



# ***District Packet***

*Revised FINAL December 2020*

## ***Mid-Winter Conference***

Prepared for: **The January 30, 2021 Mid-Winter Conference**

By: **Department Headquarters**

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**District \_\_\_\_\_ Officers Report (1 of 2 pages)**  
**Year \_\_\_\_\_**

To be completed by each **DISTRICT ADJUTANT** and returned to Department Headquarters **immediately** after installation of Officers as Department rosters and mailing lists are compiled from this information. Your promptness is appreciated.

*PLEASE PRINT*

*PLEASE PRINT*

*PLEASE PRINT*

**Name**

**Address (include Zip Code+ 4), Personal E-mail and Telephone #**

**Commander** \_\_\_\_\_

\_\_\_\_\_

**1<sup>st</sup> Vice Commander** \_\_\_\_\_

\_\_\_\_\_

**2<sup>nd</sup> Vice Commander** \_\_\_\_\_

\_\_\_\_\_

**Adjutant** \_\_\_\_\_

\_\_\_\_\_

**Finance Officer** \_\_\_\_\_

\_\_\_\_\_

**Chaplain** \_\_\_\_\_

\_\_\_\_\_

**Judge Advocate** \_\_\_\_\_

\_\_\_\_\_

**Historian** \_\_\_\_\_

\_\_\_\_\_

**District Officers Report (continued 2 of 2 pages)**  
**Year \_\_\_\_\_**

**Service Officer** \_\_\_\_\_

**Sergeant At Arms** \_\_\_\_\_

**SAL Advisor** \_\_\_\_\_

**Legion Baseball** \_\_\_\_\_

**Boys Scout** \_\_\_\_\_

**Boys State** \_\_\_\_\_

**Children & Youth** \_\_\_\_\_

**Community Service** \_\_\_\_\_

**Graves Registration** \_\_\_\_\_

**Membership** \_\_\_\_\_

**Oratorical** \_\_\_\_\_

**Jr. Oratorical** \_\_\_\_\_



# DISTRICT \_\_\_\_\_ CAUCUS REPORT

Year \_\_\_\_\_

To be completed by each **DISTRICT ADJUTANT** and returned to Department Headquarters **immediately** after installation of Officers.

*PLEASE PRINT*

*PLEASE PRINT*

*PLEASE PRINT*

Name

Address (include Zip Code+ 4), Personal E-mail and Telephone #

Commander \_\_\_\_\_

1<sup>st</sup> Vice Commander \_\_\_\_\_

Delegate to National Convention

Alternate Delegate to National Convention

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

*(Print)*

*(Signature)*

Annually, each District (delegation) at its Spring Conference must elect a **District Commander** and a **District Senior Vice Commander**, a **District Delegate** and an **Alternate District Delegate** to the National Convention. Each Post shall choose their Conference Delegation, the strength of which shall be that of their elected delegation at the previous Department Convention. All Past Department and Past National Commanders and current Department officers while in good standing in their respective Posts in addition to the number of delegates allowed said Posts, at their respective Spring Conferences as provided in this section. At a meeting prior to the Department Convention, the newly elected District Commander, Senior Vice Commander and delegates to the National Convention must be confirmed by the Department Executive Committee (DEC) (Article VI, Section 4 Department Constitution).



**AMERICANISM AWARD  
HERBERTA "Hobe" STARK  
DISTRICT NARRATIVE REPORT FORM**

**(Please Read Instructions on Reverse Side) (Please Print)**

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

Date \_\_\_\_\_

Present Membership \_\_\_\_\_

Title/Person Making Report (print) \_\_\_\_\_

Signature \_\_\_\_\_

**(A)** Estimate the number of volunteer service hours provided by the membership of your District for the Americanism work in your community Hours. \_\_\_\_\_ Hours

**(B)** Please estimate the amount of money your District expended for administrative expense for Americanism work overhead. (Postage, printing, conferences, travel, salary, etc.) \$ \_\_\_\_\_

**(C)** REPORTING: 12 MONTHS APRIL 1ST TO APRIL 1ST

**(D)** Use the remaining space on this sheet to describe, in some detail, a specific Americanism activity promoted by your District (Please attach extra sheets if necessary). **Remember:** This section of the narrative report is most important to your Department Americanism Committee in determining various awards.

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**(E)** Describe any other Americanism programs supported by your District in narrative form (Example: your own programs.)

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**RECEIVED BY HQ NO LATER THAN APRIL 1**

**AMERICANISM AWARD  
HERBERTA "Hobe" STARK  
DISTRICT NARRATIVE REPORT FORM**

***INSTRUCTIONS***

TO: ***DISTRICT AMERICANISM CHAIRMAN:***

1. This award certificate shall be presented annually to the District with the best Report.
2. The District Report shall be a consolidation of the Reports received from each Post in that District.
3. The award shall be presented at the Department Convention
4. District winning this award three (3) years in succession shall be given permanent possession thereof.

