

Sons of The American Legion



Detachment of Michigan



Manual of Committees

With a Section on Officer's Duties

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AMERICAN LEGION RIDERS (ALR) CHAIRMAN

Standard Operating Procedures

Go to Department Headquarters in Lansing and introduce yourself to Mark Sutton, Public Relations Director.

Get with the Department Commander and introduce yourself to the entire staff.

Roxanne Osga is your contact for updating requests for rides on ALR state website.

KNOW THE Original BYLAWS and read all the documents on the ALR State website.

You are in charge of the state website for content.

You will filter all requests for items to be on the state website and resend to Roxanne (Lansing Department Staff).

KNOW the difference between SOP (Standard Operating Procedures) and Bylaws.

Your friend and mentor at National Headquarters in Indianapolis is Bill Sloan (call him or email) so you get on the National list for National ALR news and rule suggestions.

Contact "Legion side " Michigan" Big Daddy or Ponytail at Convention and spread the word through their contacts.

Be familiar with the National tool for ALR Chapter locator.

BE VERY familiar with forming an ALR group. (Paper is on our website) MI ALR.

Most calls and questions will be on forming a Riders Group.

KNOW national copyright laws on back patches.

Contact emblem sales, introduce yourself and get free catalogs.

Know the procedure for copyright requests from the State Adjutant and Emblem Sales so you can answer questions on having ALR items made legally.

Ask Mark Sutton for your contact information to be on the Governor's Motorcycle Committee (Chad Teachout) MSP Lansing Headquarters.

You can get this printed in Lansing or through Bill Sloan at National Headquarters - a tri-fold booklet on what the ALR is.

AWARDS AND TROPHIES CHAIRMAN

Check with the committee chairmen throughout the year as to what awards or trophies they need for the annual Detachment Convention.

2. Check with the Detachment Commander to see if there is a special award he would like to be given out for something an SAL member did for an outstanding job during the year, or any other award he would like to present.
3. In March or April, order all the awards and trophies to be handed out at the Detachment Convention.
4. Call up the Chairmen to read the recipients to who will receive the award. Assist in any way needed.

BOYS STATE

1. Know what the program is.
When and Where it is held, Cost of the program, Go into details of what they will learn.
2. Know you can Attended it
Any Boy 11th grade going into senior year.
Public, Private and Home school.
3. Work with Post, District, and Committee members Legion and S A L, School Counselors, History, Government teachers finding a young man wanting to learn about government, and how it is ran.
4. Scholarship available for top Honors for the week.
5. Know some of the past nationally known attendees = Neil Armstrong, Michael Jordan, Bill Clinton, and the list goes on.
6. Attend the week long program start to finish/ volunteer. Will be glad you did !!!!!!!!

Youth Career Law Enforcement

1. Know what the program is.
When and where it is held. Cost of the program, go into details of what you learn.
2. Know who can Attended
Any young boy or girl 16-18 years of age.
Good Grades.
Physically Fit- able to ran, climb and drive.
Must have a 2.5 grade average
Seriously wanting to learn the daily life of a police officer. Whether it is Local, County State or even DNR officer
3. Work with Post, District and other members to select students for the program.
4. Scholarships available, marksmanship, leadership, and others.
5. Others things done at the 5 day program.
Learn Crash Site Techniques, First Aid, Basic Crime lab and Forensic Techniques, Experience Drug Bust Traffic Stops with an actual MSP car.
6. Attend the graduation on Friday Morning you will see the change in your and all the students who went through the week long program.

CHARITIES & COMMANDER'S PROJECT

Learn and promote the Commander's project throughout the year. Attend all conference's and conventions reporting the state or progress of the Commander's project. Record, report, and submit all donations. Communicate with anyone requesting information on American Legion Charities.

CHILD WELFARE

The American Legion Child Welfare Foundation, a 501(c)(3), is “dedicated to the betterment of all children.” Its purpose: To contribute to the physical, mental, emotional and spiritual needs of children and youth through the dissemination of knowledge about new and innovative organizations and their programs.

To make wider, more effective use of the knowledge already possessed by well-established organizations to the end that such information will benefit youth and be more adequately used by society.

The Child Welfare Foundation accomplishes these goals each year by awarding grants to nonprofit youth-serving organizations for the explicit use of disseminating information that conforms to the Foundation’s purpose. Since 1955, over \$8 million has been granted to help deserving organizations produce and disseminate current and valuable information.

CHILDREN AND YOUTH

Since our inception, The American Legion realized a need to care for and to protect our nation's most valuable resources – our children. In 1925, our National Child Welfare Division adopted the "Whole Child" plan. This provides that "the child of every veteran should have a home, health, education, character and opportunity," and is founded on three guiding principles:

- To strengthen the family unit against the forces of today's complex society.
- To extend support to organizations and facilities providing services for children.
- To maintain a well-rounded program that meets the needs of today's young people.

FAMILY EMPHASIS

The family is the cornerstone of American society; however, modern society places demands on the family that didn't exist in years past – demands that can deteriorate family strength and unity. The family emphasis programs of The American Legion National Commission on Children & Youth seek to promote the importance of family strength and integrity.

FAMILY SUPPORT NETWORK

The American Legion recognizes that families of deployed and activated military personnel face special difficulties and hardships. With the help of the Family Support Network they don't have to shoulder this burden alone.

Families can connect to local American Legion Family members by requesting assistance through the nation-wide toll free number or electronic application.

Legionnaires at the post level then provide assistance that can range from minor household chores and repairs, completing a Temporary Financial Assistance application, to connecting the family to existing local programs.

