



**AMERICAN
LEGION**

Department of North Carolina

2024-2025

Membership Awards Manual

**Tom Cernigila
Department Commander**

**Rora M. Kellis, Jr.
Membership Chairman**

**2024-2025
NATIONAL MEMBERSHIP
TARGET DATES**

<u>TARGET</u>	<u>NATIONAL</u>
50%	SEPTEMBER 11,2024
55%	OCTOBER 16,2024
65%	NOVEMBER 14,2024
75%	DECEMBER 11,2024
80%	JANUARY 15,2025
85%	FEBRUARY 15,2025
90%	MARCH 12,2025
95%	APRIL 9,2025
100%	MAY 14, 2025

National Delegate Strength 30 Days Prior to National Convention

**2024-2025
RENEWAL NOTICE
DATES**

<u>CUTOFF DATES*</u>	<u>RENEWAL DATES</u>
MAY 15, 2024	JULY 1-8, 2024
SEPTEMBER 11, 2024	OCTOBER 5-11, 2024
OCTOBER 16, 2024	NOVEMBER 9-15, 2024
DECEMBER 11, 2024	JANUARY 4-10, 2025
FEBRUARY 12, 2025	MARCH 1-7, 2025
APRIL 9, 2025	MAY 3-9, 2025

*Transmittals received after this date will not prevent a subsequent notice from being delivered at or around the renewal date

POST CATAGORIES

***A Post category is classified by the 2024 membership total.**

CLASS A - 500 AND ABOVE	CLASS D - 60-99
CLASS B - 200 - 499	CLASS E - 30-59
CLASS C - 100 - 199	CLASS F - 15-29

*All candidates for Department awards will have their membership records verified by the post adjutant or persons responsible for submitting the individual.

	2025 COMMANDER MEMBERSHIP AWARDS	DEADLINE DATE
Commander's Coin Award	Any Member who recruits 3 (three) NEW members joining for the 2025 Membership year. (A New Member is defined as any eligible veteran joining for the 2025 Membership year who was not a member of The American Legion during the 2024-2025 Membership year	May 31,2025
National Commander Membership Incentive Pin	Any Member who recruits 3 (three) NEW members joining for the 2025 Membership year. (A New Member is defined as any eligible veteran joining for the 2025 Membership year who was not a member of The American Legion during the 2024-2025 Membership year. TRANSFERS DO NOT COUNT AS NEW MEMBERS.)	
National Commander 103% Membership Incentive Pin	A pin will be awarded to any Post, District, County, Division, Department commander or membership chairman who achieves 103 percent of their assigned membership goal for 2025.	

Important Department Deadlines

Cardinal Award	September 11,2024
Carolina Award	November 12, 2024
Dogwood Award	December 31, 2024
Go Getters Award	January 31, 2025
North State Award	February 28, 2025
Post Data Reports	April 15, 2025
Certification of Delegates	May 29, 2025
Tarheel Award	May 31, 2025
Consolidated Post Report	June 1, 2025
Certification of Officers	June 1, 2025
Post Information Form	June 1, 2025

DEPARTMENT AWARDS

*All candidates for Department awards will have their membership records verified by the post adjutant or persons responsible for submitting the individual.

	INDIVIDUAL AWARDS	DEADLINE
Go- Getter Club	Each legionnaire who secures New and/or RENEWS a minimum of 5 and up to 100 members (certified by the Post Adjutant) will receive a Go-Getter Pin for each classification.	December 31 st 2024
New Member Recruiter OTY by Class	Classes A, B, C, D, E and F – Individuals in each Post Class who secures the highest number of NEW members (certified by the Post Adjutant) will receive a certificate.	May 16,2025
Department Recruiter OTY	Each Post will have the opportunity to submit the name of its Recruiter OTY who has signed up the most NEW Members for the 2025 Membership year. The individual who has signed up the most members in the state will receive a certificate and his/her name will be submitted for the <u>National Recruiter of the Year</u> .	May 16,2025

