

The American Legion
Department of Ohio
60 Big Run Rd.
Delaware, OH 43015

MEMORANDUM

TO: COUNTY COMMANDERS, DISTRICT COMMANDERS, DISTRICT 1ST VICE
COMMANDERS, AND DEPARTMENT OFFICERS

FROM: JASON GRAVEN, DIRECTOR INTERNAL AFFAIRS

The time for ordering new officer caps is rapidly approaching, so we are writing to let you know that we are continuing with our cap policy that was in effect prior to 1991.

The policy is as follows:

1. All cap orders for County, District, and Department officers **MUST** be sent to Department Headquarters for processing. We do not give blanket approval for those attempting to order directly from National Headquarters.
 2. An Officers Cap Certification Form **MUST** be on file in our office before we will process any order. Nor will we order any caps for officers not listed.
 3. Unless the cost of your caps is to come from a designated fund (i.e. District Activities Fund), payment must accompany your order. All orders **MUST include shipping charges and sales tax (dependent on the county in which you reside).**
 4. The cost of caps and extra lettering may be obtained in the 2015 National Emblem Sales catalog. If you do not have a catalog we can send one to your attention. Just let us know.
 5. All **Past** Commander Caps, in addition to embroidering the Post number, City, and State, will be lettered in a uniform manner. The following is an example of a Past District Commander's cap.
- 1ST DISTRICT COMMANDER
2014-2015
6. National Headquarters has mandated that all Past Officers, regardless of office, may wear only blue caps with past office in gold lettering only. Please relay this information to the individual in charge of ordering your 2016 officer caps. Also, we are aware that you do not know who all your officers will be; however, for those who definitely will be elected, we suggest that you order their caps as soon as possible in order to avoid any unnecessary delays. Enclosed is a 2016 Officers Cap Certification form. Feel free to make as many photocopies as you will need.

Thank you in advance for your compliance.

The American Legion
Department of Ohio
60 Big Run Rd., Box 8007
Delaware, OH 43015

2016 OFFICERS CAP CERTIFICATION

TO: **ALL NEW DEPARTMENT, DISTRICT, AND COUNTY OFFICERS**

We would appreciate if you would advise as quickly as possible the size cap you wish to order and the exact title of the office you will hold. Be sure to complete all information requested.

It will take **at least eight weeks** to obtain your caps, and if you will be good enough to give your size immediately, we will make every effort to have yours available for distribution at the Department Convention.

Each cap ordered requires a separate form; therefore, you should request additional forms from our office or make your own photocopies.

NAME: _____

DISTRICT # _____ POST # _____ COUNTY NAME _____ CITY _____

OFFICE BEING HELD: _____

PLEASE CHECK LEVEL OF OFFICE: DEPARTMENT _____ DISTRICT _____ COUNTY _____

CAP SIZE: _____ CROWN: _____
REGULAR FORT KNOX LADIES MODIFIED

CAP COVER: (\$ 2.95) _____
YES NO

NEW COMMANDER'S TIE: (\$ 20.00) _____
YES NO

IF YES, SPECIFY _____
REGULAR REG X-LONG CLIP ON CLIP-ON X-LONG LADIES

ENGRAVED
NAME TAG: (\$ 8.95) _____, IF YES, SPECIFY _____
YES NO CLIP ON PIN BACK CLUTCH MAGNETIC

PRINTED
NAME TAG: (\$ 4.95) _____, IF YES, SPECIFY _____
YES NO CLIP ON PIN BACK CLUTCH MAGNETIC

SHIP TO:

Name _____

Street Address _____

City _____ State ____ Zip _____

Date _____

PACKAGING & SHIPPING	
Up to \$5.00 \$1.95	\$100.01 to \$150.00 \$12.95
\$5.01 to \$10.00 \$2.95	\$150.01 to \$200.00 \$13.95
\$10.01 to \$20.00 \$5.95	\$200.01 to \$300.00 \$16.95
\$20.01 to \$30.00 \$7.95	\$300.01 to \$500.00 \$21.95
\$30.01 to \$50.00 \$8.95	\$500.01 & Over \$24.95
\$50.01 to \$100.00 \$9.95	