

**THE AMERICAN LEGION**



**NATIONAL COMMISSION ON CHILDREN & YOUTH**



**Department Chairman  
Children & Youth Program Guide  
2010 – 2011**

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## **Welcome!**

On behalf of the National Commission on Children & Youth and National Chairman, Dennis Boland, welcome to the Children & Youth Family for this program year. Whether you are new to your position, or a seasoned C&Y leader, your acceptance of this vital position is critical to the success of the mission of the National Commission on Children & Youth. Thank you for taking time to continue serving our nation and the interests of our nation's children and youth.

As the Department Children & Youth Chairman, you have been entrusted with many important responsibilities. Your Department will look to you for information and leadership in conducting Children & Youth programs throughout the next year. No matter what level of participation your Department exhibits in this area, there is always room for improvement and you are driver for this growth. You don't have to go it alone, though!

The staff of the Americanism and Children & Youth Division at your National Headquarters is ready and able to assist you in taking your program to new heights. Throughout the year, you will receive information pertaining to our ongoing programs, areas of concern, legislative updates, meetings, and available resources.

In the following pages of the Chairman's Guide you will find the answer to many of the questions you may have. You are encouraged to use this manual as a reference guide and refer to it often as the need arises. Have a question, concern, suggestion, or comment? Don't hesitate to contact us if we can be of any assistance or if you have a particular request. While we do not have the resources to meet every special request, we will do our very best to accommodate your needs.

Thank you for accepting this challenging yet rewarding position. We will close with a challenge for you and all of the District and Post programs under your guidance:

***“Let us put our minds together and see what life we can make for our children.”***

- Tatanka Lotanka

Americanism and Children & Youth Division

**New Department Children & Youth Chairman  
Information Sheet**

**PLEASE COMPLETE AND RETURN**

**Department** \_\_\_\_\_

**NAME** \_\_\_\_\_

**NICKNAME** \_\_\_\_\_

**HOME  
ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**BUSINESS  
ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**CELL PHONE NUMBER** \_\_\_\_\_

**Please return or fax completed form to National Headquarters by December 31, 2008**

**RETURN TO:** Americanism and Children & Youth Division  
The American Legion  
PO Box 1055  
Indianapolis, IN 46206  
FAX (317) 630-1369



## CONGRATULATIONS!

By accepting this important appointment as your Department's Children & Youth Chairman, you have inherited a proud tradition of service to our nation's youth.

In 1922, just three short years after our establishment, members of The American Legion realized that neglect of family and child welfare problems were aggravating and handicapping the rehabilitation of the disabled veteran. Following a year of careful study, The American Legion Child Welfare program was outlined and adopted in 1924.

In 1925, The American Legion National Child Welfare Division was established and adopted the "Whole Child" plan. This plan provides that "the child of every veteran should have a home, should have health, education, character and opportunity." Its foundation was based on three principles:

1. **Strengthen the family unit against the forces of a more complex society. The Legion recognizes the most normal environment for children is a home with their own parents. Our efforts have always been directed toward keeping the family together.**
2. **Extend support to sound organizations and facilities that provides services for children and youth. Always acting in a supplementary capacity, rather than duplicating the efforts of existing agencies.**
3. **Maintain a well-rounded program that meets the needs of today's young people. Stated certainly for future endeavors, this third principle has provided the elasticity to address all matters of child health and child welfare. This single statement, more than any other one thing, confirms the Legion's comment to all children.**

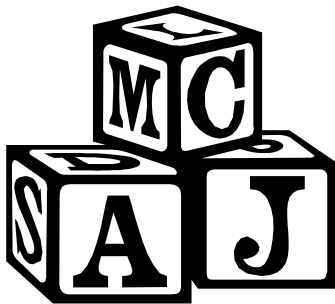
While these principles are the heart of the "Whole Child" plan; the muscle depends on four methods, working together - **Education, Legislation, Material Aid and Prevention**. As you read through this manual, you will become more familiar with each of these principles.

During the past eight decades, the development of new and improved public programs designed to provide economic security for children has made it possible for the organization to turn its attention to other problem areas affecting our nation's young

people. There exists to date no area of child welfare that has gone untouched by the collective hand of The American Legion. The very program of Children & Youth itself is unique from any agency, governmental or private, in its ability to expand from every area of concern for child welfare and child health.

While our list of accomplishments is extensive, it is by no means complete or completed. The American Legion has always and will always continue its deep community-centered interest in children to find new and perhaps presently unknown approaches to child welfare programs. At present, there is no way of knowing what problems will face our youth tomorrow, but all of us know that their survival may well depend on the quality of care, education, and training which we as parents and citizens provide for all children.

The American Legion is proud of the Legionnaires, Auxiliary members, Sons, and partners of the Eight and Forty, and their achievements on behalf of our country's youth. Their efforts in the area of child welfare is a living testament to the ability of an organization of free men and women to adapt itself to evolving needs, while maintaining high principles and taking on increased responsibilities under those principles.



Therefore, let it be known to all who will listen, that The American Legion has and will do everything possible to perpetuate

**“A Square Deal For Every Child”**

This is your ultimate goal, and the ultimate challenge, for the years ahead.

# First Things First

## SET GOALS

Setting measurable goals is a great place to start the planning process for the program year. Set realistic, but aggressive goals for the next year. Make sure all goals are measurable so you can gauge the successfulness of each objective. Talk with District and Post representatives as soon as possible to help establish program goals for your Department. Listen to their concerns and allow yourself some time to formulate a plan of action.



**To make large objectives more manageable, break them down into smaller goals. Remember, measurability is key in determining how successful your Department is in reaching established objectives.**

As Chairman, you may choose to promote a special project. Any area of emphasis should be supported with practical projects your Districts and Posts can realistically handle. Your main project could cover any area that affects children and youth. Perhaps your Districts will want to promote individual projects. Give them all the support you can. The important point to remember here is that it is better to concentrate on one or two yearly projects and be successful, than to run off in 15 different directions and accomplish little.

## DELEGATE

You can't do it all! Delegation is the key to having a successful year. You are going to need all the assistance you can recruit in promoting and operating your programs. If your Department has a Commission or Committee on Children & Youth, take full advantage of this valuable resource. If your Department doesn't have a C&Y Commission or Committee, this would be a great time to get one started.

On this Committee, you could have a representative from each District to help you generate interest at the District and Post levels. Invite consulting members from the local community. This is a great way to garner outside support and promote awareness. Suggested members include, but certainly not limited to social workers, doctors, law enforcement officials, teachers and other persons knowledgeable in the area of children and youth. Use this Committee to help generate ideas to produce a well-rounded program that reaches out to every corner of your state.

## COMMUNICATE

Open and frequent communication is a must between you and your District leaders. They in turn must be in touch with their respective Posts. Ensure that all program goals and objectives are clearly communicated to all levels of the Department. This includes your Department staff and officers. Take advantage of Department and District Meetings and workshops to get your message out and don't forget about the general public!



**Frequent and clear communication of program goals and objects throughout your state is critical to the success of your programs.**

# Children & Youth Components

## COORDINATED COMMITTEES ON CHILDREN & YOUTH

Coordinated Committees are vital to the success and effectiveness of Children & Youth Programs. Departments, Districts, and Posts that run the most outstanding programs year after year have a concerted effort among all members of The American Legion Family. Since there is one Children & Youth Program for both The American Legion and the American Legion Auxiliary, the Auxiliary follows the same program objectives as outlined by The American Legion.

Coordinated Committees are cooperative ventures organized at the Post, District and Department levels to coordinate the Children & Youth activities of the Legion and Auxiliary. By working together, duplication of efforts and expense can be reduced and a greater number of children can be served.

The American Legion Children & Youth Chairman should serve as Chairman of the Coordinated Committee with the Auxiliary Children & Youth Chairman serving as a member. Other members should include:

- The Legion Adjutant
- The Auxiliary Secretary
- The Legion Commander (ex-officio)
- The Auxiliary President (ex-officio)
- Eight and Forty Children & Youth Chairman
- SAL Children & Youth Chairman
- Child Welfare Foundation Chairman, if applicable
- Additional members depending on the size and scope of your Children & Youth activities.



**The basic function of the Coordinated Committee is to put forth an organized effort to carry out the Children & Youth Program in the most efficient and effective manner.**

## The Seven Habits of Highly Effective Coordinated Committees

1. Effective Coordinated Children & Youth Committees must have the support from the top (the Department Commander, Adjutant, President and Secretary, and where applicable, the Chapeau).
2. Members must be ready, willing, and interested in the Children & Youth Program. Remember to maintain a well-rounded program in tune with the needs of children and youth in today's world, you need awareness, commitment, and energy.
3. The qualifications and experience of each person must be carefully considered prior to their appointment, if your Coordinated Committee is to be successful.
4. The Chairman of the Committee must be responsible for keeping the other members informed. Communication and the free-flow of information is vital. Members must communicate periodically with their home organization and its members, to provide status reports on program objectives, updates and successes.
5. The Committee should hold regular meetings, whether monthly, bimonthly, or quarterly. Each meeting should have a prepared agenda and should be conducted in a business-like manner.
6. Your Department should specifically assign committee people to the Children & Youth Program; however, these people should not be assigned in name only. Since there is much to be accomplished, and time is limited, make sure the people assigned to your committee will actively contribute to the efforts of the program.
7. Meet the chairmen of other Department programs so that efforts can be coordinated whenever possible.

