

# OUTSTANDING POST ADJUTANT AWARD

The 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 integrity of the Post. This form must be submitted by the District Commander to Department for scoring. The award criteria are the same as for the Post Commanders Award. Please fill both out at the same time and submit by June 1st.

Post Adjutant's Name \_\_\_\_\_

Adjutant at attendance for Department meetings:

Last Year's Department Convention

Fall District Meeting

Mid-Winter Conference

Spring District Convention

Post No: \_\_\_\_\_

District No: \_\_\_\_\_

Years as Adjutant: \_\_\_\_\_

## Required Reports and Awards Submitted:

Consolidated Post Report Completed and at Dept. HQ

Annual Post Data Forms Completed and into Dept. by 1 April

Post Officer Certification

Post Americanism Report

Post Legionnaire of the Year Award

Is the Post's 990 filing current? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Does the Adjutant transmit membership reports accurately and timely? Yes: \_\_\_\_\_ No: \_\_\_\_\_

How does the Adjutant assist new officers and committees?

What specific activities/programs has he/she supported to promote the Post and The American Legion:

Does the Post recognize milestones in membership and how is this accomplished?

How has he/she contributed to the post achieving its mission?

Detail below any outstanding efforts of the post adjutant in consideration of this award:

District Commanders:

You will submit only one nominee from your District for this Department Award.

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District Commander's or Adjutant 's Signature

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Date