TEMPORARY FINANCIAL ASSISTANCE (TFA)

TFA is the landmark program of the National Commission on Children & Youth and was established in 1925, as a form of direct aid to children.

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 to eligible families when it has been determined by investigation that the child is in need and that all other local resources have been exhausted or are not available to provide the required assistance. TFA can help families in meeting the costs of shelter, food, utilities and health expense items when the parents are unable to do so, thereby affording the

child, or children, a more stable home environment. The veteran does not have to be a member of The American Legion, but they must be eligible and there must be minor children in the home.

Eligible children include biological children of an eligible veteran or children in the legal custody of an eligible veteran. TFA applications are obtained and must be submitted through the Department Children & Youth Chairman or Department Adjutant.

NATIONAL FAMILY WEEK

A guiding principle of The American Legion's Children & Youth Programs continues to be maintaining the integrity of the family. To demonstrate our resolute belief of the importance of strong families, The American Legion National Commission on Children & Youth, by mandate, advocates the passage of federal legislation that would establish the Thanksgiving Holiday Week as National Family Week. All members of The American Legion Family are encouraged to initiate and engage in local activities during National Family Week that promotes, encourages, and celebrates the center of a healthy community: the family.

OPERATION: MILITARY KIDS

When National Guard and Reserve parents are mobilized, their children suddenly have unique needs for special support and services.

Operation: Military Kids exists to garner community resources to provide the needed support and to highlight the challenges these children face. The American Legion is a proud partner of this program and urges support from all levels of the organization to assist the children of our comrades while they serve our nation.

CHILD HEALTH

The American Legion believes that every child should have access to adequate healthcare. We have partnered with several organizations that share this philosophy. Our collective effort to increase the quality of life for children is making a difference in the lives of millions of children every year.

RONALD MCDONALD HOUSE CHARITIES

POP TAB COLLECTION PROGRAM

This national fundraising project encourages the collection of aluminum pop tabs to support local Ronald McDonald Houses. This program helps with funds to provide housing for financially challenged families with seriously ill or injured children who must undergo medical treatment at a children's hospital.

CHILDREN'S MIRACLE NETWORK

Children need specialized care and equipment that only children's hospitals can provide. Children's Miracle Network hospitals provide state-of-the-art care, life-saving

research and preventative education 24 hours a day, 365 days a year. Every year, Children's Miracle Network hospitals treat 17 million children for every disease and injury imaginable, impacting the lives of more children than any other children's organization in the world.

The American Legion's ongoing commitment to improve the quality of life for our nation's children parallels Children's Miracle Network's own mission.

Supporting Children's Miracle Network hospitals in their efforts to provide quality health care to all children is the right thing to do and is a natural for The American Legion Family.

A corporate partner since 1998, The American Legion family has contributed nearly \$20 million for Children's Miracle Network hospitals to ensure that the best care is available whenever children need it.

COVERING KIDS AND FAMILIES

BACK-TO-SCHOOL CAMPAIGN

Annual Covering Kids and Families Back-To-School Campaign is a program designed to encourage the enrollment of uninsured children that are eligible for coverage through Medicaid or the State Children's Health Insurance Program.

MERCY MEDICAL AIRLIFT

Mercy Medical Airlift (MMA) is a non-profit organization dedicated to serving people in situations of compelling human need through the provision of charitable air transportation. MMA is totally supported through charitable giving and the services of volunteer pilots and office assistants.

CHILD SAFETY

The American Legion National Commission on Children & Youth believes that child safety is everybody's business. Prevention through education remains the best way to keep children safe. To promote child safety, the Commission publishes several useful brochures designed to educate children and parents and supports numerous national initiatives to keep children safe.

GATEWAY DRUGS

Alcohol, tobacco, inhalants, and marijuana are often readily available and considered to be the entryway to a life of drug dependency and delinquency. Gateway drugs are so-called because the use of these drugs often leads to drug abuse, addiction, and to the use of other drugs such as heroin, cocaine, and LSD. The Commission asks all members of The American Legion Family to educate

parents and children in their communities about the dangers of gateway drugs.

WARNING SIGNS

The National Commission on Children & Youth recognizes the serious, yet often overlooked, problem

that continues to plague our nation's youth: Suicide.

Suicide is a tragic and senseless act of desperation. It is a permanent solution to temporary problems. Our young people are now killing themselves at a record pace of over 100 per week. Suicide is never a pleasant topic, but one that must be brought out in open discussion to combat its devastating effects on our youth. As a responsible society, we must equip ourselves with the facts, dispel the misconceptions, and learn the warning signs of youth suicide.

HALLOWEEN SAFETY

As long as Halloween activities are sponsored and promoted in our various communities by duly appointed and elected officials, the National Commission on Children of Youth of The American Legion believes children and parents should know how to make this observance as safe as possible. This annual program continues to be one of our most popular.

MISSING CHILDREN

The American Legion encourages 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. In addition, all levels of the organization are encouraged to increase the public's awareness of child victimization and its detrimental effects on the children and youth of our society and to cooperate with credible organizations and agencies that seek to locate missing children in their states and communities.

FIREWORKS SAFETY

Alarmed by the high number of injured children every year as a result of fireworks, The American Legion urges Posts and Departments to educate communities, parents, and children about fireworks safety. The American Legion advocates that children and families enjoy fireworks displays conducted by professionals as a means to protect children from injury.

THE AMERICAN LEGION

CHILDREN'S CHARITIES

THE AMERICAN LEGION

CHILD WELFARE FOUNDATION

The American Legion Child Welfare Foundation, a 501(c)(3), is “dedicated to the betterment of all children.” Its purpose: To contribute to the physical, mental, emotional and spiritual needs of children and youth through the dissemination of knowledge about new and innovative organizations and their programs.

