



THE AMERICAN LEGION  
DEPARTMENT OF CALIFORNIA  
“LIFETIME ACHIEVEMENT” AWARD-2016

TO: AREA VICE COMMANDERS, DISTRICT & POST COMMANDERS  
FROM: Kenneth W. Newman, Department Leadership Commission Chairman  
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Many members have dedicated their lives to serving the American Legion and deserve special recognition. Nominations are now being accepted for “LIFETIME ACHIEVEMENT”.

The selection process is anonymous and the following rules for nominating a Legionnaire shall be followed:

1. Provide a 200 word or less Nomination Letter describing why the Legionnaire has been chosen for this award. Do not use Post letter head.
  - a. The nominee shall have been a member of the American Legion for 25 years or more.
  - b. Do not include any information that will identify the nominee, such as name, gender, Post, District, dates of Legion office held (Legion office held okay), or any other information that may tend to identify the Legionnaire. Any such identifiers will be blacked out by the Area Commissioner reviewing the nomination.
2. Provide a photo and personal biography of the nominee.
  - a. The biography should include the Legionnaire’s name, Legion history, military service, and other professional and volunteer activities.
  - b. The photo and biography must be placed in a sealed envelope, with **only the Area number** marked on the outside of the envelope.
  - c. This envelope will not be opened until after selection is made at the Department Convention Leadership Committee Meeting.
3. Place the Nomination Letter and the sealed envelope together in one envelope and submit to your District Leadership Chairman for by **June 1**.
  - a. Each District Chairman will forward the District’s nominee to their Area Leadership Commissioner by **June 10**.
  - b. The Area Commissioner will form an ad hoc committee to select the Area nominee to be presented to the Department Convention Leadership Committee.
4. The members of the Convention Leadership Committee, representing the Districts at the Department Convention, will select the Lifetime Achievement award recipient from the Area nominations.

Thank you for your participation in this member recognition program.