



2023-2024

THE AMERICAN LEGION
DEPARTMENT OF SOUTH DAKOTA
**POST ADJUTANT'S
ADMINISTRATIVE & AWARDS
MANUAL**

Dates listed below are National Target Dates. The Department cut-off dates are listed inside this manual and may be different from the National Target Dates. National Target Dates are established to provide percentage benchmarks for the Departments to use to measure our membership program's progress. Department Target Dates are cutoffs to qualify for Department membership awards.

2023-2024 MEMBERSHIP TARGET DATES

EARLY BIRD/NEF KICKOFF

SEPTEMBER 13, 2023 | 50%

FALL MEETINGS

OCTOBER 18, 2023 | 55%

VETERANS DAY

NOVEMBER 15, 2023 | 65%

PEARL HARBOR DAY

DECEMBER 13, 2023 | 75%

MID-WINTER

JANUARY 18, 2024 | 80%

PRESIDENT'S DAY

FEBRUARY 14, 2024 | 85%

LEGION BIRTHDAY

MARCH 13, 2024 | 90%

CHILDREN & YOUTH

APRIL 10, 2024 | 95%

ARMED FORCES DAY

MAY 15, 2024 | 100%

DELEGATE STRENGTH

30 DAYS PRIOR TO NATIONAL CONVENTION

****This manual is available online at www.sdlegion.org**

Table of Contents

Important Dates.....	3
SDAL Community Awards.....	4-6
Department Commander's Cap Pins.....	8
Cap Pin Award Program Form.....	9
Department Website Navigation.....	7
Membership Renewal Notice Schedule.....	10
Membership Awards Target Dates.....	11-13
Midwinter Go Getter Certification.....	14-15
Department Convention Go Getter Certification.....	16-17
Post Americanism Report Form.....	18-19
Legionnaire of the Year Guidelines & Form.....	20-23
Gold/Silver Brigade Recognition.....	24
Post Data Report.....	24
Consolidated Post Report.....	24
Officer Certification Instructions & Form.....	26-27
Delegate Credentials.....	28
Alternate Delegate Credentials.....	29
Continuous Years Membership Stars.....	30
Multiple Membership Card Calculator.....	31

Important Dates

September

- 13 Early Bird Membership Target date 50%
- 16 District 2 Fall Meeting
- 17 District 1 Fall Meeting
- 23 District 4 Fall Meeting
- 24 District 5 Fall Meeting

October

- 18 Fall Meetings Membership Target date 55%
- 21 District 7 Fall Meeting
- 22 District 8 Fall Meeting
- 28 District 6 Fall Meeting
- 29 District 3 Fall Meeting

November

- 15 Veterans Day Membership Target date 65%
- 15 National Employer Award nominations due to Department Headquarters

December

- 13 Pearl Harbor Membership Target date 75%
- 31 Law Enforcement Officer of the Year nominations due to Department Headquarters
- 31 Firefighter/EMT of the Year nominations due to Department Headquarters
- 31 EMT of the Year nominations due to Department Headquarters

January

- 18 Mid-Winter Membership Target date 80%
- 20 MidWinter Go-Getter certification due to Department Headquarters from Posts

February

- 16-18 MidWinter Conference in Deadwood
- 14 President's Day Membership Target date 85%

March

- 1 Eagle Scout of the Year applications due to Department Headquarters
- 2 District 5 Spring Convention
- 3 District 4 Spring Convention
- 13 Legion Birthday Membership Target date 90%
- 15 District 3 Spring Convention
- 16 District 6 Spring Convention
- TBD District Commanders submit District Legionnaire of the Year to Department Headquarters upon completion of District Spring Meetings.

April

- 6 District 8 Spring Convention
- 7 District 7 Spring Convention
- 13 District 1 Spring Convention
- 14 District 2 Spring Convention
- 13 Department Convention Go Getter certification due to Department Headquarters from Posts
- 10 Children & Youth Membership Target date 95%
- TBD Post Officer elections

May

- 1 District Commanders submit Good Samaritan of the Year to Department Headquarters
- 1 District Commanders submit Educator of the Year to Department Headquarters
- 1 Post submit Americanism Reports to Department Headquarters
- 15 Armed Forces Membership Target date 100%
- TBD Post submit Officer Certification as soon as Post Officers are installed

June

- 1 Outstanding Post Adjutant, Post Commander and District Commander Awards due
- 1 SDALPA Newspaper Awards inputs due
- 1 Consolidated Post Reports due
- 15 Posts submit Department Convention Delegate and Alternate Delegate Credentials
- 20-23 Department Convention in Pierre
- 21 Post History Awards input due to Convention Registration desk by 1 pm

South Dakota American Legion Community Awards

The following awards are selected at the Department level with several program winners being forwarded to National Headquarters to compete at that level. Each Post should select an awardee at the local level and forward their nomination to their District for all awards except employment awards, NLEOY, NFY. District Commanders shall select a District winner and forward their nomination to the Department based on required timelines for each award. Additional information on each award and “how-to” instructions can be found on the Department Website under the “FORMS” tab.

A. **South Dakota American Legion Educator of the Year Award.** This is a department level award that recognizes a dedicated and devoted teacher who gives of themselves on behalf of the children of South Dakota. District Commanders are responsible for ensuring their nominees are forwarded to the Department by May 1st.

B. **South Dakota American Legion Good Samaritan Award.** This award recognizes individuals or groups who give of themselves to help others. District Commanders are responsible for ensuring their nominees are forwarded to the Department by May 1st.

C. **National Firefighter/EMT of the Year (NFY).** This award recognizes the professionalism and dedication of a firefighter. The Department winner is submitted to compete at the National level. Nomination packages cover the time period of 1 July to 30 June. Nominations should be submitted directly to Department Headquarters by December 31st.

D. **Department EMT of the Year.** This award recognizes the professionalism and dedication of a Emergency Medical Technician. Nomination packages cover the time period of 1 July to 30 June. Nominations should be submitted directly to Department Headquarters by December 31st.

E. **The American Legion National Law Enforcement Officer of the Year (NLEOY).** This award recognizes the professionalism and dedication of a law enforcement officer. The Department winner is submitted to compete at the National level. Nomination packages cover the time period of 1 July to 30 June. Nominations are submitted directly to Department Headquarters by December 31st.