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The Child Welfare Foundation accomplishes these goals each year by awarding grants to nonprofit youth-serving organizations for the explicit use of disseminating information that conforms to the Foundation’s purpose. Since 1955, over \$8 million has been granted to help deserving organizations produce and disseminate current and valuable information.

THE AMERICAN LEGION ENDOWMENT FUND

The Endowment Fund Corporation is a 501(c)(3) organization. Funds for the operation of the Temporary Financial Assistance program are provided from a share of the earnings of the Endowment Fund.

In 1925, World War I had been over for six years, but for veterans and their widows and children, the years had been a continuing struggle to adjust to the war’s aftermath. The members of The American Legion, aware of the grave responsibility entrusted to them by those who had served, knew the time had come to take action. More than 900,000 Legionnaires, American Legion Auxiliary members, and other American citizens joined the campaign, raising nearly \$5 million and establishing The American Legion Endowment Fund.

CONSTITUTION & BY-LAWS CHAIRMAN DESCRIPTION

To keep the Squadrons of the Detachment of Michigan informed of their responsibility's to their membership, and about the Structure and Guidelines of the Sons of The American Legion Organization.

Constitution and By-Law for Squadrons of the Detachment of Michigan Each Squadron in the Detachment may adopt a Constitution and By-Laws.

In the formation of the Constitution and By-Laws there shall be no conflict with the National Constitution and By-Laws governing the Sons of The American Legion.

ARTICLE III - ORGANIZATION

Section 1. The local unit of the Sons of The American Legion is the Squadron and one (1) Post of The American Legion may sponsor not more than one (1) Squadron. With the approval of the Department of The American Legion having jurisdiction, Squadrons sponsored by the Posts of that Department may be organized in Detachments.

Section 2. The organization of Detachments and Squadrons shall conform to regulations of the Department of The American Legion having jurisdiction, with regulations of the National Executive Committee of The American Legion, and with the National Constitution and By-laws of the Sons of The American Legion.

Section 3. The National Executive Committee of The American Legion may establish Detachments in territorial possessions of the United States and in foreign countries provided such territories and foreign countries presently are organized as American Departments and provided further that the appropriate American Legion Department recommends their formation.

Section 4. The Sons of The American Legion Squadron shall be organized under the jurisdiction and sponsorship of a local Post of The American Legion and shall bear the name of such sponsoring Post as follows: "Sons of The American Legion Squadron of _____ Post No. _____ Department of _____.

Section 5. Detachments, when organized shall have jurisdiction over the Squadrons within the Detachment's geographic area, subject to such limitations as may be prescribed by the Department of The American Legion having jurisdiction over the Detachment.

Section 6. The Sons of The American Legion shall be governed by such rules and regulation as may be prescribed by the National Executive Committee of The American Legion.

EDUCATION AND LEADERSHIP

EMERGENCY RELIEF

PURPOSE: To provide emergency aid for members after all efforts at the local level have been made, or when social welfare services of the community have been exhausted.

HOMELAND SECURITY & CIVIL PREPAREDNESS



Mission Statement:

To support the purposes of The American Legion Law and Order & Homeland Security Committee

- To review the policies and objectives of the United States Department of Homeland Security
- To make recommendations which relate to homeland security, the United States Coast Guard, the governmental and nongovernmental roles in disaster management and recovery that enhance the internal and external security and the security of the borders of the United States
- To review immigration policies as they may affect the internal and external security of the United States
- To support and recognize the contributions of police, fire and first responders at all levels

Disaster Preparedness
and Response



Purpose:

To maintain and promote a strong national defense and promote Homeland Security and Civil Preparedness as everyone's job.

Ways Your Squadron Can Get Involved:

- Manpower
 - Citizen Corps
 - Local and/or state Citizen Corps Council representation
 - a. Community Emergency Response Teams (CERT)
 - b. Fire Corps
 - c. Medical Reserve Corps
 - d. Volunteers in Police Service
 - e. Neighborhood Watch
- Trained veterans with leadership experience
 - Volunteer opportunities with Red Cross, Salvation Army, EMA office, Citizen Corps Council, etc.
- School presentations
- Disaster Supply Kit program and promotion for every home
- Adult and youth training programs at the post
- Town Hall meetings on disaster preparedness
- Programs linking preparedness to citizenship on Flag Day, Independence Day
- Post events during September Disaster Preparedness Month
- Participate in post Law Enforcement Officer of the Year & Firefighter of the Year program
- Participation in local disaster preparedness exercises

- Infrastructure (if you have a post home)
 - Post home as a designated shelter
 - Food service during disasters
 - Emergency inoculation facility
 - Training facility for adults/youth in disaster preparedness courses
 - a. First Aid/CPR
 - b. CERT training
 - c. EMA first responder courses
 - d. Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Service (RACES) communications/meeting/training center
 - e. Emergency supplies center
 - f. Child care for first responders (during emergencies)
 - g. Backup support for Emergency Operations Center
 - h. SKYWARN (severe weather spotters for the National Weather Service)
 - i. Mobility Teams (4-wheel drive vehicles) to move medical and emergency personnel during/after severe weather events
- Blood Program
 - Host a Squadron blood drive
 - Donate blood
- Troop Assistance
 - Fundraising for American Legion Programs
 - a. Operation Comfort Warriors
 - b. National Emergency Fund
 - c. Michigan Wounded and Returning Warriors
- Family and Youth Services
 - Family Support Network and Temporary Financial Assistance

The above are just some of the contributions that an American Legion post/squadron can make to a Homeland Security & Civil Preparedness program. There are countless other potential activities and each will be based on the specific needs of your community. For example, following Hurricane Katrina, one American Legion post served as an emergency kidney dialysis center, providing hot food and treatment for area patients in critical need after the storm knocked out power and services at local treatment centers.

