

THE AMERICAN LEGION  
DEPARTMENT OF



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DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007  
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**March 5, 2020**

TO: DEPARTMENT EXECUTIVE COMMITTEE  
RE: LEGION CAPS, BADGES, TIES, SCARVES, AND PINS  
FROM: SUZETTE M. HELLER, DEPARTMENT ADJUTANT

Dear Department and District Officers,

To streamline the purchasing of American Legion caps, name badges, ties and scarves, for the 2020-2021 Membership Year, Department requests your full cooperation to make this process as efficient as possible.

For the State of Ohio, the National Emblem Sales Division allows individual Officers to order their caps and badges directly from Emblem Sales without approval from Department Headquarters. We have determined that any County, District, Department, and National Officers, other than those serving on the **Department Executive Committee**, shall be responsible for ordering a cap and badge from our National Emblem Sales Division individually. This includes members of each District Executive Board (ie; District Adjutant, District Chaplain, District Sgt-At-Arms, etc.). Please keep in mind, the District Commander, 1<sup>st</sup> Vice Commander, and 2<sup>nd</sup> Vice Commander is exempt from ordering their caps and badges individually as these are members of the **Department Executive Committee** and shall be the responsibility of Department HQ. The District Finance Officer will be responsible for processing the payment of caps and badges for all District Officers, other than the members of the **Department Executive Committee**. We will no longer be processing these requests and deducting the costs from the District Activities Fund for those outside of the District Commander, District 1<sup>st</sup> Vice, and District 2<sup>nd</sup> Vice Commanders.

For members of the **Department Executive Committee**, we have placed a **deadline of 1 JUNE 2020** for all requests of caps and badges. As a reminder, the most recent version (2019) of the **Department Constitution & By-Laws, Article VIII, Section 2., states: Section 2. There shall be held in each District, at least thirty (30) days prior to the date of the Department Convention, a District Convention, at a time and place to be designated by the District Commander, or in such manner as the District Constitution, if any, may provide. The District Commander shall be presiding officer of such District Convention. (Amended 95th Department Convention 2013). If your District Summer Convention is not in compliance with this requirement, please be mindful that any requests for caps may not arrive on time for Department Convention.**

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We cannot guarantee that all caps and badges will arrive at Department Headquarters prior to Department Convention. However, it is most likely that if we place the order prior to 1 June, the chance of them arriving on time is more likely than not. If the order is placed after this deadline, we certainly cannot guarantee that these caps will arrive on time. We recommend orders to be placed with us at Department Headquarters **IMMEDIATELY** upon the close of your Summer Convention so we can get these to National Emblem Sales Division immediately.

One order form is required for **EACH INDIVIDUAL** Officer cap and name badge. When viewing the form, details of the name badge is entered on the first page and the cap details are entered on the second page. National will use ALL CAPS so you may want to use CAPS when filling out the form. A sample document of how it shall be completed is attached. The excel document attached will automatically fill in the cost of the item when you put the "stock number" and quantity into the cells. By allowing you to complete the document yourself, you have the option of ordering your District or Department Cap the way you like it (ie; Ft. Knox v. Regular Crown, Lined v. Unlined). **We will no longer be using "curved" line lettering for any DEC Caps as it is \$1.25/letter and unnecessarily costly.**

The Emblem Sales Order Form can be completed electronically or printed and written by hand. If you are planning to complete the form electronically, please be mindful that there are formulas within the cells that may be easy to erase. You may want to have one person who is experienced with excel complete the order for your District DEC Officers before final submission. The completed form can be mailed, emailed, or faxed to the attention of Becky Corbin at [corbin@ohiolegion.com](mailto:corbin@ohiolegion.com).

The cost of caps, badges, and ties or scarves, for District, 1<sup>st</sup> Vice, and 2<sup>nd</sup> Vice Commanders will be applied to the "District Activities" Fund (per finance policy approved 11/2014). This expense will be deducted prior to distribution of those funds in mid to late July each year. The cost of caps, badges, ties and scarves, for all other members of the DEC are at the cost of Department (White Caps). **Orders for Department ties, scarves, and pins, must be in writing and accompany a method of payment (cash, check, or credit card) to Department Headquarters, attention Becky Corbin.** If we need to ship these items, an additional cost may be applied.

**Department Commander ties, scarves, and pins will be available for purchase at Department Convention.** We plan to bring with us the entire inventory of these items for your convenience and the convenience of the Posts and Legionnaires in your Districts. You will not need to order these in advance if you plan to attend Department Convention. **Please share this information with the Legionnaires and Officers of your Posts and Districts.**

If you have any questions regarding this administrative policy, please contact me personally. We THANK YOU in advance for being cooperative and helping us effectively and efficiently manage these services provided by Department Headquarters. We also THANK YOU for shopping the Emblem Sales store we had at Mid-Winter. If there are specific items you would like us to have on hand, please email Becky Corbin with suggestions and we will discuss this internally to determine the best way to obtain those items and have them available.

For God and Country,

Suzette M. Heller  
Department Adjutant

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