

# 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](http://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!



## 2016-2017 National 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.

**The award certificates will be completed using the information given on this sheet, so please print clearly.** All awards will be mailed to the Department office after National convention. Department Presidents may wish to recognize the winners by presenting them at a Department function.

National Committee sponsoring award: \_\_\_\_\_

Type of Award:      Department      Unit

Name of the Award you are applying for: \_\_\_\_\_

### **Please fill out the following if you are applying for a Department Award:**

Name of Department: \_\_\_\_\_

Name of Department Chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID# \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

**Please complete the following if you are applying for a Unit award.** Be sure to give the complete name of your Unit. The award certificate will be prepared using the information you give us below.

Unit # \_\_\_\_\_ Full official Unit Name: \_\_\_\_\_

Unit President/Chairman (circle one) name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID# \_\_\_\_\_

Email Address: \_\_\_\_\_

**AMERICAN LEGION AUXILIARY  
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE**

**General Information Sheet**

<b>Total Qty</b>	<b>Recipient</b>	<b>Submitted By</b>	<b>Deadline Date</b>
5 Unit Awards	Unit	Unit President (Collaboration with Unit Members & Chr.)	June 1, 2017
1 Department Awards	Department	Department President (Collaboration with Dept. Chairmen)	June 1, 2017
Hard Copy Submitted To:		American Legion Auxiliary NHQ Attn: NPAE 8945 North Meridian Street Indianapolis, Indiana 46260	
Electronic Entry Submitted To:		<a href="mailto:natlpres@ALAforVeterans.org">natlpres@ALAforVeterans.org</a>	

**Criteria & Details**

These awards are very special because they represent the “best of the best” in planning and implementation of American Legion Auxiliary efforts to meet the mission of serving veterans, the military and their families. By establishing objectives, creating action steps to accomplish those objectives, and then reporting the achieved outcomes, measurable success will be achieved.

There are two forms: Unit Award Form and Department Award Form; make sure you are using the correct version.

Tell us your story with words and photos. The entry must include at least two ALA mission outreach programs of your choice and a narrative on how you/unit members fostered a climate of goodwill within the unit.

Entry form must be filled out completely and included with your story and photos.

**Award Description**

- The National President’s Award for Excellence will be presented on the national convention floor with spotlighting of each winning entry.
- A news release will be sent to area newspapers following national convention.
- All winners will be featured in ALA National publications.

**AMERICAN LEGION AUXILIARY  
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE  
UNIT AWARD**

<b>Name &amp; Title</b>		<b>Department</b>	
<b>Address</b>		<b>Phone #</b>	
<b>Unit Name &amp; Number</b>		<b>Email Address</b>	
<b>Unit Membership Goal</b>		<b>Current Membership</b>	
<b>How did your Unit retain members and/or recruit new members through mission-related activities?</b>			
<b>Local Newspaper Name &amp; Address</b>		<b>Local Newspaper Email Address</b>	

<b>ALA Programs included in this entry (minimum of 2 mission outreach programs)</b>	
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**Attach to this form one page narrative per program. Tell us your story and include pictures. Each activity should include stated goals and how they were accomplished. Entries will not be returned.**

Hard Copy Submitted To:	American Legion Auxiliary NHQ NPAE 8945 North Meridian Street Indianapolis, Indiana 46260
Electronic Entry Submitted To:	<a href="mailto:natlpres@ALAforVeterans.org">natlpres@ALAforVeterans.org</a>
<b>Deadline: June 1, 2017</b>	

**Note: Only 5 American Legion Auxiliary units will win!**