F. **The American Legion National Veterans Employment & Education Commission Awards.** These awards are selected at the Department level and winners are forwarded to the National level. Nominations are due to Department Headquarters no later than November 15th. Additional information can be found on the Department website. There are nine different awards given by the National commission:

1. Employer of Veterans Award (small) (company with 50 or fewer employees)
2. Employer of Veterans Award (medium) (company with 51-200 employees)
3. Employer of Veterans Award (large) (company with 201 or more employees)
4. Employment Service Award (LVER) Local Veterans Employment Representative
5. Employment Service Award (DVOP) Disabled Veterans Outreach Program specialist
6. Employment Service Award (Local office)
7. Employer of Older Workers Award
8. Enhance the Lives of Disabled Person Award
9. Michael Guty Homeless Veterans Out-Reach Award.

G. **Eagle Scout of the Year.** This award is presented annually at the department convention. Additional information on the program can be found on the sdlegion.org website under programs. The award application is also found in the Scouting program on the website. Award applications are due March 1st.

H. **Post Americanism Report/Competition.** The following Americanism awards will be presented to those outstanding Posts that go “above and beyond” (judged using your submissions on the Post Americanism Report) for their communities:

1. **Timeframe:** Include all activities from April 1st – March 31st. Reports are due to Head Quarters May 1st. The competition criteria required for any of these groups is listed on the Post Americanism Report (below). The Post Americanism report can also be found at the following link: <https://www.sdlegion.org/post-adjutant-manual->

forms/. : There is an instruction sheet (ONLINE) to explain each section of the report in order to help you properly complete the document

2. The competition is broken out into five (5) Post size groups:

1) 15 – 45 2) 46 – 74 3) 75 – 124 4) 125 – 350 5) 351+

3. **Annual Americanism Citation** - Every Post that submits an Americanism form will receive a certificate from National.

4. **Golden Eagle Award** is awarded to the Post in each goal size group that submits the best overall Americanism program. This is based on the number of activities participated in and the documentation of those activities.

5. **Distinguished Service Citation** is awarded to the post in each department that conducts the most outstanding Americanism and Community Service activity.

6. **Meritorious Service Citation** is awarded to the runner-up in each department.

7. **Americanism Officer of the Year** is awarded to the Post Americanism Officer of the Post that wins the Distinguished Service Citation.

I. **South Dakota American Legion Press Association (SDALPA) Annual Newspaper Contest.** Each year SDALPA judges Newsletters or Newspapers produced by Posts. The award is presented annually at the Department Convention. Posts wishing to enter the contest must submit copies of their newsletter/newspaper two weeks prior to the start of the Department Convention. Additional information can be found on the Department website under publications/SD Legion Press Association.

J. **Post History Awards.** There are awards for one-year Post Histories and one-year Post Yearbooks. Information on “how-to” can be found in the Officer’s Guide and Manual of Ceremonies. Entry forms may be found on the Department website under “Forms”. Entries are due at the Convention Registration table no later than 1pm the Friday of Convention. Plaques will be awarded to the winners during Convention.

K. **Children & Youth Awards.** The following Children & Youth Awards are recognized by National Headquarters. Specific requirements for each award can be found in The American Legion Children & Youth Department Program guide which is available on the National Website, www.legion.org

- 100% Post Children & Youth Reporting: District Award
- Outstanding Achievement In The Programs Of Children & Youth: Individual Award
- Most Outstanding Post Children & Youth Program: Post Award
- Dedicated Service To Our Nation's Children & Youth: Post Award

L. **William Lenker VA&R Award for Excellence.** All posts do great things to support veterans and rehabilitation. This award is open to all posts in the Department regardless of goal size and all posts compete on an equal basis. This award application is available on the department website under forms and is due to headquarters by May 1st. The winning post will be recognized on stage at the department convention.

M. **Outstanding Post Adjutant Award (OPAA).** Adjutant’s duties are largely administrative. The adjutant runs the operations and keeps the post on an even keel and is the personal point of contact for the Post. He/she must meet deadlines, complete required actions, and at the same time maintain the integrity of the Post. Applications can be found on the department website under forms. District Commanders will submit to the Department HQ by June 1. The selection will be completed by the Department Vice-Commanders and Department Adjutant. Winner will be recognized at the annual Department Convention.

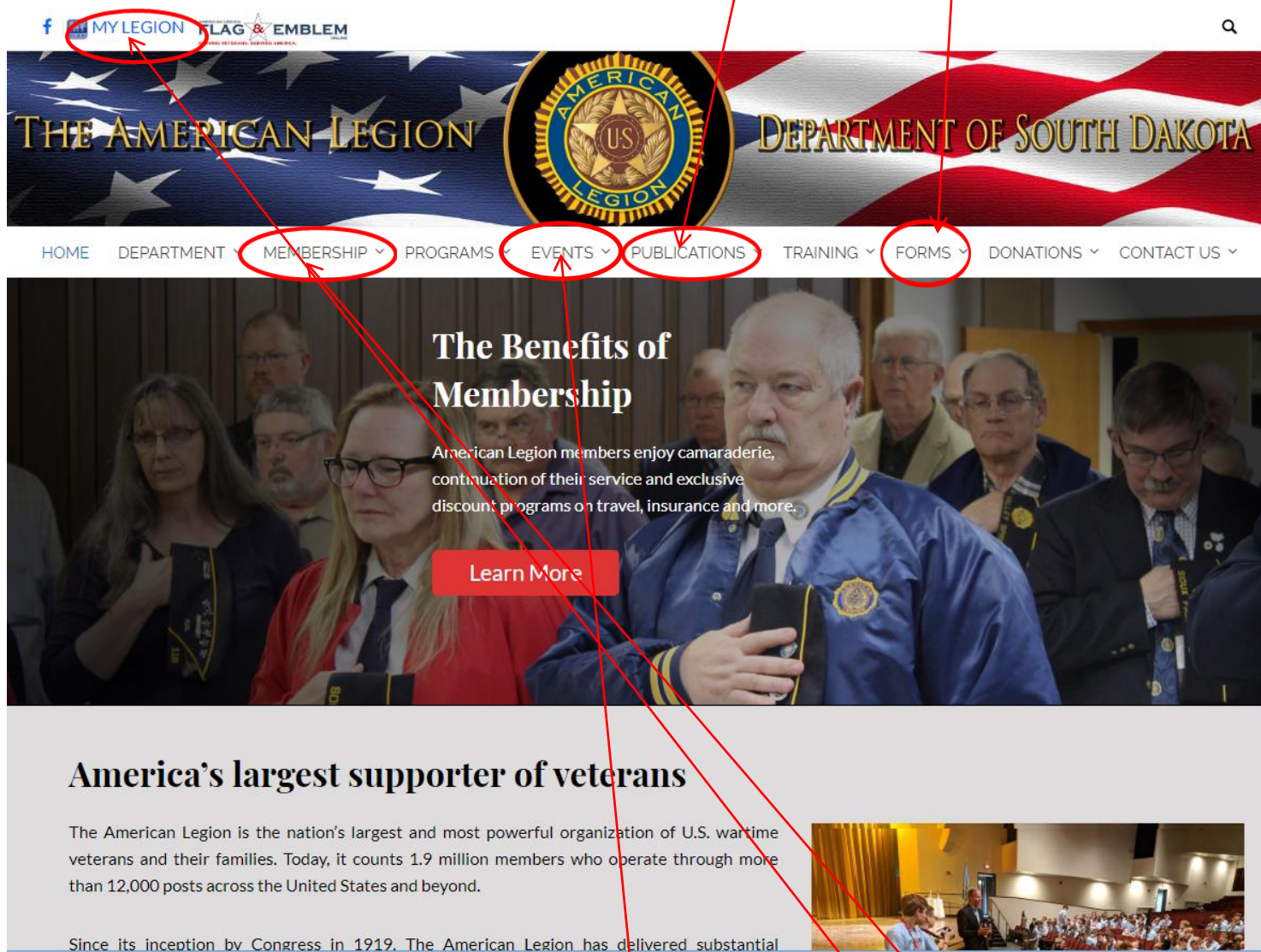
N. **Outstanding Post Commander Award (OPCA).** Post Commander’s duties are broad and difficult. The commander must lead and navigate the post with the support of post members and officers along with District and Department officers. The commander is charged with the overall operation of the post and is responsible to its members for legal, moral and honorable processes. Applications can be found on the department website under forms. District Commanders will submit to the Department HQ by June 1. The selection will be completed by the Department Vice-Commanders and Department Adjutant. Winner will be recognized at the annual Department Convention.

