



**American Legion Auxiliary
National Report and Award Cover Sheet**

The National Report and Award Cover Sheet **should be attached** if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan, the Annual Supplement to the Programs Action Plan, at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. **Please include all required documentation along with your submission of the National Report and Award Cover Sheet.** All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.



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*See the Annual Supplement to the Programs Action Plan to determine where to send this form.
Please note, your report will also be viewed as an award entry if this cover sheet is attached.*

Complete the following if you are applying for a member award.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.

Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (**circle one**) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____



**AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE
2019-2020**

Total Qty	Recipient	Submitted By	Deadline Date
5 Unit Awards (1 per division)	Unit	Unit President (Collaboration with unit members and chairmen)	June 1, 2020
5 Department Awards (1 per division)	Department	Department President (Collaboration with department chairmen)	June 1, 2020
Hard Copy Submitted To:		American Legion Auxiliary NHQ Attn: NPAE 3450 Founders Road Indianapolis, IN 46268-1334	
Electronic Entry Submitted To:		natlpres@ALAforVeterans.org	

Criteria & Details

Your unit or department can win this award simply by sharing how you demonstrated efforts to support National President Nicole's centennial area of emphasis: Health and Well-Being of our Veterans, Military, and Their Families!

One National President's Award for Excellence Unit and Department winners will be chosen from five division winners.

Form: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit, and department) and **use only the unit or department section** when applying for the National President's Award for Excellence.

Tips to Win:

- Tell us your story with words AND photos. Winning submissions have two things in common – a fantastic narrative and great photos!
- Highlight how your unit/department incorporated the national president's focus into your mission outreach work.
- Correctly complete the ALA National Award and Report Cover Sheet.

Award Description

- The National President's Award for Excellence will be presented during the ALA National Convention with a spotlight on each winning entry.
- All winners will be featured in ALA national media.