

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

MEMORANDUM

TO: DISTRICT COMMANDERS,
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 District, 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. Payment must accompany your order. All orders **MUST include shipping charges and sales tax.**
4. The cost of caps and extra lettering may be obtained in the 2016 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
2013-2014
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 2017 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 2017 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

2017 OFFICERS CAP CERTIFICATION

TO: **ALL NEW DISTRICT 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 _____

LETTERING TO BE PRINTED/OFFICE BEING HELD (\$1.25 PER LETTER INCLUDING DASHES)

PLEASE CHECK LEVEL OF OFFICE: DISTRICT _____

CAP SIZE: _____ CROWN: _____
 REGULAR FORT KNOX

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 SLIP ON PIN BACK CLUTCH MAGNETIC

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

SHIP TO:
 Name _____
 Street Address _____
 City _____ State _____ Zip _____

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	

Date _____