The American Legion
Square Knot Award
Requirements Check List

This award is designed to recognize American Legion, American Legion Auxiliary or Sons of The American Legion members who are actively involved in the Scouting program. This award is not meant to be a selective or limited award, but one that is available to any American Legion, American Legion Auxiliary or Sons of The American Legion member who completes the requirements for the award. The award is meant to recognize dedication and work required by an American Legion, American Legion Auxiliary or Sons of The American Legion member to assist in furthering the Scouting program in The American Legion.

Requirements are as follows: You must submit appropriate documentation (membership card, photocopies of course completion certificates, narrative of accomplishments, etc.) in order to fully document the attainment of the requirements as outlined in sections A, B, C, and D below. Any application that is missing a requirement will be returned to the sender for correction and re-submission. **Include this check list with your application.**

A. Service: Both items are Required.

- ❑ 1. Be a current member of The American Legion, American Legion Auxiliary, or Sons of The American Legion.
- ❑ 2. Be registered in a Scouting leadership position at the Unit, District or Council level; or as a Chartered Organizational Representative (COR); or as a District/Council Member-at-Large; or as a Unit Commissioner.

B. Training: Required to select five items from list.

If serving as a Unit Leader you must have completed a minimum of **five (5)** of the following:

- ❑ 1. Complete your unit leader Position-Specific (Role Based) Course (Scoutmaster Position-Specific, Venturing Advisor Position-Specific, Cubmaster and Assistant Cubmaster Position-Specific, or Sea Scout Leader Position-Specific).
- ❑ 2. Complete "Youth Protection" training within the past 24 months.
- ❑ 3. Complete a certified "First Aid and CPR" certification within the past 24 months through either the American Red Cross or Emergency Care & Safety Institute.
- ❑ 4. Earn the Scouter's "Training Award" for your position.
- ❑ 5. Complete a Woodbadge, Powderhorn or Seabadge training program.
- ❑ 6. Attend a national training conference at either Bechtel Summit's John D. Tickle Training Center, Florida Sea Base or Philmont Training Center.

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If serving as a Chartered Organizational Representative (COR), or as a District/Council Member-at-Large, or as a Unit Commissioner you must have completed a minimum of **three (3)** of the following:

- ❑ 1. Complete the Position-Specific (Role-Based) Course for your position (Commissioner Position Specific Basic Training or Chartered Organization Representative Position Specific Training).
- ❑ 2. Complete a Woodbadge training program.
- ❑ 3. Complete a council or area specific degree program through the College of Commissioner Science or University of Scouting.
- ❑ 4. Attend a regional or area training conference such as the OA National Leadership Seminar or Regional/Area Commissioner Conference.
- ❑ 5. Attend a national training conference at either Bechtel Summit's John D. Tickle Training Center, Florida Sea Base or Philmont Training Center.

C. Tenure: Required Item

- ❑ 1. Serve a total of three consecutive years in a Scouting leadership position at the unit, district or council level; or as a Chartered Organizational Representative (COR); or as a district, council, area or regional member-at-large; or as a commissioner at any level.

D. Performance: Required to select five or more items from list.

While serving in a Scouting leadership position at the unit, district or council level; or as a Chartered Organizational Representative (COR); or as a district, council, area or regional member-at-large; or as a commissioner at any level, complete a minimum of five of the following:

- ☐ 1. Serve a minimum of two years as a Post Chartered Organizational Representative for Scouting or scouting unit leader and demonstrate success with your unit(s) in terms of growth in program.
- ❑ 2. Assist your post, district or department to raise funds to support Scouting. Participate with a local BSA district or council friends of scouting fundraising effort.
- ❑ 3. Participate as member of a BSA District or council membership/relationships committee and represent The American Legion.
- ❑ 4. Assist in organizing or reorganizing a cub pack, Scout troop, sea scout ship or venturing crew chartered by an American Legion post.
- ❑ 5. Participate in the Eagle Scout of the Year program at the post, district or department level.
- ❑ 6. Contact Scout troops and venturing crews in your area through visits, roundtables or other means and solicit their participation in the National High School Oratorical Contest, Junior Shooting Sports Program, Boys State, American Legion Baseball and other Americanism programs and document the results of your efforts.
- ❑ 7. Recruit manpower from your post or district to support a Scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further American Legion recognition in support of the Scouting program.

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- ❑ 8. Develop and carry out or participate in an American Legion program to recognize the leaders of Scouting programs in your post, district or department.
- ❑ 9. Promote and coordinate the development of a network of department American Legion Scouting Team members to assist in the development of Scouting within The American Legion.
- ❑ 10. Earn the Den Leader Training Award or Scouters Training Award.
- ❑ 11. Earn the Unit Leader Award of Merit or District Award of Merit.
- ❑ 12. Earn any Scouter's Key Award.
- ❑ 13. Earn the Distinguished Commissioner Service Award or Commissioner Award of Excellence in Unit Service.

Your Next Steps:

1. Submit appropriate documentation (copy of membership card, photocopies of course completion certificates, narrative of accomplishments, etc.) in order to fully document the attainment of the requirements as outlined in sections A, B, C, and D above.

2. Obtain the written endorsements of your American Legion post commander, Sons of The American Legion squadron commander, or American Legion Auxiliary unit president.

3. Submit the appropriate documentation and written endorsements to:

The American Legion Department of Michigan
Attn: Scouting-Square Knot
212 N. Verlinden Ave. Ste. A
Lansing, MI 48915

After you have submitted your application with the required documentation, including a written endorsement from your post/squadron commander or Auxiliary president, the Department Scouting Chairmen will review the application. Application packets that fulfill all requirements will then be forwarded to National Headquarters with endorsement of the Department Commander, Department Adjutant, and Department Scouting Chairman. Application packets that lack the appropriate documentation or written endorsements will be returned to the submitting person(s) for corrections and resubmission to Department Headquarters.

Awarding Process:

The award consists of a gold and purple square knot, which may be worn on the Scout uniform, and includes a certificate and congratulatory letter from the national commander of The American Legion. The department or local post will arrange for presentation of The American Legion Square Knot Award at an appropriate place and time.

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