O. **Outstanding District Commander Award (ODCA).** The District Commander's duties are broad and difficult. The commander must lead and navigate their district and serve as part of the Department Executive Committee. The District Commander is charged with the oversight of operation of District. The selection of this award will be completed by the Department Vice-Commanders and Department Adjutant. Winner will be recognized at the annual Department Convention.

Below is a picture (screenshot) of our Department Website www.sdlegion.org by visiting our Department Website you will be kept up to the latest happenings.

This entire manual is available for download, under the **PUBLICATIONS** menu tab, many more publications are also available, such as our Bi-Weekly newsletter “Up To Now” and our “SD Legion News”

Many of the forms in this manual are available as a fillable form under the **FORMS** menu tab.



The latest Membership Report is also posted here weekly under the **MEMBERSHIP** menu tab.

You can gain access to your *myLegion.org* account by clicking on the **MYLEGION** ICON.

Keep up with our planned events by clicking on the **EVENTS** menu tab.

DEPARTMENT COMMANDER'S CAP PINS

Commander Steffen has decided that she will use her Special Department Commander Cap Pins to award membership recruitment and participation in specific American Legion programs.

Every member in good standing of The American Legion who signs up ONE NEW 2024 MEMBER or reinstated ONE MEMBER whose membership in the organization has lapsed (was not a member in 2023), will be awarded one of Commander Steffen's unique cap pins. **Only one cap pin will be awarded to a recruiter.**

In order to qualify for the award, the Post Adjutant of the Post that the new or reinstated member is signed up in must certify the recruiter to Department Headquarters. The Post Adjutant must complete the **Department Commander's Cap Pin Certification Form** and forward it with the required information to Department Headquarters, PO Box 67, Watertown, SD 57201. Multiple awards may be listed on the same certification form.

Department Commander Steffen will award Special Department Commander Cap Pins for the following participation in The American Legion Programs: (Certification is required from the Post Adjutant)

- To each Legionnaire who participates in conducting a Local, District, or Department High School Oratorical Contest.
- To each Legionnaire in a Post who participates in the process of interviewing and choosing the Post's Boys State Delegates or conducts a Boys State Orientation within his/her District.
- To each Legionnaire who participates in the process of interviewing and choosing Youth Trooper Academy participants.
- To each Legionnaire who participates in the presentation of military rites at a veteran's funeral.
- To each Legionnaire who actively participates in American Legion Baseball. This Legionnaire must work in the program – this award is not for going to the game as a spectator.
- To each Legionnaire who actively participates in a Youth Shooting Sports program
- To each Legionnaire who actively participates in a Post sponsored Scouting program.

ONE PIN PER PERSON PER MEMBERSHIP YEAR!!!

**SOUTH DAKOTA AMERICAN LEGION
2023-2024 DEPARTMENT COMMANDER STEFFEN'S
CAP PIN PARTICIPATION AWARD PROGRAM
CERTIFICATION FORM**

Return to: The American Legion
Department of South Dakota
PO Box 67
Watertown, SD 57201
Or email to judy@sdlegion.org

Date _____

American Legion Post # _____ Located in _____, SD

Please send _____ total pins.

Commander's Cap Pins to be awarded to Post Legionnaires for:

_____ For Legionnaires who recruited a new American Legion member
new members name and Post _____

_____ For Legionnaires who participated in making the High School Oratorical Contest Successful.

_____ For Legionnaires who participated in the process of interviewing and choosing the Post's Boys
Department Delegates or conducted our Boys Department Orientation.

_____ For Legionnaires who participated in the process of selection of Youth Trooper Candidates

_____ For Legionnaires who participate as Post color/honor guard who participate in the presentation of military
rites at the funerals of local veterans or presentation of colors at local events.

_____ For Legionnaires who were responsible for making our American Legion Baseball program
successful.

_____ For Legionnaire _____ who we believe deserves this recognition for
the following reason:

Certified by _____ Post Adjutant American Legion Post # _____

Only 1 cap pin per member, per year.

2024 MEMBERSHIP RENEWAL NOTICE SCHEDULE

Often times some of our members contact the Post or Department Headquarters to express their displeasure with the fact that they have already paid their current year's membership dues, and yet they have received a Renewal Notice from National Headquarters. It is usually a case of crossing in the mail, or a Post not sending their members' dues into Department HQ on a timely basis. Below is the 2024 Cutoff Dates and the Renewal Notice mailing schedule, explaining why this happens.