## **THE NATIONAL COMMISSION ON CHILDREN & YOUTH**

The National Commission on Children & Youth is one of the twelve standing commissions of The American Legion. The Commission has the power to supervise and direct operations of the Children & Youth Program. In addition, the Commission has the right of decision and determination essential to maintaining its active programs within the scope of established mandates of the National Executive Committee. Furthermore, the Commission is responsible for reviewing and reporting to the National Executive Committee on resolutions assigned to it or to the Committee under their supervision. The Commission regularly files with the National Executive Committee reports of their operation, including that of committees assigned.

The Commission consists of such number of members of The American Legion as the National Executive Committee determines. The National Executive Committee upon nomination of the National Commander makes appointments to the Commission. The structure of the National Commission on Children & Youth includes the Chairman, Vice Chairman, an Executive Section, and General members.

The National Executive Committee appoints, upon nomination by the National Commander, a Chairman and a Vice Chairman to serve in such capacity for a term of one year. The National Chairman may, and the National Vice Chairman must, be appointed from among the members of the Commission.

The Executive Section consists of the National Chairman, National Vice Chairman, and six Members-at-Large. Appointments of members-at-large are as follows: 2 are appointed for a term of 3 years, 2 are appointed for two years, and 2 are appointed for one year.

General Members are selected on a basis not to exceed one member from each Department. One-third of appointments are for three years, one third for two years, and one-third for one year. An authorized affiliate, the Children & Youth Advisory Board, is appointed by the National Commander for a one-year term, and includes an official representative of the Legion Auxiliary and the Eight & Forty.

As a means for direct communication between the groups, there exists an NEC Liaison Committee to the National Commission on Children & Youth. The National Commander makes these appointments for a term of one year.

The National Commission on Children & Youth meets three times a year: during the Spring Meetings in Indianapolis, at the National Convention, and during the Fall Meetings in Indianapolis. The Executive Section can be called into meeting at any time or place as determined by the National Commander to perform tasks between meetings of the full Commission.

## **RESPONSIBILITIES AND DUTIES**

The defined responsibilities and duties of the National Commission on Children & Youth are:

1. To formulate, recommend and implement plans, programs and activities designed to assure care and protection for the children of veterans;
2. To improve conditions for all children and youth with due concern for maintaining the integrity of the family home;
3. To prevent social and physical ills of children and youth where possible;
4. To utilize services of and cooperate with sound organizations and agencies for children and youth; and
5. To maintain a balanced program that provides for the physical, emotional, intellectual, and spiritual needs of young people.

## **NATIONAL HEADQUARTERS CHILDREN & YOUTH STAFF**

The basic role of the staff at the National Headquarters Children & Youth staff is to serve the membership. We are here to assist and support you in carrying out your mission as it relates to children & youth. In addition to correspondence, email, and telephone conversations, staff is available for visiting and attending your official functions. If you need a member of the National Staff to attend your Department Convention, meetings, or training session, use the proper channels as outlined in your Department to make such a request.

The National Staff keep in touch with many of the major agencies and organizations interested in children and youth. Should you need additional information on a specific topic, we can readily put you in touch with people that may be able to assist you.

Write us at:

**The American Legion  
The National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

Email: [acy@legion.org](mailto:acy@legion.org)

Telephone:

**(317) 630-1323** 8:00 AM to 4:30 PM (Eastern) Monday through Friday.

## **NATIONAL RESOLUTIONS**

Resolutions are necessary to help formulate and clearly state the policies and practices of The American Legion. As Department Chairman, you should be concerned with the development of the practices and policies necessary to a complete Children & Youth Program. Any idea you have that will improve The American Legion's Children & Youth Program that is national in scope, needs to be submitted in resolution form. The National Organization cannot act on a given problem in the absence of a controlling resolution. Conversely, it must act on a matter when mandated to do so by a resolution that has been properly adopted by the National Convention or National Executive Committee.

### **HOW TO WRITE AND PREPARE A RESOLUTION**

Resolutions have two major parts: a Preamble and a Resolving Section. Each consists of one or more clauses (sometimes called paragraphs) and is generally read in its entirety, beginning with the Preamble as one continuous complex sentence. The Preamble sets forth the reasons for the resolution. The Resolving Section sets forth the intent of the resolution. Certain general considerations applicable to all resolutions are as follows:

1. A resolution should contain "supporting arguments" and its intent should be clearly defined.
2. A resolution should be free of errors of fact and law.
3. A resolution should have material relevant to the purposes and programs of The American Legion.
4. A resolution should deal with only one subject.

### **PROPER CHANNELS FOR SUBMITTING A RESOLUTION**

Resolutions requiring County, District or Department consideration must be prepared and forwarded in accordance with their respective regulations and bylaws. A well written resolution stands a better chance of getting favorable consideration at your County, District or Department meetings than a resolution that is vaguely worded and carelessly formulated. Always keep in mind that any resolution transmitted beyond your Post and within the organization of the Legion must be closely related to the purposes for which The American Legion exists. Submit supportive material or documents to further explain the intent of your resolution.

The National Executive Committee or the National Convention acts upon resolutions that have received favorable action by Department Convention or Department Executive Committees (DEC) requiring National action. Resolutions from the DEC to the NEC are sent to the National

Adjutant, where they are registered and referred to the proper National Commission or Committee for further study and appropriate action.

Resolutions from Department Conventions calling for National Convention action are submitted by the Department Adjutant on the proper forms to the National Adjutant where they are registered and assigned by the Resolutions Assignment Committee to a Convention Committee for consideration and action at the National Convention.

### **SAMPLE RESOLUTION**

#### *Catastrophic Illness Among Children*

WHEREAS, There is an ever-widening crisis in many states relating to the delivery and accountability of health care and medical treatment to the children of this country; and

WHEREAS, Historically, it has always been The American Legion's position that all children should have adequate health services to assure their physical, mental and emotional well-being; and

WHEREAS, Several applications have been received by the National Americanism and Children & Youth Division from Departments requesting Temporary Financial Assistance for needy medical cases; and

WHEREAS, Many children are not receiving needed medical treatment because their families have been unable to afford the cost of the catastrophic illness to one of their children; and

WHEREAS, Many of these families have hospitalization insurance and even major medical insurance and yet they cannot meet the cost of a major illness; now, therefore, be it

RESOLVED, By The American Legion in National Convention assembled in Minneapolis, Minnesota, September 6, 7, 8, 1994, That The American Legion reaffirms its position in urging the federal and state governments to enact the necessary legislation to assist financially those individual families faced by the catastrophic illness of one of their children in order to maintain the integrity of the family; and be it finally

RESOLVED, That in lieu of a better approach, the present federal Maternal and Child Health Services Block Grant programs be expanded to include catastrophic illness.

## **LEGISLATIVE EFFORTS**

Legislation is a critical part of accomplishing the goals of the National Commission on Children & Youth. The American Legion is proud of the fact we have helped more children through sound legislation than any other means.

Legislation covers more than just new laws, it also refers to public awareness of existing laws, needed amendments, and the administration of laws at the national, state and local levels.

Each year, we are challenged to support new or amended legislation and public appropriations at the local, state and federal levels of government. Nationally, our position on any legislation is based on the mandates of the National Convention and the National Executive Committee.

Resolutions and testimony will not get the job accomplished alone. Needed is a concerted effort by the entire American Legion Family, reaching people at the grassroots level and pushing for change. We should remember, legislation is a last resort. When individuals can assist others without legislation, they should! Through both efforts, the needs of our nation's children will be served.

## **LOCAL EFFORTS**

Within each community, there is a great deal of local legislative action that deserves continued attention:

- ✓ City ordinances affecting children & youth
- ✓ Appropriations for schools and school budgets
- ✓ Immunization
- ✓ Child abuse and neglect statutes
- ✓ Juvenile justice (courts, probation, correction)
- ✓ Local public welfare departments
- ✓ Traffic regulations
- ✓ Playgrounds
- ✓ All other matters relating to the health and welfare of children.

If the Post Children & Youth Chairman, or any member of the Post, feels there is some action that the Legion should take regarding local government, the proper procedure is to present the

recommended action to a Post meeting in the form of a resolution. If the resolution is adopted, then the Post Commander or other Post officers have the proper authority to inform the local government of the position that the local American Legion is on a particular matter.

There are times when the Post Children & Youth Chairman finds changes are needed at either the state or federal levels of government in laws pertaining to children and youth. The proper procedure is to submit a resolution to the Post, and if adopted, forward it through the proper channels, as determined by your Department Constitution and By-Laws.

## **DEPARTMENT EFFORTS**

All legislative activity pertaining to children and youth should be carried out only with the full knowledge and support of the Department Headquarters and the Department Legislative Committee. When your Department Children & Youth Committee has outlined a specific legislative agenda, it is imperative that Departmental guidelines be observed. After program approval, the Children & Youth Committee can then assist the Legislative Committee by doing research and making contacts to aid the proposed legislation being enacted into law. When legislative resolutions refer only to proposals in state legislatures, they are not forwarded to National Headquarters since Departments handle their own state legislative activities.

## **NATIONAL EFFORTS**

Once a resolution calling for legislative action becomes an official mandate of The American Legion, the onus lies with the National Legislative Committee for appropriate Congressional action. After the National Convention or the National Executive Committee approves a legislative mandate, the National Legislative Commission is responsible for petitioning Congress to support or oppose federal legislation germane with our National mandates. The principal functions of the National Legislative Commission are the planning, strategy, and dissemination of information and coordination of the mandates of The American Legion.

