

**DEPARTMENT LEGIONNAIRE OF THE YEAR GUIDELINES FOR 2017**  
**(REVISED NOVEMBER 2007)**

1. *All candidates' resumes will be judged on attendance at Post meetings, Post functions, hours spent working in and for the Post. Dedication, Leadership, Service to the Post, Fellow Veterans and the Community are important considerations. A concise, complete resume should be prepared, as the judges must make their choice strictly on the merit of the contents of that resume. To ensure impartiality in judging, the Name, Gender, Post Name and Post Number and Community of the candidate MUST be omitted from the resume. Any activities or elected office above Post Commander should NOT appear on the resume as well*

**CANDIDATES HOLDING ELECTED OFFICES ON THE DEPARTMENT OR DISTRICT LEVEL ARE NOT ELIGIBLE WHILE STILL IN OFFICE!!!!**  
**RESUMES THAT DO NOT CONFORM WITH THE ABOVE RULES WILL BE RETURNED WITHOUT BEING JUDGED!!**  
**ONCE A LEGIONNAIRE IS SELECTED DEPARTMENT "LEGIONNAIRE OF THE YEAR", HE/SHE CANNOT BE SUBMITTED AS A CANDIDATE AGAIN.**

2. *Posts submit the resume of their candidate to their County Legionnaire of the Year Chairman along with a resume cover sheet that will identify the candidate and relative information that has been omitted from (1) above.*
3. *Counties select a candidate from their Posts' entries and submit the winner's resume to **District Legionnaire Of The Year Chairman**. The recommended deadline dates for resumes are:*

**March 1st – County      April 1<sup>st</sup> - District**
4. *Districts select a candidate from their Counties' entries. The District winner's resume and the District Report Form (**completed and attested to by the District Commander and District Adjutant**), must be mailed to the address below no later than May 05, 2017.*

ANN S. WILSEY, PROGRAM CO-ORDINATOR  
LEGIONNAIRE OF THE YEAR COMMITTEE  
THE AMERICAN LEGION – DEPARTMENT OF NEW YORK  
112 STATE STREET - SUITE 1300 – ALBANY, NEW YORK 12207

5. *Posts, Counties and Districts may establish their own judging procedures for determining their winners.*
6. *Past Department Commanders will determine the Department winner from the Districts' entries by judging on a 1 to 10 basis; that is, judges first choice is 1, their second choice is 2, etc. All candidates must be rated according to the judges' preference or the judges' score sheet will be disqualified. The judges' choice will be totaled and the candidate with the lowest score will be "Department Legionnaire of the Year 2017".*
7. *The "Department Legionnaire of the Year" is **not** awarded posthumously **except when death occurs after a candidate's name has been entered in the contest.***
8. *The winner will be announced at the Annual Department Convention, July, 2017.*

**In addition to the Legionnaire of the Year Guidelines 2017, when preparing your candidate's history essay, consider the following suggestions.**

1. Identify the candidate(s) and have him/her prepare an outline of their background and accomplishment in the legion. The post may have more than one outstanding legionnaire. This should be done for each candidate.

- a. This can be done in list or bullet format.
- b. Review for accuracy, position, dates, etc.
- c. Obtain all additional community involvement, veteran assistance, other posts assisted, other organizations or church (non-specific denomination)
- d. You may mention that he served at county, district or department levels but not the position held.
- e. Review with the candidate.
- f. Keep information in chronological order.

2. The post committee should interview each candidate, review the resume and select the best candidate. The post should have someone with good writing skills work with the candidate to prepare the resume into a narrative (essay) paragraph format.

3. It should tell a story of the candidate.

- a. Do not use bullet format, arrange thoughts by paragraph, written in third person.
- b. Do not use gender specific wording (sex, male/female, he, she, him, her).
- c. Do not use any obvious identifying information about the legionnaire, post, geographical location, political affiliation
- d. Do not identify gender only organizations (ALA, SAL, Masons, Elk, etc.).
- e. Do not identify religious affiliation (Catholic, Protestant, etc.) use church.

4. Wording to be considered when writing about your candidate

Our candidate; our legionnaire; outstanding individual; a great patriot; extends themselves; always there; responds positively; ready to meet the challenge; willing to take on; good organizer; assists fellow legionnaire/veteran/community member; church leader; organization president.

5. This list is not all-inclusive, use your imagination and you will come up with many other words to enhance your candidate without identifying the person.