

SONS OF THE AMERICAN LEGION

DETACHMENT OF



HIO

2020-2021  
Awards Manual

*Membership and Program Awards  
for Squadrons and Districts*

## **Squadron Quota**

To determine your Squadron Quota for the 2021 Membership Year, add 2% to your 2020 FINAL MEMBERSHIP TOTAL (June 30<sup>th</sup>) with a minimum of one (1) additional member.

## **Squadron and District Officer Certification Forms**

2020-2021 Squadron [and District] Officer Certification Forms are due at Detachment Headquarters no later than May 1<sup>st</sup> as per Article IV, Section 3 of the Detachment of Ohio By-Laws.

**Squadrons will not receive their 2021 membership cards until their officer certification form has been received at Detachment Headquarters (we need the form to know to whom and where to send the cards). Districts will not have voting rights on the Detachment Executive Committee until their form is received and the Detachment Adjutant has recorded it.**

## **Consolidated Squadron and District Report Forms**

2019-2020 Consolidated Squadron [and District] Report Forms are due no later than July 1<sup>st</sup> so as to be included in the bundle for National Headquarters. Be aware of the earlier May 1<sup>st</sup> submission date if your squadron wants to qualify for the Commander's Program Award and some other Detachment Convention Awards.

## **Transmitting Membership Cards to Detachment Headquarters**

### **DO NOT HOLD MEMBERSHIP CARDS!**

Once you have members pay their dues, whether it is one member or ten or one hundred, mail the left two parts (**do not separate them**) of their card(s) along with the \$10.00 per capita to:

*Membership Division, The American Legion – Department of Ohio  
P.O. Box 8007, Delaware, OH 43015-8007*

Make checks payable to “The American Legion – Department of Ohio” and indicate “S.A.L. Member Dues” on the Memo line.

***Squadrons are strongly encouraged to use Certified or Express Mail when sending membership cards to Department Headquarters. This provides a tracking reference that can be used when trying to locate a missing delivery.***

## mySAL Squadron Administration Portal

The American Legion National Headquarters has designed a FREE and secure Internet site to assist Squadron Adjutants in their day-to-day membership processing duties. This site serves as a direct portal from the local squadron to National Headquarters' membership system.

Features include:

- View and edit squadron membership records directly
- Generate squadron and membership reports
- **Transmit Detachment and National per capita membership dues electronically via bank transfer to National for renewals, new members, and member transfers**
  - o Reduces posting time to less than one week (after the first batch transmittal is complete, which can take two weeks for banking information to be verified)
  - o Eliminates paper card handling (other than the member's part)
  - o Improves reliability of membership processing for everyone (no "lost in the mail" issues)

**We strongly encourage ALL squadrons to register for and use a mySAL account for their membership administration activities!**

The mySAL Squadron Sign-Up Form is located on the Department website in the SAL section of the Forms page. Note that the form must be signed by both the Squadron Adjutant and the Post Adjutant, then mailed to The American Legion IT Division in Indianapolis for activation. *Do not send the form to Department Headquarters – they cannot create the account. Whoever the named mySAL squadron contact is must be a member of the squadron (most commonly the adjutant) and needs to have a valid email address.*

## Squadron Development

The idea of squadron development is to increase the number of squadrons in the detachment. With this in mind, it is the goal of each district to charter at least one (1) new squadron annually. Of course, more than one squadron is desirable, but the goal is one (1) new squadron per district.

If any district officer would like assistance in making a presentation about squadron formation at an American Legion Post meeting, please contact Detachment Headquarters. Charter packets are also available through Detachment Headquarters.

## District Penalties

**Squadron Officers Not Certified** – Any squadron that has not submitted its Officers Certification Form to Detachment Headquarters by the October target date will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has failed to be certified.

**Membership “Goose Eggs”** – Any squadron that has zero (0) paid members posted on the remaining membership target date reports (December through May) will again cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”

The target date cash awards are intended to create competition in membership among the districts of the detachment. In turn, the penalties have been added to ensure that district officers are responsible for the success of their district and its accomplishments in membership.

***Let's all do our part in keeping the Detachment of Ohio one of the largest in membership!***

### Detachment Target Dates

LAP	DATE	TARGET GOAL
1	Thursday August 6, 2020	District Cleared
2	Thursday October 1, 2020	40% of Membership Quota
3	Thursday December 3, 2020	55% of Membership Quota
4	Thursday January 7, 2021	75% of Membership Quota “Blue Jugs” Awarded
5	Thursday February 4, 2021	85% of Membership Quota
6	Thursday March 4, 2021	100% of Membership Quota
7	Thursday April 1, 2021	100% of Membership Quota
8	Thursday May 6, 2021	100% of Membership Quota

**PLEASE NOTE:** Handling membership cards by mail from the Squadron, through the Detachment, and on to National HQ can take three weeks.