## **TESTIMONY**

The American Legion National Children & Youth staff is often called upon to offer testimony regarding certain pieces of federal legislation according to our mandates. Testimony may be needed at Local, Department or National levels to help carry out the legislative mandates of The American Legion. The National Legislative Commission will advise the National Commission on Children & Youth whenever written or oral testimony is needed on certain legislation. The National Commission on Children & Youth does the research, gathers the necessary data, and writes testimony that is submitted to the National Legislative Commission. A formal draft to be submitted through proper congressional channels is then composed. Your Department has guidelines outlining the procedures to be used regarding testimony given at your state and local levels.

## REPORT TO CONGRESS

We are required to report to Congress annually on what we have accomplished the preceding year in our Children & Youth programs.



**The Department Children & Youth Chairman is responsible to submit all necessary reports in a timely manner that will enable us to comply with our Congressional Charter.**

The Post Consolidated Report provides us with the facts and figures necessary to accurately complete this report. Please urge your Posts to fulfill this important obligation.

## REPORTING PROCEEDURES

In most cases, your Department Headquarters receives a bulk shipment of Consolidated Post Report forms around the first of February from National. In a few Departments, the forms are sent directly to the Posts. The Consolidated Post Report form is a three part form. Upon completion to the best of their knowledge, the Posts will send two copies to Department Headquarters and retain the third (Pink) copy in their files. Of the two copies sent to Department Headquarters, your Department Adjutant will retain a copy and forward the second to National.

## DUTIES OF CHAIRMEN

Many of our Department Chairmen find difficulty in reaching a high level of response with the Consolidated Post Report form. Since its inception, though, we never realized such a complete picture of Post activities. The Consolidated Post Report is a national form of reporting that is the envy of other organizations. We must make it clear to all Posts that this is how we must report.

As Chairman for the Children & Youth program of your Department, we know you must have a great deal of pride in what is accomplished for young people. This accomplishment may only be a few hours of volunteer time or a few dollars donated to a worthy cause. However insignificant it may seem, your activities deserve recognition and should be reported! Due to our Congressional Charter, we are required to submit an annual report of our activities and expenditures to the Congress of the United States. Therefore, the number of Posts reporting Children & Youth activities in your Department is extremely important!

The Consolidated Post Report covers the period of June 1st to May 31st of the current program year. Part of your job is to encourage all Post Children & Youth Chairmen to fill out the section pertaining to Children & Youth activities.

Submitting the Consolidated Post Reports to the National Headquarters by July 15th of the current year is the responsibility of the Department Adjutant. The Department Children & Youth Report is your responsibility and must be received at the National Headquarters by **July 1st** of the current program year.

## CHILDREN & YOUTH PROGRAM REPORTING AWARDS

The National Commission on Children & Youth and the National Executive Committee has authorized a number of program and reporting awards.



**For your convenience, appropriate order forms for all awards can be found in the Appendix of this Guide.**

### POST AWARDS

The National Commission on Children & Youth offers three Post level Children & Youth Program awards. After determining which Posts deserve the following Awards, please forward the appropriate form as indicated on the specific Award order form.

#### **Annual Children & Youth Citation**

Upon certification by the Department Children & Youth Chairman, this Award is available to any Post that has reported an outstanding Children & Youth Program for the year. The National Americanism and Children & Youth Division will send a supply of citations to the Department Adjutant or the C & Y Chairman, who will then assume responsibility for having the individual citations completed and awarded.

#### **Special Children & Youth Citation**

This Award will be presented to those Posts within in a District that has conducted outstanding Children & Youth Programs during the reporting year. One Post should be selected from each of the four membership categories:

- Category 1                      15 to 99 members
- Category 2                      100 to 299 members
- Category 3                      300 to 499 members
- Category 4                      500 members and up

#### **Certificate of Meritorious Service**

This Award is issued by the National Commission on Children & Youth for meritorious work performed by a Post. It is available only to one Post in each of the four membership categories within a Department. These Posts must have distinguished themselves as having the best Children & Youth Program in their respective category. Once you have determined the top four Standards for judging Posts' reports are left entirely to the discretion of the individual Departments. Departments are the final and sole authority in the selection of Posts to receive these awards.



**Citations should only be given in those cases where the Post has actually reported creditable Children & Youth work. A report form that bears the notation “no report” is just that.**

The National Commission on Children & Youth believes that **you** are the best judge of who deserves these awards; therefore, supportive material will not be required for justification.

## **DISTRICT AWARD**

The National Executive Committee has authorized one District reporting Award.

### **National Achievement Award**

This award is given to those Districts achieving 100% Children & Youth reporting by the Posts in the District. Percentages of reporting are to be based solely on the Consolidated Post Report form.

## **DEPARTMENT AWARDS**

The National Commission on Children & Youth has authorized two Department Children & Youth reporting awards:

### *100% Consolidated Post Reporting Award*

This Award will go to those Departments achieving 100% Post reporting on the Consolidated Post Report form. The National Headquarters' computer print-out of each Department's reporting will provide the verification for this Award. Qualifying Departments will receive their plaque in the fall.

### **100 Percent Children & Youth Post Narrative Reporting Award**

In order for a Department to qualify for this award, the Department Chairman must have received a copy of a narrative report from each of their Posts. These in turn will be compiled by the Chairman into one Department Narrative Report. This one report should be mailed to the Americanism and Children & Youth Division, separate from the Consolidated Post Report form.

When you have determined that your Department has achieved 100 Percent Children & Youth narrative reporting, please fill out the appropriate form, attach a copy of each report, and forward to the Americanism and Children & Youth Division.



**ONLY THOSE DEPARTMENTS HAVING 100% CHILDREN & YOUTH POST REPORTING SHOULD SUBMIT THIS REPORT FOR VERIFICATION.**

## **INACTIVE POSTS AND REPORTING PERCENTAGES**

If there are inactive Posts within Districts and Departments, the Americanism and Children & Youth Division should be informed so this information can be utilized in determining the total percentage of Posts completing the Consolidated Post Report and the Post Narrative Report. An inactive Post is defined as a Post that is on the verge of losing its charter, but is still on your Department records at National. These Posts should not and will not be figured into your Department percentages if your Department Adjutant will send us a list of such Posts to verify their inactivity and status.

## **INDIVIDUAL DEPARTMENT NARRATIVE FORMS FOR REPORTING POST CHILDREN & YOUTH ACTIVITIES**

By action of the Executive Section of the National Commission on Children & Youth meeting on October 15-16, 1979, it was recommended and agreed, that each Department Children & Youth Chairman be responsible for disseminating their **own** narrative reporting form. The National Commission has agreed to respond to such involvement by offering 100 Percent Department Narrative awards to those Departments who are able to verify receipt of such reports from all their Posts.

The Department Chairman is required to submit a Children & Youth narrative report to the Americanism and Children & Youth Division containing the compiled information from the Posts. This approach accomplishes two major goals:

- Requires the Department Chairman to take full responsibility for narrative reporting.
- Offers reporting awards for one hundred percent Children & Youth narrative participation at the Department level, based on the Department's own Children & Youth narrative reporting form.

To encourage Department Children & Youth Chairmen to assume the responsibility of distributing their own narrative forms to Posts in their Department, the National Commission on Children & Youth will recognize a Department's own Children & Youth narrative reporting form for the purpose of a "100 Percent Post Children & Youth Narrative Reporting Award."

Use of a narrative form developed and used by your committee will serve three important purposes.

- Provide you with information that will enable you to better judge winners for various awards.
- Give us all a better picture of overall Children & Youth efforts.
- Serve as the basis for a 100% narrative reporting award.

As with the Consolidated Post Report, it will be your job to encourage all Posts to complete your Department's Children & Youth narrative reporting form.

If your Department has an established form for reporting Post Children & Youth activities, that's fine. However, if there is no established form, it will be necessary for you to devise one. To simplify things, it is recommended that you make use of the "Suggested Children & Youth Post Narrative Report" provided in the Appendix.



# SUMMARY OF CURRENT CHILDREN & YOUTH RESOLUTIONS

## CHILD HEALTH AND MEDICAL

### **Catastrophic Illness Among Children**

Calls for legislation to assist financially those families faced with the catastrophic illness of one of their children in order to maintain the integrity of the family.

*Resolution No. 278      2010 National Convention*

### **Children's Miracle Network**

Encourages Departments and Posts to work with and support their local Children's Miracle Network affiliated children's hospitals to benefit the health and well being of our nation's children.

*Resolution No. 45      Fall NEC – 2006*

### **Children's Organ Transplant Association**

Encourages Departments and Posts to work with and support the fund raising efforts of Children's Organ Transplant Association to benefit the health and well being of our nation's children in need of organ transplants.

*Resolution No.33      Spring NEC – 2009*

### **Comprehensive Health Care for Children & Youth**

Provides for support of the program outlined by the Maternal and Child Health Services Block Grant contained in Title V of the Social Security Act and urges Congress to adequately fund these programs, including the Comprehensive Health Care for Children & Youth programs.

*Resolution No. 287      2010 National Convention*

### **Covering Kids and Families Back-To-School Campaign**

Urges Departments and posts to participate in annual Covering Kids and Families events that encourage the enrollment of uninsured children that are eligible for coverage through Medicaid the Sate Children's Health Insurance Program; authorizes The American Legion to become a national partner of the Covering Kids and Families Back-to-School Campaign Organization.