***JUDGING***

The Department Americanism Committee judges each report on the following scale:

Clarity of report	1 to 10 Points
Community awareness	1 to 20 Points
Originality	1 to 30 Points
Value to community	1 to 40 Points

**RECEIVED BY HQ NO LATER THAN APRIL 1**

Americanism Resolution adopted by the Department Executive Committee March 8, 1990  
Accepted by the Executive Board Action November 7, 1991

**THE AMERICAN LEGION - Department of New Hampshire  
21 South Fruit St - Suite 266 Concord NH 03301**

603-856-8951 Fax 603-856-8943



# CHILDREN & YOUTH DISTRICT CONSOLIDATED REPORTING INSTRUCTIONS

## Report

The *Intra-District Children & Youth Competition Award Certificate* shall be presented annually at the Department Convention to the District with the best overall report.

Information required for this report shall be compiled from each of your Post Children & Youth Reports.

All information at the beginning of the report MUST be filled out, if not, your report will not be considered by the Committee.

Any District winning this award three (3) years in succession shall be given permanent possession thereof.

All reports must be mailed to arrive at HQ no later than APRIL 1.

In order to make your reporting more effective, it is recommended that you make copies of your report. Maintain one for your file and mail one to Department Headquarters.

All District Consolidated Children and Youth Reports must be submitted to Department Headquarters for the Committee to consider your entry.

## JUDGING

The Department Children & Youth Committee judges each report on the following scale.

Post expenditures	1 to 20 points
Service Hours	1 to 30 points
Number of youth served	1 to 50 points

**Must be at Headquarters no later than APRIL 1**

Adopted by action of the Department of New Hampshire Executive Board March 5, 1998

**THE AMERICAN LEGION - Department of New Hampshire  
21 South Fruit St - Suite 266 Concord NH 03301**

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# CHILDREN & YOUTH DISTRICT CONSOLIDATED REPORTING INSTRUCTIONS

## *Narrative*

The ***Robert "Bob" Williamson Children & Youth Award Certificate*** shall be presented annually at the Department Convention to the District with the best overall *narrative* not exceeding 1,000 typewritten words.

Information required for this *narrative* shall be compiled from each of your Post Children & Youth Reports.

All information at the beginning of the *narrative* MUST be filled out, if not, your *narrative* will not be considered by the committee.

Any District winning this award three (3) years in succession shall be given permanent possession thereof.

All *narratives* must be mailed to arrive HQ no later than April 1.

In order to make your reporting more effective, it is recommended that you make copies of your *narrative*. Maintain one for your file and mail one to Department Headquarters.

All District Consolidated Children and Youth *Narratives* must be submitted to Department Headquarters for the Committee to consider your entry.

## *JUDGING*

Neatness of report	1 to 5 points
Clarity of report	1 to 10 points
Community awareness	1 to 10 points
Originality	1 to 35 points
Value to community	1 to 40 points

**Must be at Headquarters no later than APRIL 1**

Adopted by action of the Department of New Hampshire Executive Board March 5, 1998

# DISTRICT \_\_\_\_\_ CHILDREN AND YOUTH REPORT

**(1 of 2 pages)**

Intra-District Children and Youth Award

Current District Membership \_\_\_\_\_

Title/Name/Address/Phone # making Report:

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

***Total of all Children & Youth reports from your District Posts***

Program Name	# of Posts Participation	Post Expenditures	Service Hours	# Youth Served	# of Post Homes Used
Missing Children					
Suicide Prevention					
Drug and Alcohol					
Abuse Prevention					
McGruff Child Safety Program					
Temporary Financial Assistance to Children					
TAL Child Welfare Foundation, Inc.					
Special Post Activity (STAR) Award					
Donations to sports programs not sponsored by Post					
April/C&Y Department Project					
April/ C&Y Month Post project					
Community children Programs					
Health and safety Programs					
National youth programs (other than TAL sponsored)					
Other C&Y programs					

# DISTRICT \_\_\_\_\_ CHILDREN AND YOUTH REPORT

(2 of 2 pages)

Intra-District Children and Youth Award

<b>Totals</b>	<b># of Posts Participation</b>	<b>Post Expenditures</b>	<b>Service Hours</b>	<b># Youth Served</b>	<b># of Post Homes Used</b>

## Fund Raising events for Children & Youth programs

Event Name	Funds Raised	Service Hours	# of Post Homes used
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>Totals</b>	_____	_____	_____

**MUST BE SUBMITTED AT DEPARTMENT HEADQUARTERS NO LATER THAN APRIL 1**

Accepted by action of the Department of New Hampshire Executive Committee March 5, 1998