	POST AWARDS	DEADLINE
Cardinal Award	Each Post that transmits 50% of their membership goal to Department Headquarters by the deadline date receive an Early Bird Citation.	September 11, 2024
Carolina Award	Post Commanders who attain 100% membership goal by Veteran’s Day will receive a citation recognizing accomplishment.	November 12, 2024
Dogwood Award	Each Post which has reached its 100% membership goal by Dec 31. will receive a Dogwood Streamer for their Post Colors.	December 31, 2024
First to 100%	Class A, B, C, D, E and F - Presented to the FIRST Post in each class that makes 100% of its membership goal as certified by the Department Adjutant.	Variable date by Class
Tarheel Award	All Posts that attain their 100% membership goal by May 31 st will receive a certificate & Tarheel Streamer for their Post Colors.	May 31, 2025
North State Award	All posts that attain 100% retention by February 2025 will receive a Renewal streamer for their Post Colors.	February 2025

	District Awards	DEADLINE DATE
First to 100% District	An Honor certificate awarded to the first District Commander to reach 100% of their 2025 Membership Goal.	Variable 2024-25
Top District Commander	An Honor certificate and paid State Convention expenses awarded to the Top District Commander in the Department based on the following: 1 – Must achieve the greatest percentage of membership. 2 – Must reach established goal.	May 16, 2025
100% District	An Honor Certificate & 100% District Commander baseball cap for the District Commanders who make 100% of their 2025 Membership Goal.	May 16, 2025
ALL 100% Posts District	An Honor Certificate for all District Commanders who have ALL POSTS in their District at 100% by cutoff date.	May 16, 2025
	Division Awards	
First to 100% Division	An Honor certificate and \$100 Emblem Sales Gift Card awarded to the first Division Commander to reach 100% of their 2025 Membership Goal	Variable 2024-25
Top Division Commander	An Honor certificate and paid State Convention expenses awarded to the Top Division Commander in the Department based on the following: 1 – Must achieve the greatest percentage of membership. 2 – Must reach established goal.	May 16, 2025
100% Division Commander	An Honor Certificate & 100% Division Commander baseball cap for each 100% Division Commander.	May 16, 2025

*All candidates for Department awards will have their membership records verified by the post adjutant or persons responsible for submitting the individual.

NATIONAL MEMBERSHIP AWARDS

***ALL NATIONAL AWARDS WILL BE PROCESSED BY THE DEPARTMENT ***

DEPARTMENT RECRUITER OF THE YEAR

Each American Legion post will have the opportunity to submit the name of the recruiter from that post who has signed up the highest number of new members for the membership year by the May target date. Department headquarters will supply certification forms to be completed by the post commander or adjutant and submitted to department headquarters by the May target date plus one week. Department adjutants will determine the top new member recruiter for their respective department and certify the winner to National Headquarters, on or before the last day of May.

The top new member recruiter, properly nominated and certified from each department, will be awarded a framed certificate noting his or her accomplishment.

NATIONAL RECRUITER OF THE YEAR

The individual certified with the highest number of new members recruited from among all the departments will be declared National Membership Recruiter of the Year. The award includes a trip to the national convention: six days and five nights for the Legionnaire and guest, round-trip air transportation, hotel accommodations and reserved seating tickets to the National Commander's Banquet for Distinguished Guests.

Monetary awards will be presented to the next highest 26 individuals:

One \$1,000 check

10 \$150 award checks (third place)

15 \$100 award checks (fourth place)

Note: Department adjutants must nominate top recruiters on or before the last day of May.

SPECIAL INDIVIDUAL RECOGNITION/ACHIEVEMENT AWARDS

GOLD BRIGADE AWARD

A Legionnaire who recruits 50 or more new members (excluding any transfers) into The American Legion by the May target date will qualify for enrollment in the elite Gold Brigade of The American Legion. These very special Legionnaires will be awarded unique gifts designating affiliation with the Gold Brigade. Also, special recognition will be given to those Legionnaires through special announcements at the national convention, in the *Dispatch*, online and other media.