*Resolution No. 32      Spring NEC – 2006*

### **Mercy Medical Airlift**

Adopts the programs of Mercy Medical Airlift to ensure that no child, family or veteran in need is denied access to distant specialized medical evaluation, diagnosis or treatment for lack of long-distance transportation, and encourages Departments and Posts to promote this activity in the communities across their state to benefit the health and well-being of our nation's children, families and veterans.

*Resolution No. 10      Spring NEC – 2001*

### **Immunization Program**

Advocates the position of The American Legion in supporting the fullest use of any licensed vaccine to combat communicable diseases, stimulate immunization programs and provide for medically indigent children through federal and state funding.

*Resolution No.286      2010 National Convention*

### **Ronald McDonald House Charities Pop Tab Collection Program**

Adopts the Ronald McDonald House Charities Pop Tab Collection Program as a national children and youth fundraising project; encourages Departments and Posts to work with and support their local Ronald McDonald Houses to help provide housing for financially-challenged families with seriously ill or injured children who must undergo medical treatment at a children's hospital.

*Resolution No. 29      Spring NEC – 2005*

### **School Nutrition Program**

Urges the Congress of the United States to fund school nutrition programs and provide needed facilities and trained personnel to conduct adequate school lunch programs.

*Resolution No. 295      2010 National Convention*

### **Sickle Cell Anemia**

Encourages distribution of information currently known about Sickle Cell Anemia, suitable development and use of screening procedures, adequate counseling for afflicted children, federal funding for medically indigent children, and legislation/funding to make screening for Sickle Cell disease among potential victims a requirement for admission into public schools.

*Resolution No. 278      2010 National Convention*

## **CHILD SAFETY AND WELFARE**

### **Adequate Foster Care**

Urges Departments to encourage state legislators to improve services for children living in foster homes; urges Posts to volunteer their talents and energies in behalf of foster children and to make their communities aware of the vital role that adequate foster care services play in enabling these children to develop into mature, responsible and productive adults.

*Resolution No. 297      2010 National Convention*

### **Admission of Children of United States Citizens**

Calls for legislative action to provide equal treatment in admission to the United States of all children of American citizens.

*Resolution No.283      2010 National Convention*

## **AMBER Alert**

Calls for Departments and Posts to urge state and local governments to implement AMBER Alert plans and to cooperate with regional and national alert plans. Furthermore, to encourage all media outlets and law enforcement agencies to cooperate with all alert plans at all levels.

*Resolution No. 54      Spring NEC – 2003*

## **Bill of Rights for Foster Children**

Formally endorses the Bill of Rights for Foster Children as developed by the National Action for Foster Children Committee.

*Resolution No. 34      Spring NEC – 1974*

## **Child Maltreatment**

Urges school educators, coaches, school administrators and others responsible for children in any capacity to familiarize themselves with the warning signs of all forms of child maltreatment, and report suspected maltreatment, and refer these children to the appropriate child protective service in their community. Encourages the organization, at all levels, to educate and inform the public about the detrimental effects of child maltreatment.

*Resolution No. 292      2010 National Convention*

## **Child Safety**

Authorizes the cooperation of The American Legion with national safety organizations to the end that The American Legion can maintain an effective role in the promotion of adequate child safety programs and encourages Posts and Departments to provide leadership on organized safety commissions and actively promote child safety.

*Resolution No. 293      2010 National Convention*

## **Children in Pornographic Literature**

Encourages state legislatures to evaluate and make appropriate amendments to existing laws aimed at individuals involved in the child pornography business. Urges the strengthening of existing federal law to make penalties severe enough to eliminate the production, distribution and sale of materials that use children in sexually explicit scenes, and to fund efforts, when necessary, to accomplish these goals.

*Resolution No. 284      2010 National Convention*

## **Childcare Services**

Urges Posts and Departments to cooperate to the fullest extent with state, community, public and private agencies with childcare responsibilities to the end that licensed childcare facilities will be available to all children in our nation, that safe and consistent standards are established for all licensed childcare facilities, and to raise the level of understanding among the general public about the needs of adequate childcare services.

*Resolution No. 285      2010 National Convention*

### **Fireworks Safety**

Urges Posts and Departments to educate communities, parents, and children about fireworks safety and encourages children and families to enjoy fireworks displays conducted by professionals, rather than purchase fireworks for private use.

*Resolution No. 33      Spring NEC – 2006*

### **Intellectual Disabilities**

Affirms The American Legion's support of the President's Committee for People with Intellectual Disabilities and encourages all levels of the organization to help alert the public through awareness and education programs designed to change the negative attitudes and prejudices concerning our nation's intellectually disabled children.

*Resolution No. 294      2010 National Convention*

### **Missing Children**

Calls for Departments and Posts to encourage companies and organizations in their communities to continue and increase their efforts to locate missing children. Urges Posts to provide or assist in making available child identification activities to give parents a means of providing this information to authorities should the need arise.

*Resolution No. 291      2010 National Convention*

### **Production, Sale and Distribution of Obscene Literature**

Strongly opposes any attempt to weaken our present laws governing the penalties for the production, sale and distribution of pornographic or obscene materials.

*Resolution No. 281      2010 National Convention*

### **Protect Children from the Unrestricted Media**

Supports appropriate state and federal legislation to restrict the excessive use of violence, vulgarity and other forms of moral depravation in movies, TV programs and the Internet; calls for Departments and Posts to provide leadership in conducting awareness campaigns about the potential dangers of the Internet and other forms of electronic media to children.

*Resolution No. 277      2010 National Convention*

### **Support For The Office of Juvenile Justice and Delinquency Prevention**

Urges the President and the Congress meet or exceed current funding levels for the Office of Juvenile Justice and Delinquency Prevention.

*Resolution No. 298      2010 National Convention*

## **Sexual Exploitation of Children**

Supports appropriate state and federal legislation aimed at the prevention, investigation and prosecution of child sexual exploitation. Urges Posts and Departments to raise community awareness and cooperation with law enforcement agencies, government, and other organization to empower the public to enforce a zero tolerance policy regarding child sexual exploitation.

*Resolution No. 289      2010 National Convention*

## **Support For Court Appointed Special Advocate (CASA)**

Encourages Posts to assist their local CASA Programs and to recruit volunteers to assist children and youth in the juvenile justice system. Furthermore, Posts are encouraged recruit qualified Legionaries as volunteers and to raise community awareness concerning CASA.

*Resolution No. 35      Spring NEC – 2009*

## **Support for Special Olympics**

Authorizes Special Olympics as a national children and youth project; encourages all levels of the Legion to participate in their local programs to assist in providing year-round sports training and athletic competition to children with intellectual disabilities to increase quality of life opportunities for children and adults with intellectual disabilities.

*Resolution No. 33      Fall NEC – 2007*

## **Teenage Pregnancy**

Urges Posts and Departments to support and cooperate with organizations and agencies that seek to educate teenagers on the advantages of delaying pregnancy, and to seek the cooperation of existing national, state and local organizations to help with this problem.

*Resolution No. 290      2010 National Convention*

## **Youth Suicide Prevention Education**

Urges all Departments and Posts to encourage the school officials in their states and communities to incorporate youth suicide prevention programs and activities into their regular school curriculum and encourage local government to mandate such programs. They also are encouraged to raise the public's awareness of the "warning signs" of youth suicide.

*Resolution No. 58      Spring NEC – 2003*

## **DRUG AND ALCOHOL ABUSE PREVENTION**

### **Alcohol and Youth**

Urges all Departments and Posts to alert parents, teachers, and other school authorities in their communities to the tragic results of alcohol abuse by youngsters; and to cooperate with other organizations and agencies concerned with this problem by discussing, formulating and disseminating the real facts about alcohol, the most threatening drug to our leaders of tomorrow.

*Resolution No. 45      Spring NEC – 2000*

## **Drug Trafficking**

Urges the President and Congress of the United States to fully support with adequate funding all border state federal and military drug trafficking prevention programs.

*Resolution No. 288      2010 National Convention*

## **General Drug Abuse Statement**

Urges all levels of the organization to continue their efforts to reduce drug abuse. Affirms support of the Office of National Drug Control Policy and asks that the Legion cooperate with the Federal and State Governments to change or amend policies as necessary. Supports initiatives designed to educate youth about drugs. Seeks the involvement of responsible citizens in broad prevention efforts and for abusers to obtain assistance to overcome their addiction.

*Resolution No. 282      2010 National Convention*

## **Minimum Drinking Age**

Urges all Departments to strongly oppose the lowering of the minimum drinking age requirements of their respective states and voice their concern and support for the re-establishment, where necessary, of a minimum drinking age of 21.

*Resolution No. 40      Spring NEC – 2000*

## **Oppose the Legalization of Marijuana**

Opposes any effort to describe marijuana as medicine and opposes decriminalizing the possession and use of it for medicinal or any other purpose; any information that attempts to mislead the public into believing that marijuana has medicinal uses are hereby rejected.

*Resolution No. 26      1998 National Convention*

## **FAMILIES**

### **Marriage**

Recognizes that the natural family is the fundamental unit, inscribed in human nature and centered on the voluntary union of a man and a woman in a lifelong covenant of marriage; opposes all efforts to undermine, alter, or otherwise corrupt the institution of marriage; urges the Congress and President of the United States to ensure the institution of marriage is preserved, either through legislation or a constitutional amendment.

*Resolution No. 280      2010 National Convention*

### **National Family Week**

Urges the President of the United States and Congress to establish "National Family Week" during the Thanksgiving Holiday week as an annual observance.