References:

<https://www.legion.org> > Media > National Headquarters > National Security

Disaster Preparedness Guide

Access Granted - *ASSISTING TROOPS WITH TRANSITION AND BENEFITS*

Blood Program Booklet

Illegal Immigration Strategy - *POLICY ON ILLEGAL IMMIGRATION: A Strategy to Address Illegal Immigration in The United States*

<https://www.legion.org/publications>

HOMELESS VETERANS

Homeless Veterans Chairman

Mission Statement:

To coordinate efforts of the American Legion Family in augmenting efforts to assist homeless veterans that they may encounter and to supplement where possible existing homeless veterans providers and to support the mission and objectives of the National Legion Homeless Veterans Task Force.

Objectives:

Provide financial and in-kind donations fundraising

Programmatic expertise and guidance

Benefits counseling

Encourage Michigan Legion Family participation with Homeless Veterans organizations

Coordinate track and record Michigan Legion Family efforts on behalf of homeless veterans

Pick up donations for homeless veterans at various posts and locations

LEGISLATIVE

The Sons of The American Legion needed a vehicle to effectively present its legislative proposals to The American Legion for amplification to Congress. Thus the Legislative Affairs Commission was formed. But in addition to this job, the commission's rapid dissemination of information from local, state and national legislative bodies to our members allows The Sons of The American Legion to respond to issues and rally its members into action.

MEMBERSHIP CHAIRMAN

The primary responsibility of the membership chairman is to travel around and get the membership going. You need to make sure the five Zone Commanders are doing their job, and to assist them in any way you can. Strive to make the goals the Detachment has set up for membership. Try to get to 100 percent that year, as this makes Michigan look good nationally, and another benefit is that it makes the Detachment Commander look good all year around. Try to sign up new SAL members.

MISSING IN AMERICA PROJECT CHAIRMAN DESCRIPTION

Encourage others to visit a local funeral home, or call and make an appointment with the funeral home director to see if they have any unclaimed cremains (ashes).

Remind them that all unclaimed cremains are not those of a Veteran. If the funeral home wishes to do the inventory themselves, just let them know that they need the date of birth, date of death and social security number, and a DD-214 or Military Discharge Certificate, if available.

If they acquire the full name, date of birth, date of death and social security number of unclaimed cremains, without a DD214 or Military Discharge Certificate, have the contact the Service Officer at their American Legion Post, or any local Service Organization, and fill out the National Cemetery Scheduling and Eligibility Office verification form to find out if the cremains are that of a Veteran.

When all verifications are returned from National Cemetery Scheduling Office, t or e-mail to funeral home so they may pull the cremains of the veterans verified. A registered letter must be sent to the last known legal next of kin of each veteran left by the funeral home or MIAP if funeral home provides the name and address. If no next of kin, a notice in the local newspaper is done. At least a 30 day wait is required unless otherwise instructed by state law.

NATIONAL CEMETERIES ONLY: NCSEO will send all verifications directly to the Cemetery to be used. If you have a DD-214, e-mail it to the National Cemetery to use. Once a date for the service is determined by the Funeral Home and State Coordinator, simply call the cemetery to schedule.

Let the cemetery know that you will need pall barriers, honor guard and if you don't have an MIAP chaplain, have the cemetery provide one. In a few cases, the cemetery may not have access to honor guards etc. In a case like that, contact your American Legion. Most will be able to provide what you need for a Full Military Honors Funeral.

Always remember that you are helping Veterans attain what they were promised when they joined the military.

You served your country through a war, or through peacetime. You expected to receive a military burial, recognition by our government of your commitment to our great country. You expected to have honor and respect paid to you as a result of your service to our great country. Instead, you reside on a shelf in a mortuary or a storage facility at a crematorium.

N.E. F. CHAIRMAN

This position is more important now than ever with all the National disasters affecting our membership. The duties are simple. You must get the word out to all the squadrons of the purpose and necessity of geeing funds. Once you receive the funds you need to document it and send the donations to the National in Indianapolis. From there it will be distributed to those in need. You will than give a report to your Commander and the membership with a final yearly total at our Annual Convention.

PUBLIC AND MEDIA COMMUNICATIONS

This newsletter is our means of communication not only from the Detachment to the Districts and Squadrons but also between each other. The articles are from all the squadrons and blue cappers from across the state of Michigan. The objective of this newsletter is to keep all the squadrons and Legion Family members informed about the Posts, current and upcoming events at the Squadrons, District and State and National levels. We need to hear from you about not only events but also your volunteers and your success and any problems that you may have encountered. When you celebrate we want to celebrate with you. Pictures must be in Jpeg form with a byline or a story. Let the publication be our bridge to bring us together for the betterment of the Sons of the American Legion.

Social media has become a huge part of our society in the 21st Century. Facebook pages are now prevalent in all Detachments across the country. If you have not established your own yet and need help please feel free to ask us and we will be more than happy to assist you. Each Squadron and District should have its own webpage. Instagram and YouTube are also being used. Again if you need any help with setting these programs help please as and will help you out.



PUBLIC RELATIONS

Traditionally the Detachment Commander appoints the leading candidate for Detachment Commander to the position of Public Relations Director. This allows the upcoming Commander the opportunity to travel with and experience firsthand, the types of events he will be asked to participate in as Detachment Commander. His duties include but are not limited to the following:



Direct public relations within the Detachment.