Some members refer to National Target Dates and National Cutoff Dates as if they are interchangeable or are the same thing. **Target Dates** are used only to determine eligibility in qualifying for Membership Awards. **Cutoff Dates** are the dates the membership data is extracted from the National membership database for the sole purpose of printing the next renewal notices. If a membership is not processed at National HQ by the Cutoff Date, the member will receive another renewal notice, there is no way to stop it.

Remember that Department Headquarters must process the dues prior to being transmitted to National Headquarters. Therefore, you as the Post Adjutant must transmit the dues to Department Headquarters with sufficient lead-time to allow the processing by Department Headquarters.

Department HQ sends all memberships into National HQ daily when they arrive in the mail using MyLegion.org.

CUTOFF DATES	RENEWAL MAIL DATES
MAY 15, 2023	JULY 1-8, 2023
SEPTEMBER 13, 2023	OCTOBER 7-14, 2023
OCTOBER 18, 2023	NOVEMBER 10-18, 2023
DECEMBER 13, 2023	JANUARY 6-12, 2024
FEBRUARY 14, 2024	MARCH 2-8, 2024
APRIL 10, 2024	MAY 4-10, 2024

Transmittals received at National HQ after a cutoff date will not prevent a subsequent notice from being delivered at or around the renewal date.

The above information is also contained in the Post Adjutant's Manual that is produced each year by The American Legion National Headquarters Staff.

Please keep both of these manuals readily accessible for your future use and reference. There is a wealth of information contained that will be of great assistance to you as you carry out your responsibilities as Post Adjutant during this American Legion Year.

We wish you the best this year in your Post and want to inform you that assistance is always available from your Department Headquarters or your Department Membership Chairman.

C.P. Van Delist, Dept. Adjutant
Department Headquarters
PO Box 67, Watertown 57201
Phone: 605-886-3604
Cell: 605-954-4204
Email: adjutant@sdlegion.org

Bill Peters
Dept. Membership Chairman
Phone: 605-360-6547
Email: bpeters0551@gmail.com

2024 Membership Awards

NOTE! Officer certifications must be completed for a Post to be eligible for awards and in all Posts of a District for that District to be eligible for membership awards. All officer certifications must be sent to Department HQ. No phone messages will be accepted. The form for certification of officers is contained in this manual and is available online as a fillable pdf form at the Department website under the FORMS tab.

Before a Post can be considered for an award, it must have a membership at or above the constitutional minimum of 15 members for both the current and the previous year. This can be waived by the Department Executive Committee if the Post is active and in good standing.

All national awards will be made through Dept. HQ unless directions from National Headquarters specifically state otherwise.

NOTICE – TO QUALIFY FOR THE VARIOUS MEMBERSHIP AWARDS, ALL MEMBERSHIPS MUST BE IN DEPARTMENT HEADQUARTERS OFFICE BY THE LISTED TARGET DATE !!!!

TARGET DATE – VETERANS DAY November 15, 2023

Recruiter Award – A Legionnaire who recruits a new 2024 member by November 9th will have their name entered into a drawing. A winner from each district will be selected and will receive a personalized coffee mug. The recruiter's name will be entered into the drawing one time for each new member recruited. The Post adjutant or membership chairman will be responsible for reporting the names of the recruiters to Department Headquarters for all new members recruited. If memberships and recruiters' names are not forwarded by November 30th, the recruiter's name will not be in the drawing.

District Membership Chairman's Award – A personalized coffee mug will go to each District Membership Chairman who has no "goose egg" Posts and has enrolled at least 75 percent of his/her District's 2024 membership goal by the above target date.

Post Award – An award plaque will go to all Posts that have met their assigned 2024 membership goal and has that membership transmitted to Department Headquarters by the above target date.

TARGET DATE – NATIONAL MIDWINTER January 18, 2024

Special recognition for early Go-Getters - All Department Go-Getters who are certified to Department Headquarters by their Post Adjutants by this target date will be entitled to attend the Go-Getters reception held at the Midwinter Conference. Each Go-Getter so certified will be able to claim his/her special card at the Midwinter Conference. (Go-Getters Certification Form)

First Time Go-Getters - Each Legionnaire who qualifies, for the first time, to be a Go-Getter is entitled to the award above, plus a special First Time Go-Getters award. Post Adjutants must indicate First Time Go-Getter status on certification form (Go-Getters Certification Form).

Post Award - A special award will go to all Posts with five or more consecutive years at or beyond 90 percent of goal, including 2024, by this target date. Plaques and framed citations will be awarded for 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 consecutive years with attachments awarded for each intermediate year.

National Honor Ribbon Award - A Post honor ribbon will be awarded to all Posts whose 2024 membership by this target date is equal to or exceeds the total 2023 membership.

Meritorious Service Certificate - A Post will receive a certificate of meritorious service for equaling or

surpassing its previous all-time high membership by this target date.

District Commander’s Award - An appropriate award will go to each District Commander whose District has no “goose egg” Posts and the District has enrolled at least 90 percent of its assigned 2024 membership goal by this target date.

Department Vice Commander’s Award – An appropriate award will go to each Department Vice Commander whose assigned districts have enrolled at least 90 percent of its assigned 2024 membership by this target date.

TARGET DATE – PRESIDENTS DAY

February 14, 2024

Post Award – A Commander’s ribbon will be presented to every Post that has attained 100% of its 2024 membership goal by this date.

TARGET DATE – AMERICAN LEGION BIRTHDAY

March 13, 2024

District Membership Award - A \$200 cash award will go to each District that has enrolled, by this target date for 2024, at least 95% of that District’s goal. (The money is to be used for a District project, program, or even as directed by the District Executive Committee.)

Post Go-Getter Medallion - Each Post that reaches or exceeds 95 percent of its assigned 2024 membership goal by The American Legion Birthday Target Date will receive a Post Go-Getter Medallion.

TARGET DATE – CHILDREN & YOUTH

April 10, 2024

Department Go-Getter Award – Every Legionnaire certified by his/her Post Adjutant by this target date as having enrolled the prescribed number of 2024 members will be a Department Go-Getter and receive a Go-Getter card entitling him/her to admission to the Go-Getter meal at the Department Convention. Post Adjutants must use certification form (Go Getters Certificate).