*Resolution No .296      2010 National Convention*

### **Operation: Military Kids**

Encourages Departments and Posts to work with and support the joint effort of the Department of the Army and United States Department of Agriculture, Operation: Military Kids, to contribute to the well being of children of military personnel.

*Resolution No. 30                      Spring NEC – 2005*

### **Violence and Vandalism in the Schools**

Recommends that school boards and state education agencies develop a balanced and effective program, and provide community support to reduce and prevent violence and vandalism in education institutions through “zero tolerance” policies. Urges local law enforcement to implement effective programs for the amelioration of juvenile delinquency in coordination with the Department of Education, community citizenry and other agencies within the criminal justice system. Urges Posts to assist those in the educational community and criminal justice system to join together in efforts to reduce the development and prevailing patterns of juvenile delinquency in schools and our communities

*Resolution No. 36                      Spring NEC – 2006*

### **OTHER AND MISCELLANEOUS**

#### **Authorization to Conduct National Children & Youth Conference**

Authorizes the National Commission on Children & Youth to conduct a Children & Youth Conference for Department Children & Youth representatives, beginning in the fall of 2007, and annually thereafter.

*Resolution No. 44                      Spring NEC – 2006*

#### **Boy Scouts of America Program – Good Turn for America**

Joint Americanism and Children & Youth Resolution encourages all levels of The American Legion to support and assist the Boy Scouts of America in conducting their program “Good Turn for America,” an activity that is intended to address the issues of hunger, shelter and to teach habits of healthy living in this country.

*Resolution No. 29                      Spring NEC – 2004*

#### **Child Welfare Foundation Participation with the Combined Federal Campaign**

Authorizes The American Legion Child Welfare Foundation to participate in the Combined Federal Campaign.

*Resolution No. 31                      Fall NEC – 1994*

#### **Statement of Policy Regarding Temporary Financial Assistance Program**

Restates the operational policy of the Temporary Financial Assistance Program of The American Legion as administered by the Children & Youth Division.

*Resolution No. 27                      Spring NEC – 1990*

## **Addition to Temporary Financial Assistance Statement of Policy**

Amends the definition of an eligible child to include a child of a non-veteran who is in the legal custody and living in the household of an eligible veteran, e.g. a grandparent. The resolution further stipulates that, in the case of joint custody, the resources of both households shall be considered when determining the needs of the child.

*Resolution No. 38      Spring NEC – 2000*

## **PUBLICATIONS**

Any successful Children & Youth program must have not only a definitive plan, but also the materials necessary to accomplish the objectives. Our Children & Youth publications are available to help you develop and carry out your Children & Youth Program.



In April each year, the Americanism and Children & Youth Division will mail a bulk shipment of requested materials to the Department Headquarters. Order forms are located in the Department Adjutant's Manual. Your order should be placed immediately to ensure timely shipment.

Your request for materials should be limited to the distribution formula. The distribution formula is the number of Posts in your Department, plus ten percent to cover District and Department officials.

Halloween brochures will not ship with the bulk shipment in April due to the specific date associated with this program. To order your Department's quota of Halloween brochures, use the order for found on page 54 of this manual.



## **SPECIAL PROJECTS AND SPECIAL NEEDS**

There will be times you will require additional publications to promote special projects or fulfill special needs. These could include a Legion booth at a county fair or a workshop on a particular program. Send your request to:

**The American Legion  
Americanism and Children & Youth Division  
P.O. Box 1055  
Indianapolis, Indiana 46206**

Please indicate the purpose for which these publications will be used and the amount needed. Please keep these special requests within reason, and we will do our best to accommodate you based on available stock.

## **MATERIALS FROM OTHER AGENCIES**

Many times, in order to have a well-rounded program, you will want additional information on a certain subject. There are many national organizations, as well as state and federal agencies, which produce brochures or materials concerning your area of interest. These resources may be free or offered at a nominal cost.

Most of the brochures prepared by the National Staff contain a section or references, which list those agencies that have an interest in the topic being discussed. Should you experience difficulty in obtaining materials from other sources, please contact your National Staff, we will be happy to help in any way we can.

**LIST OF PUBLICATIONS AVAILABLE EACH YEAR**

The following publications are available each year:

Stock No.	20-018	Americanism and Children & Youth Catalog
Stock No.	24-005	Warning Signs
Stock No.	24-006	Gateway Drugs
Stock No.	24-008	TFA Brochure
Stock No.	24-010	Family Support Network
Stock No.	24-012	Halloween Brochure
Stock No.	24-014	Children & Youth Annual Program Piece
Stock No.	24-015	TFA Application
Stock No.	24-024	The American Legion & Children’s Miracle Network
Stock No.	24-030	Play It Safe
Stock No.	24-034	The American Legion Endowment Fund
Stock No.	24-035	Serving America
Stock No.	24-036	Serving Communities
Stock No.	24-037	Serving Veterans
Stock No.	25-005	Child Welfare Foundation Brochure
Stock No.	25-008	Child Welfare Foundation Contribution Envelopes



**CHILDREN & YOUTH PUBLICATIONS ARE NEVER SENT “AUTOMATICALLY” TO DEPARTMENTS. IN ORDER FOR THE POSTS IN YOUR DEPARTMENT TO RECEIVE SUCH MATERIAL, THEY MUST BE REQUESTED FROM NATIONAL HEADQUARTERS.**

**BUDGET**

As Department Chairman, it is very important for you to know the financial boundaries placed on the operation of your program. You should know the answer to the following questions.

- ◆ How much is budgeted for the Children & Youth Program in your Department?
- ◆ What is the accepted procedure for submitting a proposal to your Department Finance Commission?

- ◆ How often does your Finance Commission meet?
- ◆ What percentage of your budget is earmarked for travel, printing, special meetings, special projects, or other areas not mentioned?

## ANNUAL PROGRAMS

### AMERICAN LEGION CHILD WELFARE FOUNDATION, INC.



In 1952, Arkansas Department Commander Dr. Garland D. Murphy, Jr. came forward with an offer to make a valuable contribution to The American Legion, if we could figure out some way which his gift could be used solely for children. After much discussion and consideration, the idea of a foundation was born.

On October 15, 1953, the National Executive Committee approved the establishment of the Child Welfare Foundation and entered into a trust agreement with Dr. Murphy. Legal work was completed, and on July 9, 1954, The American Legion Child Welfare Foundation was duly incorporated under the laws of the State of Indiana.

The Foundation was developed as a repository of funds from those individuals who wished to contribute to the betterment of children in this country. When founded, the Foundation was the only national organization of its kind devoted exclusively to programs involving young people.

### ORGANIZATION

As a separate corporation from The American Legion, the Child Welfare Foundation has a broad charter to contribute to the welfare of children through channels that in the past were seldom available to the established American Legion program. A Board of Directors, who are appointed by the National Executive Committee upon nomination by the National Commander, serves as the governing body. Nine Board members serve staggered terms of three years. Three of the members must come from the National Children & Youth Commission, three from the National Finance Commission, and three from the National Executive Committee. In addition, liaison committees from the American Legion Auxiliary, the Eight & Forty, and The Sons of The American Legion also meet with the Foundation.

The American Legion Child Welfare Foundation has two primary purposes:

- ❖ **To contribute to the physical, mental, emotional and spiritual welfare of children and youth through the dissemination of knowledge about new and innovative organizations and/or their programs; and**

- ❖ **To contribute to the physical, mental, emotional and spiritual welfare of children and youth through the dissemination of knowledge already possessed by well established organizations, to the end that such information can be more adequately used by society.**

## **CONTRIBUTIONS**

The vast majority of donations come from the memberships of the Legion, Auxiliary, Sons of the American Legion and the Eight & Forty. Encourage individuals, Posts, Units, Salons, Squadrons, Districts, and Departments to make contributions on a regular basis. Just imagine the possibilities if all of our local Legion Family member organizations would commit to contributing just \$25 annually to the Child Welfare Foundation. This would result in well over \$700,000 being generated each year for the Foundation and would and would ensure a steady growth of our principal and enhance our grant giving capabilities.

Most of the contributions come in the form of money; however, we have received donations of land, blocks of stock, and mineral rights. In fact, anything of value, which can be converted to cash, is an acceptable contribution.

Bequests are a welcome means of contributing to the American Legion Child Welfare Foundation. Should a person wish to make an everlasting memorial to himself or to a loved one, it can be done by means of a bequest. Many people are interested in the proper wording. The following is the prescribed way that the Board of Directors has approved:

*“I give, devise and bequeath to the American Legion Child Welfare Foundation, Inc., a not-for-profit corporation organized under the laws of the State of Indiana and having its principal office at 700 North Pennsylvania Street, Indianapolis, Indiana, 46204, the sum of (\$\_\_\_\_\_ ) dollars, to be used by the American Legion Child Welfare Foundation, Inc., to carry out the purposes for which it was incorporated.”*

## **DETERMINATION OF GRANTS**

Each year, the Board of Directors of the American Legion Child Welfare Foundation meets in Indianapolis to consider applications for grants. To be considered, applicants must contribute to one of the two purposes of the Foundation.

Members of the Board of Directors form a Screening Committee. The Screening Committee reviews all applications received by the Foundation office and makes recommendations to the Board of Directors on the projects that should be supported. The total number of grants awarded depends on the amount of money available for disbursement. The brochure, “Grant Guidelines,” explains who may receive a grant from the Foundation. The Board of Directors, who control the Foundation’s granting program, adopts the policy.