Work with media outlets to publish timely Detachment information, such as, press releases brochures, and other materials.



Ensure communication strategy is consistent and reflects the Detachment's strategic vision.



Implement social media strategies.



Grow online supporter base and traffic.



Perform social media community management duties.



Manage relationships with media outlets.



Produce and publish mass communications with email blasts.



Ensure consistent framing of messages.



Publish videos and photography on Detachment website.



Document presence of Squadrons at events, conferences and speaking engagements.



Work closely with the Legion Public Relations Director to ensure consistency in messaging and compliance with the American Legion's over all beliefs.

PINS SALES JOB DESCRIPTION

Why am I writing this?

This is to help the next person that takes this position have a better understanding of the duties and responsibilities of the Pin Sales position.

Who am I writing this for?

Sons of the American Legion Department of Michigan.

How did I get this Position?

This position came to me as an appointment from the Sons of the American Legion current commander.

Tell me the best way to get this job done.

This appointment is to create a pin that represents the current Legion Commander and the current Sons of the American Legion Commander. It will show the city in which the Legion convention is to be held and the year that it is held. The actual sales usually end at the winter conference for the preceding commander.

I usually start my design stage in February by confronting the American Legion and Sons of The American Legion Commanders as to what they would like on their convention pin. When I get some samples from the pins designer I present them to the 2 commanders for approval. I generally order 200 -250 pins to be sold for \$5.00 each. At the Sons of the American Legion convention I begin selling them on the convention hallway where the meeting is going to be held. Most days the meetings do not start until 9:00 am so I am set up by 8:15 am. I will always have some pins in my pocket while I am at the convention or roaming the halls.

At the American Legion convention following the Sons convention I make sure that I set up by 8:15 am. The Ladies Auxiliary will elect their officers at this time and will be looking for you to purchase a pin for the convention.

Let me have fun and also take this job seriously.

I have found that while socializing with the other members at these conventions does not neglect to mention to them that you are the convention pin salesmen. Many of the American Legion members have a pin from each year of the convention and are very happy that you reminded them to purchase a convention.

How many expenses can I expect to come across?

Most of your expenses will be covered through the Sons of the American Legion voucher program. I will get a quote from the pin vendor and submit it to our financial

officer. Most of the time I issue a check myself for the pins as to make sure that I have them on time. The cost of the pins generally is under \$2.75 per pin as a rule.

The following vendor is the one that I have used in the past with much success.

TKM Awards

19295 Haggerty Road

Belleville, MI 48111

Contact Theresa Phone # 313-999-4111

Tell her you represent the Sons of the American Legion and I am sure you will be well received.

Other expenses are laminated placards to put on the table to let people know why you are there. You can have them made up and expense the cost with you final voucher.

Socializing expenses at the conventions will NOT be covered by your voucher!

Do I have to submit a report at the DEC?

You will submit a final report to the adjutant for the year that you are representing. I have included a sample of the reports that I have submitted in the past.

Enjoy the comradery talk with your commander about the covered expenses that you will receive.

Good Luck.

RECONNECT

SON OF THE YEAR

This committee recognizes an individual who has gone above and beyond to help our Veterans during the year. There are 2 awards, one for a Son 18 years and older, and one for a Son that is 17 or younger.

TIME AND PLACE

Objectives:

To update forms and guidelines for hosting a Detachment convention when needed

To update Detachment contract for hosting a Detachment convention when needed

To help and guide, advice the host convention committee

To put on a convention when no squad or district can host a convention

To pick a 4 man board to help with these assignments

UPPER PENINSULA MEMBERSHIP

WILWIN CHAIRMAN

The board of director's responsibilities are to attend all board meetings, make decisions for the good of the property, decisions on property rules, and the best for all visitors. There is also a lot of work to be done on the property. The board usually is there to help maintain the property and to also try to get others to help with maintenance. Also, we need to look for ways to raise funds to keep Wilwin running smoothly and to promote Wilwin for future visitors.

VETERANS AFFAIRS AND REHABILITATION CHAIRMAN

The Chairman for the Sons of The American Legion is an appointed position by the SAL Commander for one year.

The mission of VA&R is to coordinate programs and activities in support of our Nation's current and former uniformed military personnel and their families. To work with all five of our VA medical facilities in Michigan, to give comfort and provide assistance to all veterans. To work with all the chief voluntary service officers at each hospital, to collect data on SAL contributions to veterans programs. Attend all meetings of the VA&R and support all programs related to VA hospitals, Fisher House, and Operation Comfort Warriors. We have reps in all five VA hospitals. These reps send in reports to the chairman as to how they help the veterans in the hospitals, wheatear it be through the countless volunteer hours or how the moneys that was sent to them from the SAL was spent on the veterans in the hospitals.

Attend all American Legion meetings for VA&R, keep records of all meetings and visits to veteran's affairs at VA hospitals and make reports to the SAL conventions and conferences.

The founders of The American Legion realized that one of the organization's major concerns would be the plight of disabled Veterans. The sons of The American Legion concurs and focuses in on volunteering man-hours, donating money and equipment for Veterans in Veterans Administration facilities, State Veterans Hospitals and Nursing Homes.

With our parent organization, The American Legion, being the nations' largest Veterans service organization, it provides medical consultants and attorneys who provide representation before the Department of Veterans Affairs on behalf of its members and Veterans everywhere.