**We recommend using the mailing dates to the right to ensure you meet the lap dates. Or send all the cards you have ready by the end of each month.**

*The membership report on the Ohio Legion website will not reflect your submissions until the cards have been processed and payments posted to the member’s record in the National membership database.*

Detachment target date lap awards will be determined based on Department HQ’s transmittal submission dates and may not be published for a couple of weeks after the target date has passed once National processes them.

LAP	MAILING DATE
2	Sep. 22, 2020
3	Nov. 24, 2020
4	Dec. 29, 2020
5	Jan. 19, 2021
6	Feb. 23, 2021
7	Mar. 23, 2021
8	Apr. 27, 2021

## District Awards

Lap #1 – Thursday, August 6, 2020

District Cleared

All 2020-2021 Squadron Officer Certification Forms filed

**AND**

All 2019-2020 Consolidated Squadron Report Forms filed

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
District Cleared on or before today = \$50.00	District Cleared on or before today = \$50.00	District Cleared on or before today = \$50.00

Squadrons Without 2021 Officers Certified	Squadrons Without 2020 Consolidated Report Filed
CLEARED	CLEARED

## District Awards

Lap #2 – Thursday, October 1, 2020

40% of Membership Quota

*Any squadron that has not submitted its Officers Certification Form to Detachment Headquarters by the October target date will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has failed to be certified.*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
40% of Quota on or before today = \$50.00	40% of Quota on or before today = \$50.00	40% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize but which fails to win the lap will receive a prize of \$25.00.



## District Awards

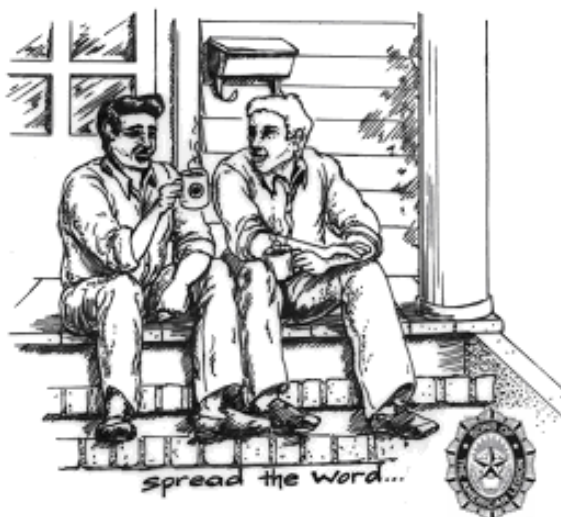
Lap #3 – Thursday, December 3, 2020

55% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
55% of Quota on or before today = \$50.00	55% of Quota on or before today = \$50.00	55% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize but which fails to win the lap will receive a prize of \$25.00.





## District Awards

Lap #4 – Thursday, January 7, 2021

75% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
75% of Quota on or before today = \$150.00	75% of Quota on or before today = \$150.00	75% of Quota on or before today = \$150.00



The district which qualifies for the lap with the highest percentage in each category will receive a prize of \$150.00 and the category’s Blue Jug Award. If the winning district is 100% of Quota by this date it will receive a bonus prize of \$200.00.

Any district which qualifies for the lap but does not win their category will receive a prize of \$100.00. If such a district is 100% of Quota by this date it will receive a bonus prize of \$100.00.

## District Awards

Lap #5 – Thursday, February 4, 2021

85% of Membership Quota

*Any squadron that has zero (0) paid members posted on this membership target date report will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
85% of Quota on or before today = \$50.00	85% of Quota on or before today = \$50.00	85% of Quota on or before today = \$50.00

Any district that reaches the minimum percentage required for the lap prize but which fails to win the lap will receive a prize of \$25.00.



**I WANT YOU  
TO RENEW!**

## District Awards

Lap #6 – Thursday, March 4, 2021

Lap #7 – Thursday, April 1, 2021

Lap #8 – Thursday, May 6, 2021

100% of Membership Quota

*Any squadron that has zero (0) paid members posted on these membership target date reports will cause their respective district to forfeit one percentage (1%) point in the detachment membership standings. This penalty will be applied for each squadron in the district that has a “goose egg.”*

Any district which achieves 100% of Quota on one of these report dates will receive a prize of \$100.00 (unless it has already won a 100% of Quota prize). **Quota prizes will be awarded only once per district.**



## Squadron Awards

The first five (5) squadrons in each of the following size categories to reach quota will receive a cash prize. *In the event of a tie for the final spot the prize will be split between the qualifying squadrons.*

Small Squadrons	Medium Squadrons	Large Squadrons	Jumbo Squadrons
10-50 members	51-150 members	151-250 members	251 or more members
100% of Quota \$50.00	100% of Quota \$100.00	100% of Quota \$150.00	100% of Quota \$200.00

These awards are intended to recognize the hard work and dedication of the squadrons who excel in working the membership program.

## Consolidated Squadron Reports

All districts with 100% of their squadrons reporting by May 1<sup>st</sup> in each of the following size categories will receive a cash prize.