## **APPLYING FOR GRANTS**

Any non-profit group or organization can apply for a grant. The Foundation has a formal application available to all upon request. The application has pertinent information such as the need for the proposed project, the outline for the research, what is to be done with the findings, the budget, the names of the people responsible, etc. This application also lists the policies under which grants are made.

Historically, five to eight projects are supported annually. Grants have averaged between \$10,000 - \$25,000 per organization. The largest grant ever given to an institution or organization was \$130,000 and the smallest \$750. All of the grants given by the Foundation do not exceed one year.

**All applications must be received by July 15<sup>th</sup> to be considered.**



## **Children's Action Teams (CATs)**

*You Are Crucial to our Success!*

Department Children & Youth Chairmen are responsible for promoting the Foundation. Your role in this effort cannot be overemphasized. The mission of the Foundation depends heavily on your efforts. One of the best ways to promote the Foundation is through CATs.

CAT is an acronym for Children's Action Team. As CATs, you and your associates are representatives of, and advocates for, the American Legion Child Welfare Foundation in your Department.

The vast majority of donations come from the memberships of the Legion, Auxiliary, Sons of The American Legion and the Eight & Forty. So, you need to encourage individuals, Posts, Units, Salons, Squadrons, Districts and Departments to make contributions on a regular and annual basis.

Just imagine... if all of our local level organizations would commit to issuing a \$25 check annually to the American Legion Child Welfare Foundation. This would generate well over \$700,000 in contributions each year; ensure a steady growth in our principal and greatly enhance our grant giving capabilities.

In raising funds, the only limitation you have is your imagination!

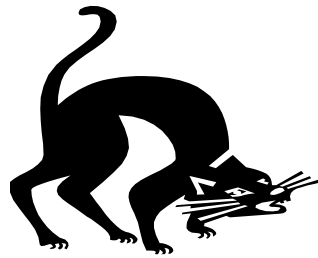
If your organization has a newsletter that goes out to your members, put an article in it about what you are doing to support the Foundation. Make it a challenge. Do the same thing with your Department and District publications.

Enlist the support of your Commanders and Adjutants for announcements. Set up a small display at Post, District and Department meetings. Hold a fund raising dinner, golf outing or sports tournament with the proceeds going to benefit the Foundation. Find local merchants willing to donate merchandise and hold a raffle or silent auction.

While attending various functions around your state, be on the lookout for children and youth organizations that may need assistance from the Foundation. Tell them a little about us and give them our address. If they are going to write us for an application, ask them to mention your name in the correspondence so we may keep track of the application that result from your efforts.

CATs enjoy a special status with the Foundation structure. When you visit the Foundation's website ([www.cwf-inc.org](http://www.cwf-inc.org)), there is a "CATs Only" page accessible by password. When prompted, if you type in the word "catinfo" you will be taken to pages designed especially with you in mind. There is even a bulletin board where you can post and view messages from CATs across the country.

It is our sincere hope that through your dedicated efforts, the American Legion Child Welfare Foundation will become a familiar name in your Department to be supported by members on an annual basis.



## Children's Action Team Application

I am interested in learning how I may become an American Legion Child Welfare Foundation Children's Action Team member for the Department / Departementeau / Detachment of

\_\_\_\_\_.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

I certify that I am a member in good standing with The American Legion / the American Legion Auxiliary / the Eight & Forty / Sons of The American Legion. My membership number is

\_\_\_\_\_.

I understand that should I qualify, I must successfully complete a written exam and remit a \$25 donation to the Foundation in order to become a fully certified CAT for my department.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**P.O. Box 1055 – Indianapolis, Indiana 46206 – 317/630-1202 – Fax 317/630-1369**

**[www.legion.org/cwf](http://www.legion.org/cwf)**

## **FOUNDATION AWARDS**

The American Legion Child Welfare Foundation, Inc. presents special awards annually for outstanding support of our programs designed to assist children. Awards are based on contribution year (June 1 of the current year through May 31 of the following year).

## **DEPARTMENT AWARDS**

### ***U.S. "UDIE" GRANT LEGACY AWARD***

- To Qualify:** Must be the top Department nationally, based on combined total contributions of the Legion, Auxiliary, Eight & Forty, and SAL during a contribution year (June 1 – May 31).
- Type:** One Department recognized annually for the Auxiliary, Legion and SAL. Plaque awarded to Department Headquarters.
- When:** Plaques awarded at their National Convention.

### ***GARLAND D. MURPHY, Jr. AWARD***

- To Qualify:** Must be the most active Department in the nation, based on actual contributions received during a contribution year (June 1 – May 31).
- Type:** One Department recognized annually from the Auxiliary, Legion and SAL. Plaque awarded to Department Headquarters.
- When:** Plaques awarded at their National Convention.

### ***MERITORIOUS ACHIEVEMENT AWARD***

- To Qualify:** Must be the top Department nationally in each organization (Legion, Auxiliary, Eight & Forty, and SAL) experiencing the highest increase in per capita (per member) giving in a contribution year (June 1 – May 31). This increase is computed, through comparisons of current and preceding year per capita figures.
- Type:** Plaque awarded to the top Department in each contributing organization.
- When:** Plaques for the Legion and 8 & 40 are mailed to Departments by September 1. The SAL and Auxiliary plaques are awarded at their National Convention.

***EXCELLENCE AWARD***

**To Qualify:** Must be one of ten Departments with the highest per capita (per member) contribution average for the contribution year (June 1 – May 31) within your organization.

**Type:** Plaques awarded for the top Department in each contributing organization (Legion, Auxiliary, Eight & Forty, and SAL). Citations are prepared for the nine runner-up Departments in each organization.

**When:** Plaques and citations are mailed to Departments by September 1.

***“HERITAGE CIRCLE” GIFT CLUB***

**To Qualify:** Awarded to Departments (Legion, Auxiliary, Eight & Forty, and SAL) for their cumulative donations made during the current contribution year (June 1 – May 31).

**Type:** Awarded in the following categories:

<b>BENEFACTOR</b>	\$5,000	Engraved plaque
<b>PATRON</b>	\$2,500	Engraved plaque
<b>SPONSOR</b>	\$1,000	Engraved Plaque

**When:** Plaques mailed by September 1.

**POST-LEVEL AWARDS & INCENTIVES**

***“CHILDREN FIRST” GIFT CLUB***

**To Qualify:** Awarded to organizations (posts, units, salons, and squadrons) for their cumulative donations during the current contribution year (June 1 – May 31).

**Type:** Awarded in the following categories:

<b>GUARDIAN</b>	\$1,000	Gold Plaque
<b>ADVOCATE</b>	\$750	Silver Plaque
<b>CARETAKER</b>	\$500	Bronze Plaque

**When:** Plaques mailed by September 1.

## **INDIVIDUAL AWARDS & INCENTIVES**

### ***“CORNERSTONE” GIFT CLUB***

**To Qualify:** Awarded to individuals for their cumulative donations made during the current contribution year (June 1 – May 31).

**Type:** Awarded in the following categories:

#### **FOUNDATION AMBASSADORS**

\$1,000 Dated gold die-cut logo pin with five (.03 ct.) Diamonds

#### **PRESIDENT’S CIRCLE**

\$500 Dated gold die-cut logo pin with (.03 ct.) Diamond

#### **FOUNDATION PARTNERS**

\$250 Dated gold die-cut logo pin with Blue Sapphire

#### **CENTURY CLUB**

\$100 Dated gold die-cut logo pin with Amethyst

**When:** Pins mailed by September 15.

### ***SPIRIT OF EXCELLENCE***

**To Qualify:** National organization (Legion, Auxiliary, Eight & Forty, and SAL) raises \$100,000 in donations with a contribution year.

**Type:** Dated gold die-cut logo pin with .07 ct. Diamond

**When:** Pins are presented to respective organization’s National Commanders, National President or Chapeau National at their National Conventions.

### ***LEADERSHIP CLUB***

**To Qualify:** Must have established the American Legion Child Welfare Foundation as a formal Department project for their year in office. Department total must meet/exceed \$5,000.

**Type:** Dated gold die-cut logo pin with .05 ct. Diamond.

**When:** Presented to respective Department Commanders, Department Presidents and Department Chapeau at the National Information Conferences.

## ***CHILDREN'S ACTION TEAM (CAT) PINS***

- To Qualify:** Be a Children's Action Team member and solicit a minimum of \$500 in individual donations within a current contribution year (June 1 – May 31).
- Type:** Gold die-cut logo pin with "CAT" tab. Background color of tab changes annually.
- Where:** Pins mailed by September 15.

For more information or grant information contact:

**American Legion Child Welfare Foundation  
PO Box 1055  
Indianapolis, Indiana 46206**

**(317) 630-1202** 8:00 AM to 4:30 PM (EST) Monday through Friday.

## **APRIL IS CHILDREN & YOUTH MONTH**



The American Legion's Children & Youth Month Program has been around almost as long as The American Legion. Prior to 1939, The American Legion observed May as Child Welfare Month. However, because May was traditionally Poppy Month, the American Legion Auxiliary always observed Child Welfare Month in April. In 1938, a major program change designated April as Child Welfare Month, and started a cooperative venture between the Legion and the Auxiliary to celebrate the Children & Youth of this nation.