A few years ago the Veterans Administration gave approval to haveThe Sons of The American Legion recognized as a voluntary organization in the VA. This has allowed us to proceed with the certification of our own representatives in the VA system. I am proud to say that within the S.A.L. the Detachment of Michigan is the second highest in the country with certified reps. Because of the extreme increase in the demand for voluntary services do to the cutbacks of budgets and staff and also do to the aging of our World War II vets, who have been the backbone of the volunteer force, it is now more important than ever that The Sons of The American Legion take an ever increasing active role in volunteerism in the VA medical centers and state facilities. The Detachment of Michigan has a certified rep in every facility in the state of Michigan. S.A.L. money donations are placed in a Legion account as a separate line item and are used at the discretion of The Sons of The American Legions representative. Last year nationally the S.A.L. donated in excess of \$130,000 and volunteered over 75,000 hours in VA facilities.

VE&E CHAIRMAN

The SAL National Veterans Employment and Education Commission's Mission Statement is "To assist The American Legion in ensuring that America's Veterans have the opportunity to provide, with honor and dignity, the economic necessities of life for themselves and their families."

"How does the VE&E Committee plan to accomplish this?" By getting the word out on "Hiring Our Heroes" job fairs being held around the nation as well as education benefits available in each state, in addition to or as an alternative to, federal GI Bill benefits.

"How can our Squadron help?" By assigning members of your Squadron to your own VE&E Commission/Committee to assist us in getting this info out to your local Veterans that can benefit from it.

"Where do we find this information and how can we get it out to the Veterans?" By going online and finding local job fairs and benefits available in your state. Then by taking this info, as well as info received from National or Detachment, and placing it on your Squadron/Post websites and Facebook pages as well as in your newsletters. Also by printing it out and posting it on your Post's bulletin board and in other locations around your community where local Veterans will see it. You can also request that your Post e-mail this info out to their members. Be creative with your distribution.

When you leave the military, the biggest question is ***"What's next?"*** Your Squadron can help with the answer to this question by providing this information to our Veterans. Please assist us in making this new Sons of The American Legion Commission a successful one nationwide while assisting the "Heroes" who have kept America and everyone in it free and safe.

**DETACHMENT
OFFICERS
SECTION**

DETACHMENT COMMANDER

DUTIES AND RESPONSIBILITIES:

Your duties and responsibilities as Commander are many, and yes, the responsibility for the success the year's program rests largely on your shoulders. The following information will help guide you to that success.

1. Set specific targets for the year:
 - a) Membership
 - b) Programs
 - c) Special Projects
 - d) Communications
 - e) Activities

2. Appointments of Detachment Officers at the Post DEC Meeting:
Adjutant, Assistant Adjutant and Assistant Historian.

This list may change depending on your Detachment Constitution and By-Laws.

3. Appointments of Commissions, Committee and Special Committee members.

You are the Liaison to all Commissions, Committees and Special Committees. You should attend all Finance Commission meetings and approve the location, date and times of the Spring, Fall and Winter Detachment Executive Committee meetings including the Workshop.
 - a) Appointments of Standing Commission and Committee members are always in odd numbers with a minimum of five (5) members on each. Convention Committees are also a minimum of five (5) members. Convention Committee members are appointed at Friday's session of the Convention.

 - b) At the Post DEC of the Convention you will appoint the hosting Squadron and or District as the Chairman to the upcoming Convention. If there is no hosting Squadron and or District for the upcoming Convention the Detachment will be responsible for the Convention. If this should occur the Commander may appoint a Convention Committee to take on this responsibility.

4. Coordinate the Leadership Orientation workshop which will include securing a location, date and time of the workshop and appointing people to run the various topics of the workshop and prepare an agenda for this.

5. Accepts the election of the Zone Vice Commanders which are voted on at Zone Caucuses on the Saturday of Convention.
6. Follow up on directives given by your Detachment Officers, Commissions and Committees. Your Vice Commanders should report to you on their activities on a regular basis either by phone or written report. Your Vice Commanders are to make visits and contacts when you are not available to do so.
7. Stay in contact with your Detachment Adjutant as he should stay in contact with you on matters of the Detachment.
8. The appropriate Commissions, Committee Chairman and Detachment Officers should attend the American Legion Mid-Winter Conference. The Department Children and Youth, Americanism and Public Relations Committee meetings should be attended by the proper Chairman.
9. Your visits to various Legion Posts and District meetings should be based on Public Relations of the SAL.
10. You will be asked to speak to the American Legion at the Mid-Winter Conference and the State Convention on the involvement of the SAL. All speeches should be of a POSTIVE nature concerning the Programs and Activities of the SAL.
11. You will participate in various Banquets and Dinners as well as the Testimonials.
12. Participation at the Membership Drives along with your Vice Commanders.
13. Participation at the State Convention Memorial Services and the Distinguished Breakfast which is usually held on Sunday morning of the Convention.
14. Submit your articles on time to the SAL Editor of the Newsletter for the Department Legionnaire. You will be given the dates of when these articles need to be to him. This is your responsibility and remember you are speaking on behalf of the SAL and this paper is sent out State Wide.
15. You are to submit an article of the success of your year for the American Legion Convention Book.

Limit your article to no longer than 300 words. A black and white picture should accompany the article and sent to Department or whoever directed to send it to early enough to meet the publication deadline.

DETACHMENT ZONE I COMMANDER RESPONSIBILITIES

The Zone 1 Commander shall directly represent the Detachment Commander on all matters referred to him, and shall upon request, preside over meetings, travel, and shall perform other duties as are usually incident to the office.

He shall also help to develop plans to promote membership within his respective Zone, and to report "ZERO Membership Squadrons" to the Detachment Membership Chairman and the Detachment Commander as soon as possible.