POST GOAL NUMBER OF MEMBERS EACH GO-GETTER MUST ENROLL

74 or less 4, one of which was not a legionnaire in 2023 or 6 renewals

75-149 6, one of which was not a legionnaire in 2023 or 9 renewals

150 and above 9, two of which weren’t legionnaires in 2024 or 13 renewals

Special Go-Getter Recognition - Go-Getters enrolling 25, 50, 75, and 100 members are eligible for special recognition. First time Go-Getters will receive a special award.

Continuous Go-Getter Award - Legionnaires with five or more consecutive years as a Go-Getter, including 2024, will receive an award signifying this record. (5, 10, 15, 20, 25, 30, 35, 40, 45, & 50 years)

TARGET DATE - ARMED FORCES DAY

May 15, 2024

TO QUALIFY, MEMBERSHIP CARDS MUST BE IN DEPARTMENT HEADQUARTERS ON OR BEFORE WEDNESDAY, MAY 13, 2024.

District Commander's Award - Every District Commander with a 2024 District membership by this target date that equals or exceeds that District's membership at the 2024 Department Convention delegate strength target date will receive an award from the Department Commander.

Consecutive Years All-Time High Post Award - A citation will be awarded to each Post that has five or more consecutive years at all-time high membership by this target date. Posts with more than five years consecutive all-time high performance will receive a citation from National Headquarters for each year that it continues to register an all-time high.

District Commander Achievement Award - This award is earned by each District Commander whose District membership exceeds its 2024 membership by at least one per Post. The award is a plaque.

TARGET DATE – FINAL AWARD

June 1, 2024

“PRIDE OF THE PRAIRIE POST EXCELLENCE AWARD”

The Post Excellence Award recognizes a post in each goal group that achieved the highest two-year membership as well as completes and submits all required reports, including submitting a Legionnaire of the year package to their District Commander. A specially designed plaque will be presented at the Department Convention to the Post in each of the six goal-size groups.

Goal Groups are:	Group 1	19 and below
	Group 2	20 – 29
	Group 3	30 – 49
	Group 4	50 – 90
	Group 5	91 – 150
	Group 6	150 and above

NOTE! In addition to membership requirements, to be eligible, the Post must have completed the following administrative tasks:

1. Submitted the Post Data Report (page 25)
2. Submitted the Consolidated Post Report (page 25)
3. Certified their officers for the next year (page 27)
4. Submitted the Post Americanism Report (page 18)
5. Submitted a Legionnaire of the Year package to their District Commander (page 21)

2023-2024 GO GETTER CERTIFICATION

MIDWINTER

The American Legion, Dept. Of South Dakota HQ
PO Box 67
Watertown, SD 57201-0067

Completed forms can be sent to Dept. HQ by mail, email: judy@sdlegion.org or Fax: 605-886-2870.
This form is also available online as a fillable pdf form at; <http://www.sdlegion.org/> under the FORMS.

This is the list of go-getters from post no. _____ located at _____.
Our 2024 post goal is _____. I hereby certify that each go-getter listed below has signed up/renewed the required number of 2024 members according to the schedule below.

<u>POST GOAL SIZE</u>	<u>NUMBER OF MEMBERS EACH GO-GETTER MUST ENROLL</u>
74 or less	4, one of which was not a legionnaire in 2023 or 6 renewals
75-149	6, one of which was not a legionnaire in 2023 or 9 renewals
150 and above	9, two of which weren't legionnaires in 2023 or 13 renewals

List the name and card # of each go-getter, with the names and card # of each new member that has been signed up by the go-getter, along with the total number of 2024 members signed up by the go-getter. Go-getter buttons cannot be issued until membership cards of the listed new members, and the go-getter, and the required number of new members and renewals are all on file at Dept. HQ.

GO-GETTER	2024 CARD#	WHO WEREN'T MEMBERS IN 2023	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

****PLEASE DENOTE IF LEGIONNAIRE IS 1st TIME GO-GETTER!**

Please send completed form to Department Headquarters by January 20, 2024. NOTE: If a member was a Go-Getter at the MidWinter Conference there is no need to send the form in for the same member for the Department Convention, only if you have other Go-Getters that were not on the MidWinter form.

GO-GETTER	2024 CARD#	WHO WEREN'T MEMBERS IN 2023	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

****PLEASE DENOTE IF LEGIONNAIR IS 1st TIME GO-GETTER!!!!!!**

NOTE: CERTIFY ALL GO-GETTERS PROMPTLY!!!!

SIGNED _____
POST ADJUTANT

2024 GO GETTER CERTIFICATION

DEPARTMENT CONVENTION

The American Legion, Dept. Of South Dakota HQ
PO Box 67
Watertown, SD 57201-0067

Completed forms can be sent to Dept. HQ by mail, email: judy@sdlegion.org or Fax: 605-886-2870.
This form is also available online as a fillable pdf form at; <http://www.sdlegion.org/> under the FORMS.

This is the list of go-getters from post no. _____ located at _____.
Our 2024 post goal is _____. I hereby certify that each go-getter listed below has signed up/renewed the required number of 2024 members according to the schedule below.

<u>POST GOAL SIZE</u>	<u>NUMBER OF MEMBERS EACH GO-GETTER MUST ENROLL</u>
74 or less	4, one of which was not a legionnaire in 2023 or 6 renewals
75-149	6, one of which was not a legionnaire in 2023 or 9 renewals
150 and above	9, two of which weren't legionnaires in 2023 or 13 renewals

List the name and card # of each go-getter, with the names and card # of each new member that has been signed up by the go-getter, along with the total number of 2024 members signed up by the go-getter. Go-getter buttons cannot be issued until membership cards of the listed new members, and the go-getter, and the required number of new members and renewals are all on file at Dept. HQ

GO-GETTER	2024 CARD#	WHO WEREN'T MEMBERS IN 2023	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

****PLEASE DENOTE IF LEGIONNAIRE IS 1st TIME GO-GETTER!**

Please send completed form to Department Headquarters by April 13th, 2024 NOTE: If a member was a Go-Getter at the MidWinter Conference there is no need to send the form in for the same member for the Department Convention, only if you have other Go-Getters that were not on the MidWinter form.

GO-GETTER	2024 CARD#	WHO WEREN'T MEMBERS IN 2023	CARD#
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____
NAME _____	_____	1 _____	_____
TOTAL 2024 MEMBERS SIGNED :	_____	2 _____	_____
		3 _____	_____

**PLEASE DENOTE IF LEGIONNAIR IS 1st TIME GO-GETTER!!!!!!

NOTE: CERTIFY ALL GO-GETTERS PROMPTLY!!!!!