Annually, The American Legion observes *April Is Children & Youth Month*. Departments, Posts, Units, Salons, and Squadrons are asked to set aside April to conduct a special activity which places emphasis on the Children & Youth Program and informs our members and the community of the Organization's accomplishments on behalf of young people.

In order to promote *April Is Children & Youth Month*, you need to design a specific plan and have the proper tools and materials readily available to put that plan into action.

The following suggestions may help:

- Plans for special activities should be developed no later than March.
- Your "April Is" Committee should be appointed and have at least one meeting with your Commander during this time.

- A joint committee representing the Legion, Auxiliary, Eight & Forty, and SAL will assist your efforts in the development of a coordinated observance.
- Any plans developed by the “April Is” Committee should be submitted for the approval of both the Commander and the membership.
- Once the appropriate authority has approved your plans, contact your local news media (with the details. If you are planning a special meeting, invite your local media representatives.

There are many ways a Post and/or Unit can observe “April Is Children & Youth Month,” and the following are just a *few* suggestions.

- Secure a qualified speaker to discuss a subject of importance to the well being of the children in
- your community. For greater impact, arrange a joint Legion and Auxiliary and/or public meeting.
- Sponsor community projects, for or with children. For a start, consider the following:

Hobby or talent shows

“Come to Church” Sunday

Spring Festival

Talent Show featuring young people to raise money for specific community projects

Youth panel to discuss teenage problems within your community

Visits to children’s hospitals or institutions



***Remember our core purpose:  
A Square Deal for Every Child***

A special brochure highlighting ***April Is Children & Youth Month*** is available for download in the Children & Youth section at [www.legion.org](http://www.legion.org). In addition to celebration suggestions, this brochure addresses legislative matters, reporting issues, and provides a sample proclamation and news release. This publication is available online only

## **CHILD SAFETY**

Child Safety is everybody’s business! The American Legion Family has demonstrated a strong concern for the safety of this nation’s young people since the early 1920’s. Until recently, child safety had been one of our major areas of concern, continuing on a year to year basis. In 1992, the National Commission on Children & Youth, in a unanimous decision, voted to designate the

Child Safety Program as one of our Annual Programs. We encourage Posts and Departments to actively participate in order to ensure a safe future for the children and youth of this country.

Child Safety is defined as any external event that may present a significant danger to a child or young person. It includes, but is not limited to:

- Child Abuse and Neglect
- Suicide
- Child Safety
- School Safety
- Missing and Abducted Children
- Accidents (automobile, drowning, firearms)
- Substance Abuse

The National Commission on Children & Youth currently supplies materials to support several areas. They include:

- ***Play It Safe*** on accidental death prevention
- ***Gateway Drugs*** on substance abuse prevention
- ***Warning Signs*** on youth suicide prevention

If you are searching for information on an additional area, please feel free to contact your National Staff. We maintain resource information on a wide variety of national safety programs.

Each year, you will receive a list of available publications and an appropriate order blank from the National Americanism and Children & Youth Division. Your order should be placed as soon as possible to allow you time to distribute to all your Posts and Units.



## **MAKE HALLOWEEN A SAFE AND FUN NIGHT**

In the eyes of children, Halloween is usually accompanied by happy thoughts; but in recent years, it has become a sad occasion in some households due to the death or injury of a child. The *Make Halloween a Safe and Fun Night* Program was developed specifically for local Posts and Units to help eliminate many of the accidents associated yearly with Halloween.

The American Legion is the only organization in the country that promotes, sponsors, and takes an active role in Halloween safety awareness for children and youth. Since the early 1970's, The American Legion's National Commission on Children & Youth has urged their membership to conduct Halloween programs that are designed to keep young children safe in an effort to reduce accidents associated with Halloween.

In June order forms for Halloween materials are sent to Department Adjutants, Secretaries and Children & Youth Chairmen of both the Legion and the Auxiliary. Departments are asked to submit their orders by the end of August. Your request for materials should be limited to the distribution formula (the number of Posts in your Department, plus ten percent to cover District and Department officials). Should your request be substantially higher than your distribution formula, we can provide black and white copies of the brochure for you to reproduce in order to meet your local demands.

There are many ways a Post and/or Unit can promote Halloween safety awareness. The following are just a *few* suggestions.



Parties



Paint-ins



Poster Contests/ Campaigns



Costume Contests



Parades

An order form for our publication is located in the Appendix. Since the order form also sent directly to the Department, please coordinate your efforts with your Department Adjutant to avoid duplication of effort.

## **TEMPORARY FINANCIAL ASSISTANCE**

Temporary Financial Assistance (TFA) is the landmark program of The American Legion's National Commission on Children & Youth. Established in 1925, as a form of direct aid to children, the TFA Program is still unique in the social work field today.

Through TFA, a Post can call upon the National Organization for cash assistance to help maintain the basic needs of veterans' children. Funds are granted over a temporary period to

eligible children when it has been determined, by a complete investigation, that the child is in need and that all other local resources have been exhausted.

TFA is used to assist families in meeting the costs of shelter, food, utilities and health expense items when the parents are unable to do so, thereby keeping the child or children in a more stable home environment. Funds for the operation of the program are provided from a share of the earnings of The American Legion Endowment Fund.

## **ELIGIBILITY**

The **veteran does not have to be a Legionnaire** for the child to be considered eligible; however, the veteran parent must have served honorably in one of the Armed Forces during the periods that are established for Legion membership. Your membership card gives you the eligibility dates that are necessary for the child(ren) of a veteran to qualify. They are as follows:

- December 7, 1941— December 31, 1946
- June 25, 1950— January 31, 1955
- February 28, 1961—May 7, 1975
- August 24, 1982— July 31, 1984
- December 20, 1989— January 31, 1990
- August 2, 1990— Cessation of hostilities as determined by the U.S. Government

Any child of a veteran who is unmarried and under the age of 18, whether it is a legitimate child, stepchild, adopted child or illegitimate child (with necessary proof of relationship provided), and a grandchild—if the veteran has adopted or received a court order granting parental and financial support of the child, may qualify. A person, age 18 through 20, may be considered an eligible child if they are

- mentally handicapped, which necessitates continued special schooling or indefinite special care in the home setting; or
- enrolled in an approved (high) school.

### **No child is considered eligible until after:**

- A complete investigation is completed and it is determined the family is in need.
- All other resources have been contacted and nothing is available, or those which are available are inadequate to meet the needs of the children.

Applications for TFA may be obtained from your Department Headquarters or by writing to the National Americanism and Children & Youth Division in Indianapolis. Each application has an instruction sheet that explains both the program and how to properly complete the application. As sure as The American Legion is the largest veterans' organization in the world, there are veterans' families in your area that need our help. Possibly the rent is overdue or the children are hungry because the father or mother is sick, disabled, deceased or have deserted the family. Whatever the reason, these children become our concern.

We must get information to these families as to where they can find help in this time of need. The Temporary Financial Assistance Program can be a valuable tool for the maintenance and health provisions of veterans' children who are in need.

## **FAMILY SUPPORT NETWORK**

The American Legion's long demonstrated support and commitment to our men and women in uniform and their families has never wavered. The American Legion's Family Support Network is ready to provide immediate assistance to service personnel and their families, whose lives have been directly affected by Operation Iraqi Freedom and the ongoing global war on terrorism. Created during the early days of Desert Shield in response to the massive activation of Reserve and National Guard members, the Family Support Network garners the resources of nearly 15,000 Posts nationwide to assist military families enduring hardships incurred due to military service.

Since September 11, 2001, the nation has been on high alert and National Guard and Reserve units have been activated in record numbers. As a result, the families of these men and women often find themselves unable to meet normal monthly household obligations. Assistance is needed for a variety of everyday chores and expenses. These needs range from routine household chores, grocery shopping, and childcare, to ensuring that the grass is mowed for the expecting mother whose husband is serving abroad.

To actively address these issues, The American Legion maintains a 24-hour nationwide toll-free telephone number, **1-800-504-4098**, for service personnel and their families to call for assistance. Families can also request assistance electronically through the Legion's web site at **[www.legion.org/fsn](http://www.legion.org/fsn)**. All requests are referred to The American Legion Department, or state, in which the call originated. Departments relay the collected information to a local American Legion Post. The Post then contacts the service member or family to see how assistance can be provided locally. Since the creation of the Family Support Network in 1990, thousands of Posts have responded to meet these families' needs. The Family Support Network has handled nearly 2,000 requests and inquiries since the terrorist attacks of September 11, 2001.

As our forces pursue the enemies of freedom in Iraq and around the globe, The American Legion supports our men and women in uniform and their families with the Family Support Network. Those of us in The American Legion, who served our nation in times of adversity, remember how it felt to be separated from those we love. The Family Support Network is successful as a direct result of Legionnaires, at the Post level in local communities, responding to the needs of our comrades and their families. As the nation's largest veteran's organization, our

commitment to the men and women of our armed forces and their families is absolute. As a grateful nation, we must ensure that no family endures hardships caused by military service that ensures the American ideals and freedom.

### **FAMILY SUPPORT NETWORK MEDIA TALKING POINTS**

- Began in response to Desert Storm in and the massive call up of Reservists and National Guard units.
- Since Sept. 11, 2001, the nation's active-duty military has been on high alert, and National Guard and Reserve units are being mobilized in record numbers.

As a result, the families of these men and women often find themselves unprepared for long deployments and unable to meet normal monthly expenses, and assistance is needed for a variety of everyday chores.

These tasks range from grocery shopping, childcare, mowing the grass, fixing the family car and other routine household jobs.

