

# **GUIDELINES FOR WYOMING DEPARTMENT ANNUAL AWARDS**

## **The following guidelines are to be used in the selection of the nominee for each of subsequent awards:**

(1) The Post will select only one (1) nominee for each award. The Post should then work with the nominee in gathering supportive material to be presented at the District Convention. The Post will forward their nomination to their respective District for consideration at the Spring Convention.

(2) At each District Spring Convention all nominations will be reviewed and one (1) winner in each category will be selected to represent their respective District in the Department competition.

(3) The winners of the six (6) District competitions will be judged prior to the Department Convention where one (1) winner in each category will be selected. It is the responsibility of the District commanders to forward their respective nominations to the Department Office Headquarters no later than two weeks following close of the last District Convention. Nominations received after the deadline will NOT be considered. The winner or sponsoring post will receive a traveling trophy, which will be in their possession for the year. An individual trophy or plaque will also be provided for those specific categories.

(4) It shall be the responsibility of the sponsoring post and/or recipient of the award to return the traveling trophy to the Department Headquarters at the District Convention

(5) Department award winners will be invited to the Annual Department Convention for a presentation of their respective award. It is the responsibility of the sponsoring Post to cover costs.

(6) Committee members for Department Awards will be confirmed at the Annual Mid-Winter Conference. These members will review nominations following the District Conventions and report results to the Department office Headquarters NLT 15 May of the current year.

(7) Respective District Commanders will be notified of the winners of specific awards and will be responsible for notifying those winners.

## **POST COMMANDER/POST ADJUTANT OF THE YEAR**

IAW DEC meeting 12 September 2014, District Commanders will track the activities in their respective districts. Judging of the Outstanding Post Commander and the Outstanding Post Adjutant will be accomplished through a narrative report on the activities throughout the current year. The District Commanders will make their selection and forward it to the Department office Headquarters for final evaluation. Individual Posts will not submit a nomination for this category.

## **LEGIONNAIRE OF THE YEAR**

These candidates should be selected on what they have accomplished over the past year, and not what they have done during their careers, taking into consideration what they have done for The American Legion at the Post, District or Department levels. This award is not be judged on membership alone, but also on their involvement in American Legion programs; such as Boys State, Oratorical, Baseball, Boy Scouts, Community Service, work at the VA etc. The Department Commander will appoint a committee to make the selection.

## **MEMBERSHIP WORKER OF THE YEAR**

These candidates should be selected primarily on membership, taking into consideration the number of new members acquire, the total number of members acquired, the size of the Post, the amount of effort put forth working membership and the number of eligible veterans in the area. This is more than just gaining new member numbers. The Department 1<sup>st</sup> Vice Commander and members appointed by the Department Commander will make the selection. The winner will be awarded a Department Champion Jacket with their name embroidered on it.

## **OUTSTANDING CLUB MANAGERS/BARTENDERS**

These candidates should be selected based on their annual performance of carrying out their duties and responsibilities as prescribed by the post's operating procedures and how they contribute to the Legion Family as a whole. The narrative from the individual post should clearly state their performance and how it contributed to the overall success of the post over the past year. Managers and bartenders are encouraged to be a member of the Legion Family if eligible. The Department Commander will appoint a committee to make the selection.

## **CITIZEN SOLDIER OF THE YEAR'**

These candidates should be selected on what they have accomplished over the past year and not what they have done during their careers. This should be based on community service or what they have accomplished as both citizens and as soldiers. Each Post is urged to give as much supportive information as possible on their nominee, letter from the Unit Commander, letter(s) from other superiors, etc. The more information made available supporting your nominee, the better their chance of winning. A full-length photo in full uniform is optional, but would be of assistance to the selection committees. The Department Commander will appoint a committee to make the selection.

## **LAWMAN OF THE YEAR**

These candidates should be selected by what they have accomplished over the past year and not what they have done during their careers. This should be based on their duties and responsibilities to the community. Each Post is urged to give as much supportive information as possible on their nominee, letter from the Police Chief or Sheriff, letter(s) from other superiors, etc. The Department Commander will appoint a committee to make the selection.

## **FIREMAN OF THE YEAR**

These candidates should be selected by what they have accomplished over the past year and not what they have done during their careers. This should be based on their duties and responsibilities to the community. Each Post is urged to give as much supportive information as possible on their nominee, letter from the Fire Chief, letter(s) from other superiors, etc. The Department Commander will appoint a committee to make the selection.

### **EDUCATOR OF THE YEAR**

These candidates should be selected by what they have accomplished over the past year and not what they have done during their careers. This should be based on their duties and responsibilities to the community. Each Post is urged to give as much supportive information as possible on their nominee, letter from the Principal or Superintendent, letter(s) from other superiors, etc. The Department Commander will appoint a committee to make the selection.

### **EMERGENCY MEDICAL TECHNICIAN OF THE YEAR**

These candidates should be selected by what they have accomplished over the past year and not what they have done during their careers. This should be based on their duties and responsibilities to the community. Each Post is urged to give as much supportive information as possible on their nominee, letter from their company, letter(s) from other superiors, etc. The Department Commander will appoint a committee to make the selection.

### **FOUR CHAPLAINS FOR GOD AND COUNTRY**

Award to a Post-level Chaplain for service and duties beyond reproach. Judged by the Department Chaplain, Department Commander and the Department 2<sup>nd</sup> Vice-Commander.

**The following department awards are judged through the information submitted on the Post Activities Report and do not go through the District level selection process.**

### **LLOYD SEAMAN ATHLETIC TROPHY**

Each post may submit a Post Athletic Report for this award prior to their respective Spring Convention. The District Commanders will make the selection at their Spring Convention and forward to the Department for final evaluation. The Department Athletic Chairman and Committee Members will make the selection after reviewing the reports and report the results to the Department Office Headquarters NLT 15 May of the current year.

### **AMERICANISM PLAQUE**

The Department Americanism Chairman and Committee Members will make the selection after reviewing the reports.

### **COMMUNITY SERVICE – LARGE POST**

The Department Community Service Chairman and Committee Members will make the selection after reviewing the reports. Posts in Division 3, 4, & 5 compete for this award.

### **COMMUNITY SERVICE – SMALL POST**

The Department Community Service Chairman and Committee Members will make the selection after reviewing the reports. Posts in Division 1 & 2 compete for this award.

### **DISTRICT COMMANDER OF THE YEAR**

All six Commanders are judged through a point system with the Commander earning the most points winning the award. The Department Adjutant does the tracking. A copy of the award point procedure is in the District Commanders guidebook or available at the headquarters office.

### **OUTSTANDING POST SERVICE OFFICER**

Each post may submit their service officer for this award. The selection should be based on their annual performance of carrying out their duties and responsibilities as prescribed by the post's Constitution and By-law, the Officers Manual and the Post Service Officers Manual. The narrative from the individual post should clearly state their performance and how it contributed to the aid the veterans and their families received in your community over the past year. The Department Service Officer will make the final selection. Forms must be received at the Department Office NLT than 1 May of the current year.

**Note:** Any post may sponsor a traveling trophy or plaque. In the past, once the trophy filled up it was returned to the sponsoring post for display. Unfortunately, there are no records to show who sponsored which one unless the name was on the plaque or trophy. If anyone has any information or remember their posts sponsoring a trophy or plaque please let the department headquarters know. In 1997 the Department began to cycle out the trophies and replace them with plaques. If you or your post would like to sponsor a plaque please contact the department headquarters.