

Award Entry Tip

The following are suggestions to be more successful on award entries:

Always include the National Award Cover sheet with:

1. Unit name, number and state
2. Name, address, and phone # of Unit chairman (not the name of Department Chairman.); in case the National Committee might need to contact you.
3. Number of members in Unit (this helps in judging when comparing accomplishments of Units with varying numbers of members)

Submit on time – at the very least be sure entries are postmarked by deadline date. Remember some chairman will only consider when they receive it, especially if the rules state “received by”.

Read the rules:

1. Don't exceed word limit.
2. If rules don't forbid photos, add some to support your entry.
3. National chairmen are usually looking for good photos so add a disk of photos, if possible.
4. Make sure report is about your Auxiliary accomplishments. When report indicates it was a Legion program and photos clearly show just Legionnaires, it does not indicate Auxiliary work and leaves judges questioning the remainder of entry.
5. If rules call for submitting an entry in your own words (as in the case of Senior Volunteer Award), entries should not be coming from other Unit members or Department chairman.

Single biggest reason why entries lose:

They did not stick to the topic for that entry

This is the single most distracting part of entries; everything the Unit has done over the year is included in an award entry. No doubt there are some crossover programs. For example, a Make A Difference project for children in your community could be Community Service (Make A Difference Day falls under Community Service) or it could be Children & Youth. Your Unit needs to decide which one of the committees they wish it to be under and stick to it. Report your efforts only once. National repeatedly sees Units that submit for many awards and put the same items in all of them. The National Organization has started comparing winning entries when they come from the same Unit to help avoid wrongfully giving them more than one award.

When in doubt about the rules or what can or cannot be included, contact the Department Chairman for guidance. Your questions or concerns often have another effect, they can help Department Chairmen recognize where they should consider making changes or clarify items for the future. Contact information for Department Chairmen is available in the yearly-published Red Book and on the website: www.amlegionauxwi.org. Department Chairmen are there to serve you.

Remember, this is your organization and your input is valuable – the Department Chairmen need to hear from you!



**American Legion Auxiliary
2021-2022 National Report and Award Cover Sheet**

This cover sheet should be attached to each narrative that is submitted for a National award. Please fill out the information as completely and accurately as possible.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Programs Action Plan to determine where to send this form



American Legion Auxiliary National President's Award for Excellence 2021-2022

Total Qty	Recipient	Submitted By	Deadline Date
Unit Awards (up to 11)	Unit	Unit President (Collaboration with Unit Members & Chr.)	June 1, 2022
Department Awards (up to 1)	Department	Department President (Collaboration with Dept. Chairmen)	June 1, 2022
Hard Copy Submitted To:		American Legion Auxiliary NHQ Attn: NPAE 3450 Founders Road Indianapolis, Indiana 46268	
Electronic Entry Submitted To:		natlpres@ALAforVeterans.org	

Criteria & Details

Your Unit can win this award by highlighting the amazing work accomplished while working one of our eleven Mission Outreach Programs:

Auxiliary Emergency Fund, Americanism, Children & Youth, Community Service, Education, Junior Activities, Leadership, Legislative, National Security, Poppy Program, Veterans Affairs & Rehabilitation. One winning unit per program with a maximum of 11 winners.

Your DEPARTMENT can win this award by highlighting the awesome work accomplished while working the Membership Program! From recruiting new members to engaging and retaining current members, we want to know how your department is working Membership! Bonus points if your department met their membership goal for the 2021-2022 year!

Form: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit, and department) and **use only the unit or department section** when applying for the National's President's Award for Excellence.

Form: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit and department) and **use only the unit or department section**. Indicate on the form that you are applying for the National President's Award for Excellence.

Tips to Win:

- Winning submissions have two things in common – a fantastic narrative and great photos!
- Bonus points if you can show how your unit/department incorporated the national president's focus into your mission outreach work.
- Correctly complete the ALA National Award and Report Cover Sheet.

Award Description

- The National President's Award for Excellence will be presented during the ALA National Convention with a spotlight on each winning entry.
- All winners will be featured in ALA national media.

Note: If submissions are limited, the National President may:

1. Choose to award departments in the Mission Outreach Categories and unit(s) in the Membership category.
2. Choose to award less than 11 awards in the Mission Outreach Category and less than 1 award in the Membership Category.