He should meet with all the Squadrons and District Associations in his Zone, and to inform them of activities and forms they are to submit at convention.

The Zone 1 Commander is required to dress in proper attire when representing the Detachment and its voting members at all Detachment meetings.

DETACHMENT HISTORIAN

1. Travel with the Detachment Commander, if practical, and take pictures of the special events the Commander attends. Make sure to get names of all persons in the pictures, if possible.
2. Put together a scrapbook of all pictures you have taken throughout the year, along with any program pamphlets of which the Commander has attended. The scrapbook can be submitted to be judged for an award.
3. You can also put together a History Book of the Detachment Commander's year in office, to be presented to the National Historian. Be sure to follow exactly the National guidelines.
4. Last but not least, at the Detachment Convention, we are required to do a committee to help you judge all the scrapbooks and history books that are handed in from different squadrons, and then you and your committee will decide who is to receive the awards.

DETACHMENT SERGEANT-AT-ARMS

DUTIES AND RESPONSIBILITIES

Your duties are to act as Sentinel or Outer Guard at all meetings Of the Detachment. You are the custodian of the Flag of our Country, the Detachment Colors and any Detachment property charged to you by the Detachment. You are to be ready to assist the Detachment Commander when called upon.

Your additional responsibilities are:

- a) To make sure the meeting room is properly arranged and ready for the transactions of all business.
- b) To post the Flag of our Country and the Detachment Colors at the opening session of all meetings and to retire the Flag and Colors on completion of all meetings.
- c) You are to be ready to assist in the POW/MIA "Empty Chair" ceremony when requested.
- d) To assist in packing up all Detachment Materials and in making sure the meeting room has been cleaned up at the close of all meetings.
- e) You are in charge of caring for, storing and delivering the American Flag, Detachment Colors, POW/MIA Flag, the standards for the flags, the holsters for all flags, the Detachment Banner, the SAL Podium, the Bell, all flag cases, the Preamble and any other items you may be charged with by the Detachment.
- f) You are the Official Escort for all members and visitors to the podium when requested by the Detachment Commander. Always lend proper respect to the Flag when approaching or leaving the front of the meeting room.
- g) You will hand out materials, run errands and act as correspondent at all meetings.
- h) You will collect all fines and deposit them with the Finance Officer at all meetings or designated program Chairman for that committee with body approval.
- i) You may from time to time have to participate in various ceremonies and/or presentations such as: Initiations, Installations, Funeral Services, "Empty Chair" Ceremonies and others.
- j) You will be required to carry the Flag of our Country, Detachment Colors, POW/MIA flag and Detachment Banner to various parades.

- k) You make sure the access to the meeting room is secured during meetings and assist in maintaining order during the meeting.
- l) You are required to attend all meetings of the Detachment and to assist the Detachment Commander when called upon.

ABOUT WASHINGTON CONFERENCE



The American Legion's Washington Conference, held annually in our nation's capital gives our organization's leadership a chance to meet with elected officials to discuss legislative initiatives and priorities important to Legion members and their families. It also provides a forum that allows Legionnaires to hear from senators, representatives, and officials from the White House and Department of Veterans Affairs (VA) as they address our members at the conference.



VAVS Hospital/Medical Center Representative Certification Form Sons of The American Legion

Date _____

Detachment of: _____

Director
National Veterans Affairs & Rehabilitation Commission
1608 "K" Street, N.W.
Washington, D.C. 20006

The following SAL member has been recommended to be the VAVS Representative or Deputy Representative at the following VA Hospital/Medical Center:

NAME & ADDRESS OF FACILITY _____

A. REPRESENTATIVE

Name _____
Mailing Address _____
Home Address _____
Date of Birth _____ Squadron # _____
Telephone Number: Home _____ Work _____

B. DEPUTY REPRESENTATIVE

Name _____
Mailing Address _____
Home Address _____
Date of Birth _____ Squadron # _____
Telephone Number: Home _____ Work _____

Additional Information---Optional _____

Expiration of term of this appointment will be two years from date of application. Re-appointments should be accomplished during Detachment Conventions.

Department Adjutant

Detachment Commander

INSTRUCTIONS

PURPOSE:

The purpose of this form is to certify VAVS hospital representatives in each VA facility. The SAL member nominated should be familiar with the VAVS program and have the intent of serving in this vital position for at least two (2) years. A Deputy representative can be appointed to assist the SAL VAVS representative.

PROCEDURES:

1. The SAL VAVS nominee must be at least 21 years of age as of the date of application. This does not effect the age of volunteers in hospitals as they are governed by the Director of the VAVS program at the VA medical facility.
2. The term of this appointment cannot exceed 2 years from the date of the application. Appointments should be made during the SAL Detachment Conventions and nomination forms submitted to the Department Headquarters. Upon the Department Adjutant's approval, the nomination form should be forwarded to the Director, VA&R, Washington for final approval.
3. Upon notification of approval from the Director, VA&R, Washington, the nominee will contact the Director of Voluntary Services at the hospital for guidance, policy and general instructions as to his duties and responsibilities associated with the VAVS program and his appointment. The SAL VAVS representative will ensure that all SAL volunteer hours are credited to the SAL account # SOAL 303.
4. A Deputy VAVS representative is optional, but, if nominated will assist the SAL VAVS Representative in his duties as described by the Director of the VAVS program at the medical facility.