SIGNED _____
POST ADJUTANT

POST AMERICANISM REPORT

(Deadline – May 1st)

Post _____ No. _____ Year _____

Membership at Time of Filing Report _____ Location _____ District _____

Americanism Officer: Please fill out this report, indicating your participation, attach any documentation, list the number of participants and mail to Department Headquarters, South Dakota American Legion, PO Box 67, Watertown, SD 57201. **Go to sdlegion.org→Forms→Post Adjutant Manual Forms to find more information on how to complete this form.**

Rating System: A maximum of 20 points will be awarded for each program completed. Five points will be awarded if you conduct a program below. In addition, up to 5 points will be awarded for each of the following: 1) a narrative explaining what you did; 2) picture(s); 3) newspaper article(s) or a link showing where your event participation was placed in social media sites such as Facebook/Twitter/Instagram, etc. Documentation and additional information should be attached to this report.

	Conducted Program Included	Documentation Participants	No. Of Awarded	Points
COMMUNITY SERVICE AND SAFETY				
Get out the Vote	_____	_____	_____	_____
Veteran of the Month	_____	_____	_____	_____
Gun Safety	_____	_____	_____	_____
Bicycle Safety	_____	_____	_____	_____
School Safety	_____	_____	_____	_____
Home Safety	_____	_____	_____	_____
Defensive Driving	_____	_____	_____	_____
Water Safety	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

EDUCATION ACTIVITIES

American Education Week	_____	_____	_____	_____
Need A Lift?	_____	_____	_____	_____
American Legion School Award	_____	_____	_____	_____
Citizenship Day	_____	_____	_____	_____
Veterans in the Classroom	_____	_____	_____	_____
Patriotic Observances in the School	_____	_____	_____	_____
Educator of the Year	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

YOUTH ACTIVITIES

American Legion Baseball	_____	_____	_____	_____
Junior Shooting Sports	_____	_____	_____	_____
American Legion Boys Department	_____	_____	_____	_____
High School Oratorical	_____	_____	_____	_____
Boy Scouts of America	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

PATRIOTIC HOLIDAY PROGRAMS

Arbor Day	_____	_____	_____	_____
Flag Day	_____	_____	_____	_____
Independence Day	_____	_____	_____	_____
Memorial Day	_____	_____	_____	_____
Veterans Day	_____	_____	_____	_____
Patriots Day	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

FLAG EDUCATION

Flags for First Graders	_____	_____	_____	_____
Flag Etiquette	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

SERVICE TO GOD AND COUNTRY

Promote regular public worship	_____	_____	_____	_____
Promote daily family prayer	_____	_____	_____	_____
Promote religious education	_____	_____	_____	_____
Four Chaplains Program	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

COUNTER SUBVERSIVE ACTIVITIES

Counter-terrorism Education	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Comments: _____

Signed (Post Americanism Officer)

(Effective June 2, 2011)
(This is the official Americanism Report Form and all other Americanism Report Forms are void)

LEGIONNAIRE OF THE YEAR

Each Post is authorized and urged to select a Post Legionnaire of the Year. This selection pays recognition and honor to a good worker. Additionally, by submitting a nomination to the District Commander the Post meets one of the eligibility requirements for the Pride of the Prairie Post Excellence Award.

The rules provide that the selection of each Post shall be submitted to the District Commander at least 15 days prior to the annual Spring District Convention. Prior to the Spring District Convention, the District Executive Committee will meet and select one of the Post Legionnaires of the Year as the District Legionnaire of the Year.

The selection made by the District Executive Committee will be kept confidential until it is announced during the District Convention.

It is the responsibility of the Post Commander in each case to see that the Post Legionnaire of the Year from his Post attends the Spring District Convention as at that time the Department Commander will make a presentation to each of them that are present, just prior to announcing the name of the District Legionnaire of the Year.

Post Adjutants will find attached a form to fill out for your Post's selection. It shows the standards other Posts are using and makes a fair comparison possible for the District selection.

RULES FOR THE SELECTION OF A POST LEGIONNAIRE OF THE YEAR

1. The selection must be made by a majority vote of those present at a regular Post meeting. The selection shall be made on a basis of **service to the Legion and service to the community, Department and nation**, all based on such service being performed during the calendar year.
2. **Barred from consideration for this honor are: Department Legion Officers (according to Constitution and By-Laws), all members of the District Executive Committee (current district commander, current district vice commander, current district adjutant, immediate past district commander, and all current county commanders in the district), Post Commanders, Past Department Commanders.**
3. The District Executive Committee will make its selection only on the record written on the form.
NO PERSONAL APPEARANCES ARE PERMITTED.

The completed form **Report of Election of Post Legionnaire of the Year** is to be submitted to your **district commander** at least 15 days prior to the spring district convention for your district.

DO NOT SEND TO DEPARTMENT HEADQUARTERS.

SUGGESTED FORM TO USE FOR SCORING LEGIONNAIRE OF THE YEAR

MAX. POINTS

MEMBER NUMBER

		MAX	1	2	3	4	5	6	7	8
1	Was the Legionnaire a Go-Getter?	25								
2	Did the Legionnaire hold an elective office?	5								
3	Did Legionnaire hold an appointive office?	5								
4	Did Legionnaire attend at least 50% of scheduled Post functions?	15								
5	Did Legionnaire serve conscientiously on committee assignments?	15								
6	Summarize the role this Legionnaire played in support of Legion Programs	50								
7	Summary of role in support of his/her community, other than Legion Programs	25								
	TOTALS	140								

SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARD

Nominations must reach Department Headquarters by MAY 15, 2024

THE GOLD BRIGADE – A Legionnaire who recruits **50 or more NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for enrollment in the elite GOLD BRIGADE of The American Legion. These very special Legionnaires will be awarded unique gifts that designate affiliation with the Gold Brigade of The American Legion. Also, special recognition will be given to those Legionnaires enrolled in the Gold Brigade through special announcements in THE DISPATCH and in special articles in other publications. The National Commander will recognize members of the Gold Brigade during the National Convention. The gifts awarded to a Gold Brigadier will depend on the number of times he/he has qualified for this award. The first-time qualifier for the Gold Brigade will receive a choice of a designer jacket or sweater with the Gold Brigade logo on the left breast or polo shirt; a cap pin, a Gold Brigade patch for the blue blazer, and Gold Brigade certificate. A second, third or fourth time winner will receive a Gold Brigade Patch and certificate, a “hash mark” for the jacket sleeve, and the choice of either another designer jacket or a sweater with the Gold Brigade logo on the left breast or a polo shirt. **GOLD BRIGADE QUALIFIERS MUST BE CERTIFIED BY THE DEPARTMENT ADJUTANT.**

THE SILVER BRIGADE – A Legionnaire who recruits **25 to 49 NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for this award. A silver pin and certificate will be awarded.

