR in the Unit
 - News clippings, newspaper photographs should be included (do not underline or highlight anything)
 - No more than three articles from your Unit newspaper, bulletins or newsletter

BEST UNIT REPORT CERTIFICATE

- Award: Certificate presented at Department Convention
- Award Criteria: To the Unit submitting the best overall Program in Public Relations
- Award Guidelines:
 - You are encouraged to include any activities promoted through the Public Relations program.
 - Report must be typewritten in narrative form, not to exceed 1,000 words. Include name and number of the Unit, the name of the Public Relations chairman and her address. Do **not** include pictures, clippings, scrapbooks, folders or protective covers.

COMMUNITY DISPLAY UNIT AWARD

- Award Criteria: To the Unit with the most unique community display set up in any location other than an American Legion home.
- Award Guidelines: Send photos of the display and a narrative of less than 250 words explaining where and when the display was used and how and why it was created. Include the name and number of the Unit and the name and number of the Public Relations chairman and her address.

SOCIAL MEDIA UNIT AWARD

- Award: Certificate, presented at Department Convention
- Award Criteria: To the Unit that best utilizes social media to promote the American Legion Auxiliary
- Award Guidelines:
 - Include the name of the Public Relations chairman and/or the social media site administrator if different than the PR chairman
 - Include a copy of the Unit Public Relations annual report

- Entries must include a list indicating which social media platform (Facebook, YouTube, Twitter, etc.) is being used and the full name of the organization's page (i.e. Facebook, American Legion Auxiliary-Department of Minnesota)
- Department Public Relations Chairman will review each social media site to determine the award certificate

NATIONAL AWARDS

ALA BRAND AMBASSADOR

MEMBER AWARD

- Award: Lapel Pin
- Presented to: One member in each department who achieves excellence in promotion of the American Legion Auxiliary with her use of social media, her appearance in public wearing ALA-branded apparel, and other activities that showcase the Auxiliary's unique branding through visual identity
- Materials and guidelines:
 - Document with action photographs, screen shots, and other evidence of brand promotion activities
 - Activity must occur between May 1 prior to the start of the current admin year and May 1 before the end of the current admin year

NEW WEBSITE OR SOCIAL MEDIA ACCOUNT LAUNCH

UNIT AWARD

- Award: Personalized mouse pad and congrats letter
- Presented to: All units developing a properly branded website or social media account during the current ALA administrative year
- Materials and guidelines:
 - Web address/URL, webmaster/administer name and contact info, or name and contact info for ALA coordinator if webmaster/administrator is a third party vendor
 - Site/Account must have been created after September 1 of the current ALA admin year
 - Website/Facebook page must conform to "Website and Social Media Guidelines" in the *ALA Branding Guide*

MOST OUTSTANDING UNIT PUBLIC RELATIONS PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One Unit in each division (5)
- Materials and Guidelines:
 - Include three different media placements/coverage highlighting different ALA programs, featured in three different months (September 1 – May 1 of the current ALA administrative year)
 - Acceptable media publications must support the Auxiliary's mission and goals

ACTIVE PR TEAM CENTENNIAL CELEBRATION (PER DIVISION)

- Best narrative (with photos and media results) to convey the work a unit public relations team (of no less than 3 members) conveying the Centennial Celebration as unit activities are publicized.

BEST DEPARTMENT PUBLIC RELATIONS PROGRAM

- Award:: Citation
- Presented to: One department in each division (5)
- Materials and guidelines:

- Articles, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc
- Narrative not to exceed 500 words

**PLAQUES AND AWARDS
2019-2021
SERVICE TO VETERANS**

All entries are to be sent to the Department Service to Veterans Chairman, Sandra Locker, 1601 Onodaga St. NE, Fridley, MN 55432

DEPARTMENT AWARDS:

SERVICE TO VETERANS CERTIFICATE

- Award: Certificate
- Award Criteria: To the unit reporting the most outstanding work done in the Service to Veterans program for our veterans.
- Award Guidelines:
 - Narrative report

UNIT AWARD

SERVICE TO VETERANS CERTIFICATE

- Award: Certificate
- Award Criteria: To the unit Service to Veterans director reporting the most NEW volunteers from April 1, 2019 through March 31, 2021. Statement must be certified by the unit president to qualify.