FORM:

1. Complete all items applicable. The section "Additional Information" should be completed on nominees as to past experience or qualifications if any.
2. The form must be signed by both the Detachment Commander and by the Department Adjutant and submitted to the Director VA&R, 1608 "K" St., Washington, D.C. 20006 for final approval.
3. A copy of this form should be kept by the Detachment and the Department for record purposes. Detachments are responsible for maintaining records of their hospital representative and the expirations dates.

NATIONAL EXECUTIVE COMMITTEEMAN DUTIES AND RESPONSIBILITIES

You shall represent the Detachment in a dignified manner on the National Executive Committee through your attendance at all National Executive Committee meetings and the National Convention.

1. You shall give a report to the Detachment Executive Committee on all those meetings.
2. You are required to attend all meetings of the Detachment.
3. You are the Official Escort of all National people when they are visiting the IJ duty to pick up and deliver the National representatives from airports, train stations or bus depots.
4. You will escort the National Officers to various functions, such as:

Detachment Conventions, D.E.C. meetings, The Distinguished Breakfast at the Convention, The Department Convention, The Department Auxiliary Convention, parades and etc.
5. It shall be your privilege to introduce the National Officers to the Detachment.

SQUADRON AND DISTRICT COMMANDER

The Commander is the Chief Executive Officer of the Squadron or District. To you is entrusted the important duties of teaching and protecting the cardinal principle of the Sons of The American Legion and the supervision of duties of all other officers of the Squadron or District. You are guided by the Squadron or District constitution and by the decision of the Squadron or District as a body, yet the responsibility for the success of the year's programs rests largely upon your shoulders.

As the presiding Officer of your Squadron or District meetings you should make every effort to see that the meetings are conducted properly, a recommended order of business and rituals you can find this in your handbook. As the CEO of the Squadron or District you have the authority and are responsible for all Squadron or District activities.

The Commander shall serve during his tenure in office as Chairman of the Executive Committee; He will lead by example, dedication and devotion to help serve our Veteran's and their families The Commander is the lead P.R. person for the Squadron or District and will conduct interviews when needed as well as writing Articles for the press. The Commander will make his appointments following his election to be approved by the body of the membership.

JUDGE ADVOCATE SQUADRON AND DISTRICT

The judge Advocate shall be appointed by the Commander with the concurrence of the Executive Committee and the squadron or District membership. The Judge Advocate may submit to the Commander the names of not less than 3 voting members of the Squadron or District who will act as a standing committee to review and recommend to the membership any changes in Squadron, District constitution and by-laws. He shall review any resolutions that may emanate from the Squadron or District, Detachment or National and make recommendations to the membership. He shall also conduct a review of the Squadron or District standing rules, making recommendations updating them from time to time.

HISTORIAN

SQUADRON AND DISTRICT

Historian-The historian shall be charged with preserving and compiling the historical record of the Squadron or District. It shall be in the form of history book and digital frame if available. This book shall be in a finished form in time for the Detachment convention, the rules for this competition are on the S.A.L. Web page under forms.

CHAPLAIN SQUADRON AND DISTRICT

Chaplain-The Chaplain shall be charged with the spiritual welfare of the Squadron and District comrades. He shall offer divine but non-sectarian services in events of funerals, dedications, or public functions. Adhering to such ceremonial rituals as are recommended by National and Detachment organizations of the Legion Family. He is to visit if possible the ill members and get out cards to the members and their families if needed.

SERGEANT-AT-ARMS SQUADRON AND DISTRICT

Sergeant At Arms- The Sergeant At Arms shall preserve order at all meetings and shall perform other duties as may be from time to time assigned to him, He will assure that all rituals shall conform to the rituals as published in the handbook.

FINANCE OFFICER DISTRICT AND SQUADRON

The Finance Officer shall be bonded in such amount as fixed by the executive committee and approved by General membership. This officer has the responsibilities of receiving Squadron/District moneys and Payment of all Squadron/District bills when authorization has been given for Payment. He will also handle any donations to be made by Squadron/District. He will be expected to present a written report at all meetings of the Squadron/District for viewing by the general membership. The Finance Officer shall be responsible for documenting all monies coming in and identifying the source of these monies. His name will always be one of the signers on the checks and a second signature must be on file with your bank. The Finance Officer shall issue all Squadron /District checks. The Finance officers and finances are subject to audit by our Parent organization at any time.

ADJUTANT SQUADRON AND DISTRICT DUTIES

The Adjutant is the secretary of the squadron or district, He shall keep full and correct minutes of the proceedings of Squadron or District meetings, keep such records as the detachment or National may require, Render reports to the membership when called upon at meetings, and under the direction of the Commander handle correspondence of Squadron or district and bring forth to the membership. He shall assume such other duties that may be assigned to him. He will in turn publish any minutes, orders, announcements, and instructions for the membership to read and maintain. On the Squadron level he will work hand in hand with the Senior Vice and Membership chair to keep all records up to date.

SENIOR AND JUNIOR VICE COMMANDERS SQUADRON AND DISTRICT

Senior vice Commander-the senior Vice Commander shall assume the duties of the office of the Commander in the absents of or disability of the sitting Commander of the Squadron or the District, or when called upon by the Commander to assume the Chair. He shall be the membership chairperson in charge of securing membership within the Squadron or District. He will work hand in Hand with the Senior Vice of the Post to promote Legion Family Membership.

Junior Vice Commander-The Junior Vice Commander shall assume the duties of the office of Commander temporarily until an election if needed, can be conducted due to the absence or disability of both the Commander and Senior Vice. He shall be in charge of patriotic observances and the development of Squadron or District activities and entertainment and social functions, He will work Hand in Hand with the Junior Vice Commander of the Legion Family to make-all events a success.