The gifts awarded to a Gold Brigade recipient will depend on the number of times he or she has qualified for this award. **NOTE: Fifth, Sixth and Tenth consecutive years qualify only for their separate respective awards.**

First-time awardees:

Gold Brigade patch

Special Gold Brigade cap pin

Gold Brigade certificate

Designer jacket or

Polo shirt or

Sweater with a Gold Brigade logo

Second through fourth time:

Gold Brigade certificate

"Hash mark" for jacket sleeve

Designer jacket or

Polo shirt or

Sweater with Gold Brigade logo

Seventh time and beyond:

Gold Brigade certificate

"Hash mark" for jacket sleeve

Designer jacket or

Polo shirt or

Sweater with Gold Brigade logo

\$150 check

GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD

Any recipient who has earned the Gold Brigade award for five consecutive years is eligible for a distinctive blue Gold Brigade blazer. A Legionnaire may only qualify once every five years. Department adjutants must submit all Gold Brigade certification forms to National Headquarters by the last day of May.

GOLD BRIGADE SIXTH CONSECUTIVE YEAR AWARD

Any recipient who has earned the Gold Brigade Award for six consecutive years to include the current membership year is eligible for a \$150 check and an American Legion cap with the label "Master Recruiter," a Gold Brigade plaque, a cap pin and a hash mark. Department adjutants must submit the certification form by the last day of May .

GOLD BRIGADE TENTH CONSECUTIVE YEAR AWARD

Any recipient who has earned the Gold Brigade award for 10 consecutive years to include the current membership year is eligible for a distinctive blue Gold Brigade blazer. (This is a one-time award.) Department adjutants must submit all certification forms to National Headquarters by the last day of May.

THE SILVER BRIGADE AWARD

A Legionnaire who recruits 25 to 49 new members (excluding any transfers) into The American Legion by the May target date will qualify for this award. A silver pin and certificate will be awarded. **NOTE:** Silver Brigade and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year.

THE BRONZE BRIGADE AWARD

A Legionnaire who recruits 15 to 24 new members (excluding any transfers) into The American Legion by the May target date will qualify for this award. A bronze brigade patch and certificate will be awarded (**page 25**). **NOTE:** Bronze, Silver and Gold Brigade awards cannot both be awarded to a recruiter during the same membership year.

MISCELLANEOUS AWARDS

***ALL NATIONAL AWARDS WILL BE PROCESSED BY THE DEPARTMENT ***

DEPARTMENT HONOR RIBBON

Each department equaling or surpassing its previous year's final membership by opening day of the national convention will receive an honor ribbon for its department colors.

100% DISTRICT COMMANDER PIN

This special pin is worn only by those Legionnaires who as district commanders accomplished at least 100% of their assigned district membership goals. These commanders may be nominated at any time during the membership year.

POST REVITALIZATION RECOGNITION LETTER

Individuals who assist in revitalizing a post will receive a recognition letter from the national commander for their hard work. The revitalized post will receive a letter from the national commander welcoming them back into The American Legion.

POST HONOR RIBBON

Honor ribbons are awarded to posts whose membership for the current membership year (as of December 31) achieves an advance membership (for the year about to begin) equal to or greater than the final membership for the year ending. Certification forms must be submitted to the Membership Division by January 31

CERTIFICATE OF MERITORIOUS SERVICE ALL-TIME HIGH AWARD

This certificate is awarded to all posts that have enrolled an advance membership for the membership year (as of December 31) equaling or surpassing the post's previous all-time high membership.

PIONEER AWARD

The National Membership & Post Activities Committee created the Pioneer Award on May 5, 1965, to recognize those directly involved with new post formation. However, recognition and awarding of this citation are the new post's responsibility. Completed certification forms should be returned to department headquarters for approval prior to being forwarded to National Headquarters. All Pioneer awards will be returned to department headquarters for proper presentation.

NEW POST DEVELOPMENT PIN

The New Post Development Pin is available to any individual who assists with the initial start-up of a new post. Volunteers can be nominated at any time throughout the year.