Large Districts	Medium Districts	Small Districts
First Second Third Fifth Tenth	Fourth Ninth Eleventh Thirteenth	Sixth Seventh Eighth Twelfth Fourteenth
100% of CSRs filed \$100.00	100% of CSRs filed \$75.00	100% of CSRs filed \$50.00

These awards are intended to recognize the hard work and dedication of the districts who have assured that every squadron turns in a report form.

## Convention Awards

### 1. Membership Awards

A plaque will be awarded to the squadron having the greatest percentage increase over its 2020 membership as of May 1, 2021 in each of the following categories.

- **Lawrence Hartline Award**
  - For squadrons reporting 10-24 members in 2020
- **Tom Getz Award**
  - For squadrons reporting 25-45 members in 2020
- **George Powell Award**
  - For squadrons reporting 46-65 members in 2020
- **Robert McBride Award**
  - For squadrons reporting 66-99 members in 2020
- **John Taylor Award**
  - For squadrons reporting 100-139 members in 2020
- **Ed Van Houten, Jr. Award**
  - For squadrons reporting 140-169 members in 2020
- **Fred Hartline, Sr. Award**
  - For squadrons reporting 170-215 members in 2020
- **Mike Wiswell Award**
  - For squadrons reporting 216 or more members in 2020

### 2. William R. Welsh Membership Award

A plaque will be awarded to the squadron that achieves the greatest percentage increase over its 2020 membership as of May 1, 2021. *A squadron must have 20 members to be eligible. New and reinstated squadrons are ineligible.*

3. Attendance Awards

Two plaques will be awarded. One will go to the squadron that has the greatest percentage of membership attending the Annual Convention. The other will go to the squadron which traveled the farthest to attend it.

4. Robert J. Mendoza District Advisor's Awards

Two plaques will be awarded. One will go to the District S.A.L. Advisor chartering the greatest number of new squadrons from May 1, 2020 to April 30, 2021. The other will go to the District S.A.L. Advisor that has the highest percentage of quota squadrons within the district. A district must have at least three (3) squadrons to compete.

5. Squadron Historian's Report (Activities) Awards

Two plaques will be awarded. One will go to the squadron presenting the best written report. The other will go to the squadron presenting the best scrapbook of its activities during the past year. The winners must be in attendance at the Detachment Convention to claim their awards.

6. Betty McAdow Activities Award

A plaque will be awarded to the squadron submitting the best single project for the year as outlined on the Squadron Historian and Activities Report Form.

7. Americanism Award

A rotating plaque will be awarded to the squadron submitting the best report on its Americanism activities. The winner must be present to win. The Consolidated Squadron Report forms will be utilized to determine the winner.

8. Pat Shea Child Welfare Award

A plaque will be awarded to the squadron donating the most money to the national “Child Welfare Foundation” program by May 1, 2021. If you donated directly to National Headquarters you must submit receipts to Detachment Headquarters by May 1<sup>st</sup>.

9. Butch Badgett Memorial Gifts for Yanks Award

A plaque will be awarded to the squadron turning in the greatest amount of money for the “Gifts for Yanks” program by April 1<sup>st</sup> each year.

10. Richard S. Riviotta, Sr. Rehabilitation Award

A plaque will be awarded to the squadron submitting the best report of its activities in the area of rehabilitation in the past year. The winner must be present to claim the award. The Consolidated Squadron Report forms will be utilized to determine the winner.

11. Al Brick “Advisor of the Year” Award

A plaque will be awarded to the distinguished advisor of the year as determined by the current detachment table officers upon review of the nominations received.

12. Earl Cox “Outstanding S.A.L. Member of the Year” Award

Each squadron may nominate one (1) member from their squadron to be considered for this award. A complete resume of the member must be submitted to Detachment Headquarters or turned in before the opening session of the convention in order to qualify for judging. The judges for this award will be the members of the Department S.A.L. Advisory Committee that are present at the convention, at which time selection will take place. There will be one winner and two runners-up. In all cases, the decision of the judges will be final.

### 13. Commander's Program Award

A plaque will be awarded to all squadrons that meet the following goals by May 1, 2021:

- **Membership:** Achieve 87% of renewals of its 2020 Membership.
- **Americanism:** Sponsor at least one (1) delegate to either Buckeye Boys State (\$300) or Buckeye Girls State (\$275) per person; **or** Purchase flags for decorating graves or distributing at parades if it cannot afford the BBS/BGS level of participation.
- **Children & Youth:** Donate to the Children's Miracle Network.
- **Veterans Affairs & Rehabilitation:** Donate to Operation Comfort Warriors; **or** Donate to support homeless veterans.
- **Commander's Project:** Donate to the National Emergency Fund.
- **Administrative:** Submit its 2020-2021 Consolidated Squadron Report Form.

The monetary donations to the Americanism, C&Y, VA&R, and Commander's Project programs must all be at least \$1.00 per member based on the squadron's current paid-up 2021 membership count at the time of the Consolidated Squadron Report submission.