- The Family Support Network is not designed to replace existing military support programs, but to supplement them and to help avoid families falling through the cracks.
- The centerpiece of the program is the National toll-free hotline **1-800-504-4098** and electronic application located at **[www.legion.org/fsn](http://www.legion.org/fsn)**.
- Military personnel or families can call this number to request assistance, or complete the electronic application located at [www.legion.org/fsn](http://www.legion.org/fsn).
- Once a request is received, all necessary information about the nature of the request is recorded and relayed to the Legion's Department Headquarters in the State the request originated.

The Department Headquarters then contacts a local post in the area to provide any necessary assistance.

- Posts have responded to thousands of requests.
- We are receiving a lot of calls from people asking what they can do or how they can contribute to the Family Support Network.

We are not currently accepting donations at the national level. Instead, people wishing to donate funds should give to their local posts to support this effort and families in their community.

Individuals can also log on to [Legion.org](http://Legion.org) and go to the Support Our Troops Now link for list of things they can do to actively support our troops ranging from praying to volunteer opportunities, an flying the flag, among many other ideas.

# **APPENDIX**

**REQUISITION FOR ANNUAL CHILDREN & YOUTH CITATION  
FOR OUTSTANDING CHILDREN & YOUTH WORK**

Date \_\_\_\_\_

TO:

**The American Legion  
National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

Please ship \_\_\_\_\_ Annual Children & Youth Citations for outstanding Children & Youth Work.

Please have the citations signed by the appropriate National Officers. The Department will complete forms for those Posts selected to receive them and see they are presented to the winning Posts.

\_\_\_\_\_  
(Signature)

PLEASE SHIP TO: \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, ZIP Code)

**DEADLINE DATE FOR ORDERING IS SEPTEMBER 1ST**

*DUPLICATE AS NECESSARY*

## REQUISITION FOR SPECIAL CITATIONS FOR MOST OUTSTANDING DISTRICT CHILDREN & YOUTH WORK

Date \_\_\_\_\_

TO:  
**The American Legion**  
**National Commission on Children & Youth**  
**P.O. Box 1055**  
**Indianapolis, Indiana 46206**

This is to certify that under provisions of Res. #558, 32nd National Convention, and Res. #132, 34th National Convention, the Posts listed below have been selected to receive the Special Children & Youth Citation for Most Outstanding Children & Youth Work by reason of having submitted the most outstanding Children & Youth report in four categories of membership in the **District** in which the Post is located.

\_\_\_\_\_  
 (Signature)

PLEASE SHIP TO: \_\_\_\_\_  
 (Name and Title)  
 \_\_\_\_\_  
 (Street Address)  
 \_\_\_\_\_  
 (City, State, ZIP Code)

District # _____	Category I 15 - 99 members	Post and No. _____ City _____
	Category II 100 - 299 members	Post and No. _____ City _____
	Category III 300 - 499 members	Post and No. _____ City _____
	Category IV 500 and members	Post and No. _____ City _____

**DEADLINE DATE FOR ORDERING IS SEPTEMBER 1ST.**  
*DUPLICATE AS NECESSARY*

**REQUISITION FOR  
CERTIFICATE OF MERITORIOUS SERVICE**

Date \_\_\_\_\_

TO:

**The American Legion  
National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

**Category I** Post and No. \_\_\_\_\_

15 - 99 members City \_\_\_\_\_

**Category II** Post and No. \_\_\_\_\_

100 - 299 members City \_\_\_\_\_

**Category III** Post and No. \_\_\_\_\_

300 - 499 members City \_\_\_\_\_

**Category IV** Post and No. \_\_\_\_\_

500 and members City \_\_\_\_\_

This is to certify that the above Post(s) have been selected to receive a Certificate of Meritorious Service for the Department of \_\_\_\_\_ for having conducted the most outstanding Children & Youth programs within the Department.

\_\_\_\_\_  
(Signature)

Please Ship to: \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, ZIP Code)

*DUPLICATE AS NECESSARY*

**REQUISITION FOR NATIONAL ACHIEVEMENT AWARD  
FOR 100 PERCENT REPORTING DISTRICTS**

Date \_\_\_\_\_

To:

**The American Legion  
National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

This is to certify that under the provisions of National Executive Committee Resolution No. 4, October 6-8, 1965, the following Districts are certified to have obtained 100% Post Children & Youth reporting.

\_\_\_\_\_  
(Signature)

PLEASE SHIP TO:

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, ZIP Code)

District No. \_\_\_\_\_

Name of District Children & Youth Chairman \_\_\_\_\_

or

District Commander \_\_\_\_\_

**DEADLINE FOR ORDERING IS SEPTEMBER 1ST**

*DUPLICATE AS NECESSARY*

**ACKNOWLEDGMENT OF 100 PERCENT  
CHILDREN & YOUTH POST NARRATIVE REPORTING**

This Award is separate from the 100% reporting Award based on the Consolidated Post Report form. Percentage of reporting is to be derived from the number of suggested Children & Youth Post narrative reports or present Department Children & Youth reporting forms received from Posts in your Department.

In order to substantiate that 100% narrative reporting has been reached, please have your Department Adjutant certify such on the form below and send directly to National Headquarters.

TO:

**The American Legion  
National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

Date \_\_\_\_\_

This is to acknowledge that by virtue of the actions of the National Commission on Children & Youth meeting on October 15-16, 1979, the Department of \_\_\_\_\_ has attained 100% Children & Youth Post narrative reporting. By my signature below, I attest that I have in my possession a narrative report from every active Post in our Department.

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Department Children & Youth Chairman

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Department Adjutant

**PRESENTATION OF 100% CHILDREN & YOUTH POST NARRATIVE  
REPORTING AWARDS WILL BE MADE AT THE APPROPRIATE NATIONAL  
LEADERSHIP AND INFORMATION CONFRENCES.**

**DEADLINE FOR ACKNOWLEDGMENT IS AUGUST 1ST.**

*DUPLICATE AS NECESSARY*

**SUGGESTED CHILDREN & YOUTH POST NARRATIVE REPORT FORM**

Please Print

Post Name \_\_\_\_\_ No. \_\_\_\_\_ District No. \_\_\_\_\_

Department of \_\_\_\_\_ Present Membership \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(1.) Did your Post file a Consolidated Post Report form? Yes \_\_\_\_\_ No \_\_\_\_\_

(2.) Did your Post participate in any of the following National Children & Youth Program objectives?

- |   |   |
|---|---|
| _____ Family Emphasis<br>(National Family Week) | _____ Child Safety (Drug Abuse Prevention:<br>Youth Suicide Prevention, etc.) |
| _____ Children’s Miracle Network                | _____ Halloween Safety  |
| _____ Missing Children                          | _____ April Is Children & Youth Month   |
| _____ Temporary Financial Assistance            | _____ Family Support Network  |

(3.) Estimate the number of volunteer service hours provided by the membership of your Post for the children and youth in your community. \_\_\_\_\_ hours

(4.) Please estimate the amount of money your Post expended for administrative expenses for Children & Youth overhead. (Postage, printing, conferences, travel, salaries, etc.)

\$ \_\_\_\_\_

(5.) Use the remaining space on this sheet to describe, in detail, specific Children & Youth activity promoted by your Post. (Please attach extra sheets as needed) This section of the narrative is most important to your Department Children & Youth Committee in determining various awards.

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## INSTRUCTIONS

### **To the Post Children & Youth Chairman:**

1. Before completing this form, complete your section of the Consolidated Post Report
2. Fill out this narrative report form.
3. Send this completed form, and any additional information, to your Department C & Y Chairman at your Department headquarters.
4. This narrative report form is **NOT** to be attached to the Consolidated Post Report. It is intended for the use by your Department Chairman in determining Post C & Y awards and for substantiating to National your Department's attainment of 100 percent Children & Youth Post narrative reporting.
5. In order to make your total report more effective, we recommend you make three copies - one for your file, and one to be mailed to both your District and Department C & Y Chairman.

### **To the Department Children & Youth Chairman:**

1. This narrative report form should be very helpful to you in determining winners of various Children & Youth reporting awards and citations.
2. This form is for use **within your Department. DO NOT FORWARD** individual Post forms to National Headquarters.
3. It may be helpful to review the Consolidated Post Report for each narrative received. Together, they should provide a very accurate picture of each Post's particular Children & Youth Program.
4. Each question has been designated by a letter. The Department Chairman's reporting sheet references the same letters. It will be your job to transfer all information from the narrative form to the Chairman's reporting sheet.
5. For the purpose of 100% narrative reporting awards, National Headquarters will recognize this form. The decision to recognize this form in no way removes the responsibility of the Post for submitting the Consolidated Post Report form. As the Chairman of a major program within your Department, you should heartily encourage Posts to file the CPR.
6. In order to provide feedback to your Districts, you may wish to compile separate reports concerning narratives at the District level and mail those figures to the appropriate C & Y officers.

**MAKE HALLOWEEN A FUN AND SAFE NIGHT**

**ORDER FORM**

\_\_\_\_\_ Please send our quota of *Make Halloween a Safe and Fun Night* to our Department. (If fewer brochures are needed, please indicate.)

SEND THESE MATERIALS TO:

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, ZIP Code)

Return this form to:

**The American Legion  
National Commission on Children & Youth  
P.O. Box 1055  
Indianapolis, Indiana 46206**

**PLEASE ORDER BEFORE SEPTEMBER 30**

*DUPLICATE AS NECESSARY*