THE BRONZE BRIGADE – A Legionnaire who recruits **15-24 NEW MEMBERS** into The American Legion **by the May Target Date** will qualify for this award. A bronze pin and certificate will be awarded.

NOTE: Bronze Brigade, Silver Brigade and Gold Brigade awards cannot be awarded to a recruiter during the same membership year.

POST DATA REPORT

The Post Data Report is mailed to all Posts in the February time frame. It will come to the Post in the Up To Now. The form is to be filled out and mailed to Department Headquarters as soon as possible. This form confirms the Post address as well as Dues amounts and is very important to return even if nothing has changed. Due date is April 15th.

CONSOLIDATED POST REPORTS

The Consolidated Post Report is used to collect data of what the Post has accomplished for the year. This form is mailed to each post in the Up To Now or is available on the Department web site at sdleagion.org under forms. These forms are mailed to National Headquarters so nationwide data is available and this data is used by the National Commander when he reports to congress on the activities of The American Legion. Due date is June 1st.

OFFICER'S CERTIFICATION

Post Adjutant:

Your final task for the 2023-2024 year as Adjutant is the certification of the military service records of the officers and committee chairpersons that are to serve your Post for the 2024-2025 membership year. Election of officers should be held in April and installation should be in May.

Department Headquarters would like your officer certifications as soon as you have held your election.

THIS IS IMPORTANT FOR TWO REASONS

1. Your Post officials will not get on the mailing list at Department and National Headquarters, nor will they be recognized as Post Officials in either of these offices until certification is completed.
2. Your Post will NOT receive its supply of 2025 membership cards until certification is completed.

The form for use in making this certification to Department Headquarters follows this memo.

Something else to remember, Department Headquarters needs to know who the post officers are for the coming year even though the same ones are going to serve for another year. **DO NOT MARK "SAME AS LAST YEAR"**. Our records have become outdated due to this practice.

AMERICAN LEGION DEPARTMENT HEADQUARTERS

PO BOX 67

WATERTOWN, SD 57201

or email to judy@sdlegion.org

CERTIFICATION OF SERVICE RECORD OF AMERICAN LEGION OFFICIALS

Amount of dues \$ _____ per member for post (city) _____, SD.
I have examined the service records of each of the following officials who have been elected or appointed to serve (post name) _____ post # _____.
For the ensuing year, and certify said members are eligible for membership in the American Legion.

COMMANDER _____

LEGION CARD#: _____ EMAIL ADDRESS _____

ADDRESS _____ PHONE _____

VICE CMDR _____

LEGION CARD#: _____ EMAIL ADDRESS _____

ADDRESS _____ PHONE _____

ADJUTANT _____

LEGION CARD#: _____ EMAIL ADDRESS _____

ADDRESS _____ PHONE _____

AMERICANISM _____

LEGION CARD#: _____ EMAIL ADDRESS _____

ADDRESS _____ PHONE _____

FINANCE OFFICER _____

LEGION CARD#: _____ EMAIL ADDRESS _____

ADDRESS _____ PHONE _____

TIME AND DATE OF YOUR LEGION MEETING _____

*******THE POST COMMANDER, VICE COMMANDER, ADJUTANT AND AMERICANISM OFFICERS ARE REQUIRED FOR CERTIFICATION OF OFFICERS. IF THESE ARE NOT SENT TO US, WE CANNOT CERTIFY YOUR POST AND YOU WILL NOT RECEIVE YOUR MEMBERSHIP CARDS.**

I certify that each of the above had ACTIVE honorable service within the dates required for Legion membership [includes all service from December 7, 1941 through current hostilities, (Merchant Marines Dec. 7, 1941-Dec.31, 1946)].

SIGNED _____, POST ADJUTANT

DELEGATE CREDENTIALS

THE AMERICAN LEGION, DEPARTMENT OF SOUTH DAKOTA ANNUAL DEPARTMENT CONVENTION

DIRECTIONS: Type or print plainly and if needed, make a copy for your records. Mail the form to reach Department Headquarters, P.O. Box 67, Watertown, SD 57201, by June 1st, 2024 or turn in at the Department Headquarters desk at the Convention, immediately upon your arrival, also 2024 membership card numbers are required.

The Constitution provides that each Post is entitled to two delegates and two alternates as a Post, plus one additional delegate and alternate for each fifty or major fraction thereof, memberships as shown on the books of the Department Adjutant fifteen days prior to the convention, or this year on June 5th, 2024. The Constitution provides that each Post choose these delegates by election from its own membership.

The Constitution provides that "the registration fee for each post's delegate strength, **regardless of attendance**, shall be \$7.00 per delegate payable to the American Legion, Department of South Dakota, in advance of the election at the annual department convention. Department Headquarters shall retain \$2.00 of each delegate registration fee and forward the remaining \$5.00 to the department convention host post to help defray convention costs." Payment must accompany this form.

Listed below are delegates from _____ Post No. _____ located at _____, SD elected to represent the Post at the 105th Annual Dept. Convention in Pierre SD, June 20-23, 2024.

NAME **ADDRESS** **2024 CARD NUMBER**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____

Signed _____

POST COMMANDER

Signed _____

POST ADJUTANT

Duplicate as needed

ALTERNATE DELEGATE CREDENTIALS

THE AMERICAN LEGION, DEPARTMENT OF SOUTH DAKOTA ANNUAL DEPARTMENT CONVENTION

DIRECTIONS: Type or print plainly and if needed, make a copy for your records. Mail the form to reach Department Headquarters, P.O. Box 67, Watertown, SD 57201, by June 1st, 2024 or turn in at the Department Headquarters desk at the Convention, immediately upon your arrival, also 2024 membership card numbers are required.

The Constitution provides that each Post is entitled to two delegates and two alternates as a Post, plus one additional delegate and alternate for each fifty or major fraction thereof, memberships as shown on the books of the Department Adjutant fifteen days prior to the convention, or this year on June 5th, 2024. The Constitution provides that each Post choose these delegates by election from its own membership.