DIRECTOR AWARD

VOLUNTEER AWARD

- Award: Certificate
- Award Criteria: To the Service to Veterans volunteer reporting the most volunteer hours at a Regional Treatment Center from April 1, 2020 through March 31, 2021.

MEMBER AWARD

NATIONAL AWARDS:

MOST OUTSTANDING UNIT VA&R PROGRAM

- Award: Citation Plaque
- Presented to: One unit in each division (5) announced by the national VA&R committee at the pre-convention meeting.
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words.
 - Include pictures, clippings, scrapbooks, folders, etc.

UNIT AWARD

BEST DEPARTMENT VA&R PROGRAM

- Award: Citation
- Presented to: One unit in each division (5) announced by the national VA&R committee at the pre-convention meeting.
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words.
 - Include pictures, clippings, scrapbooks, folders, etc.

DEPARTMENT AWARD

**PLAQUES AND AWARDS
2019-2021
VETERANS AFFAIRS & REHABILITATION**

**All entries are to be sent to the Department Service to Veterans Chairman,
Linda Kropuenske – 7948 Prairie Creek Lane NE, Otsego, MN 55330**

DEPARTMENT AWARDS:

BINGER PLAQUE

- Award: Plaque presented at Department Convention
- Award Criteria: To the Unit for the best overall VA&R program
- Award Guidelines:
 - Entry must be typewritten in narrative form, not to exceed 500 words and must include a copy of the annual report form.
 - Entry must also include the name and address of the Unit Chairman. No pictures, clippings or scrapbooks are to be included.

NATIONAL AWARDS:

MOST OUTSTANDING UNIT VA&R PROGRAM

UNIT AWARD

- Award: Citation Plaque
- Presented to: One unit in each division (5) announced by the national VA&R committee at the pre-convention meeting.
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words.
 - Include pictures, clippings, scrapbooks, folders, etc.

BEST DEPARTMENT VA&R PROGRAM

DEPARTMENT AWARD

- Award: Citation Plaque
- Presented to: One department in each division (5) announced by the national VA&R committee at the pre-convention meeting
- Materials and guidelines:
 - The entry must be typewritten in narrative format, not to exceed 1,000 words.
 - Include pictures, clippings, scrapbooks, folders, etc.

NATIONAL VETERANS CREATIVE ARTS FESTIVAL (NVCAF) SUPPORT RECOGNITION

- Award: Recognition during VA&R chairman's remarks at the ALA National Convention
- Presented to: Departments, units, and/or members who qualify for stated contribution level to NVCAF. Donations
- Materials and guidelines:
 - To be considered, donations to the ALAF must be received by the ALA Foundation from Aug. 1-July 31 of the following year.
 - ALA National Headquarters will submit qualifying donations to NVCAF staff in August. NVCAF will recognize departments/units/members that contribute:
 - Bronze: \$1,000-\$2,499 to the NVCAF from Aug. 1-July 31 of the following year.
 - Silver: \$2,500-\$4,999 to the NVCAF from Aug. 1-July 31 of the following year.
 - Gold: \$5,000-\$14,999 to the NVCAF from Aug. 1-July 31 of the following year.
 - To be considered, donations to the ALAF must be received by the ALA Foundation from Aug. 1-July 31 of the following year.
 - ALA National Headquarters will submit qualifying donations to NVCAF staff in August.