FIVE OR MORE CONSECUTIVE YEAR ALL-TIME HIGH POST AWARD

Purpose of report: To certify to National Headquarters those posts eligible to receive the Five (or more) Consecutive Year All-Time High Award. The citation may be ordered at any time for a qualifying post, but we suggest it be ordered about one month prior to the time planned for presentation (department convention, district convention, visit by department commander, etc.). Departments should check and ensure at the close of department books that all qualifying posts are certified. After a post has won the award for five consecutive years of all-time membership highs, it may continue to win the award each year thereafter as long as each year's membership sets a new all-time high. Please list posts in numerical order.

Note: Post names and numbers will be printed on the award exactly as shown on your report.

DISTRICT COMMANDER'S NEW POST ACHIEVEMENT AWARD

District commanders who create new American Legion posts in their respective districts and have the new post's temporary charter application on file at National Headquarters by the May target date will receive a framed certificate.

DISTRICT COMMANDER ACHIEVEMENT AWARD and DISTRICT HONOR RIBBON

All district commanders whose May target date membership exceeds the previous year's membership by at least the number of posts in that district will be awarded the District Commander Achievement Award framed certificate. In addition, the district will receive a District Honor Ribbon for its district colors.

COMMANDER'S COIN AWARD



DEADLINE DATE: MAY 31st, 2025

I certify that the following Legionnaire(s) of Post _____, recruited at least (3) NEW MEMBERS by the DEADLINE date. Please include the member ID number for RECRUITED members. **You can submit up to 4 Post members on one sheet*.**

SIGNATURE OF CERTIFYING OFFICIAL _____

*	Member ID Number
1	
2	
3	
*	
1	
2	
3	
*	
1	
2	
3	
*	
1	
2	
3	

CERTIFICATION FORM MUST BE RECEIVED AT DEPARTMENT NO LATER THAN MAY 31st, 2024.

NEW MEMBER RECRUITER OF THE YEAR



Certification of Candidate for New Member Recruiter of the Year

DEADLINE DATE: MAY 16TH, 2025

I certify that Legionnaire _____ of Post _____ secured _____ NEW members by the May 16th, 2025 DEADLINE. This award goes to the Legion Member with the highest number of NEW members within the post.

SIGNATURE OF VERIFYING POST AUTHORITY

PLEASE ATTACH A COPY OF ALL ADDITIONAL NEW MEMBERS SECURED BY THE MEMBER

NEW MEMBER NAME	NEW MEMBER ID NUMBER
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

NEW MEMBER NAME	NEW MEMBER ID NUMBER
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	



2025 Go-Getters Awards Certification

CERTIFICATION FORM MUST BE RECEIVED AT DEPARTMENT HEADQUARTERS

NO LATER THAN January 31, 2025.

2025 Go-Getters Awards Certification

On reverse side of this page is the form for reporting the Go-Getters in your Post. Each Legionnaire who secures 5 or more **NEW AND/OR RENEWED MEMBERS** received, date stamped and processed for **2025 membership year by December 31, 2024** qualifies as a Go-Getter. His/her name, **COMPLETE** with number of members secured should be listed on the form. The form will be provided to the Post Officer for certification and mailed to Department Headquarters by January 31, 2025.

Standard awards for NEW AND/OR RENEWED members enrolled by December 31st are:

LEVEL 1:	5 - 9	NEW AND/OR RENEWED Members	Bronze Star
LEVEL 2:	10-19	NEW AND/OR RENEWED Members	Silver Star
LEVEL 3:	20-24	NEW AND/OR RENEWED Members	Gold Star
LEVEL 4:	25-49	NEW AND/OR RENEWED Members	Flag Star Pin
National Silver Brigade Recipient (25+ new members only)*			
LEVEL 5:	50 +	NEW AND/OR RENEWED Members	NC State Pin
National Gold Brigade Recipient (50+ new members only)*			
LEVEL 6:	100+	NEW AND/OR RENEWED Members	Century Club Shield

*Forms for the Silver and Gold Brigade are available online and included with the Department award forms. Deadline for these awards is May 31, 2025.