The Constitution provides that "the registration fee for each post's delegate strength, **regardless of attendance**, shall be \$7.00 per delegate payable to the American Legion, Department of South Dakota, in advance of the election at the annual department convention. Department Headquarters shall retain \$2.00 of each delegate registration fee and forward the remaining \$5.00 to the department convention host post to help defray convention costs." Payment must accompany this form.

Listed below are delegates from _____ Post No. _____ located at _____, SD elected to represent the Post at the 105th Annual Dept. Convention in Pierre SD, June 20-23, 2024.

NAME **ADDRESS** **2024 CARD NUMBER**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____

Signed _____
POST COMMANDER

Signed _____
POST ADJUTANT

Duplicate as needed

CONTINUOUS YEARS MEMBERSHIP AWARD

It is important that members of The American Legion be recognized for their continuous years of membership in the organization. This award provides a unique opportunity for the Post to provide that special recognition to the Legionnaires of the Post who have brought the theme of "Still Serving America" to life.

Posts can purchase 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, or 75-year patches for uniforms or caps through Department Headquarters or National Emblem Sales. The cost of these patches is \$.50 each plus postage.

NOTE: Only available in 5-year increments.

THE AMERICAN LEGION DEPT. HEADQUARTERS - EMBLEM SUPPLY
PO BOX 67, WATERTOWN, SD 57201-0067
605-886-3604

INVOICE

Customer Name
 Address
 City
 Phone

Date
 Order No.
 Rep
 FOB

Qty	Item	Donation	TOTAL
	5 Year star	\$ 0.50	
	10 Year star	\$ 0.50	
	15 Year star	\$ 0.50	
	20 Year star	\$ 0.50	
	25 Year star	\$ 0.50	
	30 Year star	\$ 0.50	
	35 Year star	\$ 0.50	
	40 Year star	\$ 0.50	
	45 Year star	\$ 0.50	
	50 Year star	\$ 0.50	
	55 Year star	\$ 0.50	
	60 Year star	\$ 0.50	
	65 Year star	\$ 0.50	
	70 Year star	\$ 0.50	
	75 Year star	\$ 0.50	
	80 Year star	\$ 0.50	
		SubTotal	
		Shipping	\$ 2.00
Tax Rate(s)			
		TOTAL	

FAX NO. 605-886-2870

Thank you for your donation.

EVERY DAY IS VETERANS DAY!

READY CALCULATOR FOR AMERICAN LEGION MEMBERSHIP CARDS

Post Adjutant:

Below is the schedule of amounts to go to Department Headquarters with different number of membership cards.

The amount to send with the listed number of cards at \$33.50 each:

Number of Cards		Number of Cards		Number of Cards		Number of Cards		Number of Cards	
1	\$33.50	26	\$871.00	51	\$1,708.50	76	\$2,546.00	101	\$3,383.50
2	\$67.00	27	\$904.50	52	\$1,742.00	77	\$2,579.50	102	\$3,417.00
3	\$100.50	28	\$938.00	53	\$1,775.50	78	\$2,613.00	103	\$3,450.50
4	\$134.00	29	\$971.50	54	\$1,809.00	79	\$2,646.50	104	\$3,484.00
5	\$167.50	30	\$1,005.00	55	\$1,842.50	80	\$2,680.00	105	\$3,517.50
6	\$201.00	31	\$1,038.50	56	\$1,876.00	81	\$2,713.50	106	\$3,551.00
7	\$234.50	32	\$1,072.00	57	\$1,909.50	82	\$2,747.00	107	\$3,584.50
8	\$268.00	33	\$1,105.50	58	\$1,943.00	83	\$2,780.50	108	\$3,618.00
9	\$301.50	34	\$1,139.00	59	\$1,976.50	84	\$2,814.00	109	\$3,651.50
10	\$335.00	35	\$1,172.50	60	\$2,010.00	85	\$2,847.50	110	\$3,685.00
11	\$368.50	36	\$1,206.00	61	\$2,043.50	86	\$2,881.00	111	\$3,718.50
12	\$402.00	37	\$1,239.50	62	\$2,077.00	87	\$2,914.50	112	\$3,752.00
13	\$435.50	38	\$1,273.00	63	\$2,110.50	88	\$2,948.00	113	\$3,785.50
14	\$469.00	39	\$1,306.50	64	\$2,144.00	89	\$2,981.50	114	\$3,819.00
15	\$502.50	40	\$1,340.00	65	\$2,177.50	90	\$3,015.00	115	\$3,852.50
16	\$536.00	41	\$1,373.50	66	\$2,211.00	91	\$3,048.50	116	\$3,886.00
17	\$569.50	42	\$1,407.00	67	\$2,244.50	92	\$3,082.00	117	\$3,919.50
18	\$603.00	43	\$1,440.50	68	\$2,278.00	93	\$3,115.50	118	\$3,953.00
19	\$636.50	44	\$1,474.00	69	\$2,311.50	94	\$3,149.00	119	\$3,986.50
20	\$670.00	45	\$1,507.50	70	\$2,345.00	95	\$3,182.50	120	\$4,020.00
21	\$703.50	46	\$1,541.00	71	\$2,378.50	96	\$3,216.00	121	\$4,053.50
22	\$737.00	47	\$1,574.50	72	\$2,412.00	97	\$3,249.50	122	\$4,087.00
23	\$770.50	48	\$1,608.00	73	\$2,445.50	98	\$3,283.00	123	\$4,120.50
24	\$804.00	49	\$1,641.50	74	\$2,479.00	100	\$3,316.50	124	\$4,154.00
25	\$837.50	50	\$1,675.00	75	\$2,512.50	100	\$3,350.00	125	\$4,187.50

1. ATTENTION: To complete your membership, please enclose dues remittance of **(\$33.50 per membership card)** in the same envelope with National & Department portion of your membership cards and send them to;

***The American Legion Dept. of SD
Department Headquarters
PO Box 67
Watertown, SD. 57201-0067***

2. DO NOT SEND ANY MEMBERSHIP TO NATIONAL HEADQUARTERS.

3. DO NOT FOLD, STAPLE, OR SEPARATE THE NATIONAL FROM THE DEPARTMENT PORTION OF THE MEMBERSHIP CARDS.

4. Prompt and regular remittance of membership cards will ensure members getting on mailing lists for Legion publications with a minimum loss of time along with prevention of members getting renewal notices after they have already paid their dues.

5. This \$33.50 goes for these things:
 \$18.50 goes to National Headquarters
 \$15.00 stays at Department Headquarters