



The American Legion, Department of Wyoming

PO Box 20172, Cheyenne, Wyoming 82003

(307) 634-3035 Fax (307) 635-7093

adminassist@wyolegion.org

<https://www.facebook.com/americanlegionheadquarters>

"For God and Country"

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 honest and willingness to 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.

Post Adjutant's Name _____

Post No: _____

District No: _____

Years as Adjutant: _____

Adjutant at attendance for Department meetings:

___ Last Year's Department Convention

___ Fall Workshop

___ Mid-Winter Conference

___ District Convention

Department Required Reports

___ Consolidated Post Report Completed and at Dept. HQ

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

___ Post Officer Certification

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?

Ways and Means is a primary concern of the Post Adjutant. How has he/she contributed to this at the post:

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.

District Commander's or Adjutant 's Signature

Date