VETERANS AFFAIRS VOLUNTARY SERVICE (VAVS) AWARDS

VAVS VOLUNTEER OF THE YEAR AWARD / ALA NAC NOMINEE

MEMBER AWARD

- *Award:* Citation + \$500 donation to VAVS facility or VCAF of her choice presented by the American Legion Auxiliary
- Materials and guidelines:
 - Candidates for VAVS National Advisory Committee (NAC) Volunteer of the Year will be submitted by the chiefs of voluntary service to the national VAVS deputy (please see supplement for deadline and contact information).
 - Awarded to the nominee who has given extraordinary service to our nation's veterans through the ALA VA&R program and the VAVS program.
 - Nominee must serve in an established VA assignment and be defined as a regularly scheduled volunteer.
 - Should be actively involved in working with veterans in any one of the following areas: outpatient clinics, nursing homes, homeless veteran programs, hosted veteran-related functions outside the VA, or visited veterans confined to their homes (as assigned by VAVS).
 - The American Legion Auxiliary selects the ALA Volunteer of the Year. The name of the ALA Volunteer of the Year is forwarded for consideration as the NAC Volunteer of the Year.

10,000 HOUR VOLUNTEER SERVICE AWARD

MEMBER AWARD

- *Award:* Citation plus \$100 donation to VAVS facility or VCAF of her choice presented by the American Legion Auxiliary
- Presented to: Member
- Materials and Guidelines:
 - Given to volunteers who have reached 10,000 hours of service in a VA facility from April 1 to March 31 of the following year.
 - Verification of hours must be received at National Headquarters by the first Friday in June.

20,000 HOUR VOLUNTEER SERVICE AWARD

MEMBER AWARD

- *Award:* Citation plus \$200 donation to local VAVS facility or VCAF of her choice presented by the American Legion Auxiliary
- Presented to: Member
- Materials and guidelines:
 - Given to volunteers who have reached more than 20,000 hours of service in a VA facility from April 1 to March 31 of the following year.
 - Verification of hours must be received at National Headquarters by the first Friday in June.

VOLUNTEER RECRUITMENT & SERVICE

MEMBER AWARD

- *Award:* Citation presented by the Department of Veterans Affairs
- Presented to: Hospital Representative
- Materials and guidelines:
 - No entry form required
 - Awarded to the hospital rep at every facility that shows an increase in both volunteers and volunteer hours at a VA Medical Center from April 1 to March 31 of the following year.
 - The award winners will be determined by the national VAVS representative through verification of hours and number of volunteers as recorded by VAVS.

100 PERCENT VAVS MEETING ATTENDANCE

MEMBER AWARD

- Award: Attendance Card presented by the Department of Veterans Affairs
- Presented to: Hospital Representative and Deputy
- Materials and guidelines:
 - No entry form required.
 - An "Attendance Card" will be awarded to each representative and deputy who has 100 percent attendance to VAVS committee meetings at her assigned facility.
 - The national VAVS representative will verify the winners from VA records.

MICHAEL GUTY HOMELESS VETERANS OUTREACH

DEPARTMENT AWARD

Please note this is not an ALA award, it must be submitted to The American Legion.

- Award: Plaque presented by The American Legion National Commander at The American Legion's National Convention
- 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.
- The required nomination form is available at www.legion.org or by writing or calling the Veterans Employment and Education Commission, The American Legion, 1608 K Street NW, Washington, DC 20006; phone 202-861-2700; by email at VE&E@legion.org; or on the VA&R program page at www.ALForVeterans.org.

JAMES H. PARKE SCHOLARSHIP

STUDENT VOLUNTEER

- This substantial scholarship is awarded annually by Veterans Affairs to a student volunteer.
- The American Legion Auxiliary contributes \$2,000 annually to this scholarship fund.
- To be eligible, candidates must:
 - Have completed 100 hours of regularly scheduled VAVS volunteer service during the calendar year prior to September 1
 - Be a student in the 10th grade or above
 - Not have reached their 19th birthday.
- The Medical Center director nominates a candidate for the award by submission of the nomination form to the president of the fund by November 1 of each calendar year, late nominations will not be considered.
- The nomination form should be completed to reflect the volunteer service and background of the candidate and include: age, years of volunteering, number of volunteer hours, areas of service and affiliated/supporting organizations, if any. See www.va.gov for information on VAVS, James H. Parke Scholarship.
- The national winner receives a plaque and a letter of commitment. This presentation is usually made at the Annual Meeting of the VAVS National Advisory Committee.