GO-GETTERS FORM SHOULD BE RECEIVED, DATE STAMPED AND PROCESSED AT DEPARTMENT HEADQUARTERS BY January 31, 2025

2025 GO-GETTERS CERTIFICATION FORM ---

This form should be filled in accurately and completely, listing name and number of NEW AND/OR RENEWED member(s) secured. This form must be received and date stamped at Dept. HQ's by January 31, 2025.

Division _____ District _____ Post _____

MEMBER NAME	NUMBER OF NEW/RENEWED MEMBERS SECURED
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

I certify that the Legionnaires listed above qualified for the Go-Getters' Club for 2024 by personally securing the number of memberships indicated.

SIGNED: _____

Location & Address (For mailing pins)

CERTIFICATION FORM

GOLD BRIGADE

NEW MEMBER RECRUITER AWARD

Send the completed form to department headquarters on or before the May target date. Posts should retain a copy.

The following member in the Department of _____ qualifies for the Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

Attach the list of names with each nomination form.

First-time qualifiers receive a Gold Brigade cap pin, certificate, a Gold Brigade patch, and choice of a jacket or sweater or polo shirt with the Gold Brigade logo.

Second- to fourth-time qualifiers receive a Gold Brigade certificate, a hash mark for the sleeve, and the choice of either another Gold Brigade jacket or sweater or polo shirt with the Gold Brigade logo.

Seventh time and beyond (except Fifth, Tenth time) qualifiers receive a Gold Brigade certificate, a hash mark for the sleeve, and the choice of either another Gold Brigade jacket or sweater or polo shirt with the Gold Brigade logo and \$150 check.

Check the appropriate box(es):

A First Gold Brigade award B Second to fourth award (specify occurrence) _____

C Seventh time and beyond (specify occurrence) _____

Circle one:	Jacket	Polo shirt	¼ zip unisex sweater
Ladies' jacket or polo (circle size):	S M L XL 2XL 3XL		
Men's jacket or polo (circle size):	S M L XL 2XL 3XL 4XL		
Men's jacket (tall) (circle size):	L XL 2XL 3XL 4XL		
¼ zip unisex sweater (circle size):	S M L XL 2XL 3XL 4XL		

Name _____ Post number _____

Address _____
City State ZIP

Phone (_____) _____ Member ID _____

Number of new members enrolled (minimum 50) _____

 Department adjutant Post adjutant

 Date Address

 Date (cannot be after the May target date)

Department reminder: Forward a copy of this form to the National Membership Division, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

USE ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION FORM
SILVER BRIGADE
NEW MEMBER RECRUITER AWARD

Send the completed form to department headquarters on or before the May target date. Posts should retain a copy for their records.

The following member in the Department of _____ qualifies for the Silver Brigade Award for enrolling 25 to 49 new members into The American Legion by the May target date.

Silver Brigadiers receive a silver pin and a certificate.

Name _____ Post number _____

Address _____

City _____ State _____ ZIP _____

Phone (_____) _____ Member ID _____

Number of new members enrolled (25 to 49) _____

Department adjutant (signature)

Post adjutant (signature)

Date

Address

Date

Department reminder: Fax a copy of this form to (317) 630-1413 or email it to membership@legion.org, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

USE ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION FORM

BRONZE BRIGADE NEW MEMBER RECRUITER AWARD

Send the completed form to department headquarters on or before the May target date. Posts should retain a copy for their records.

The following member in the Department of _____ qualifies for the Bronze Brigade Award for enrolling 15 to 24 new members into The American Legion by the May target date.

Bronze Brigadiers receive a bronze pin and a certificate.

Name _____ Post number _____

Address _____

City _____ State _____ ZIP _____

Phone (_____) _____ Member ID _____

Number of new members enrolled (15 to 24) _____

Department adjutant (signature)

Post adjutant (signature)

Date

Address

Date

Department reminder: Fax a copy of this form to (317) 630-1413 or email it to membership@legion.org, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

USE ADDITIONAL SHEETS IF NECESSARY

CERTIFICATION FORM

GOLD BRIGADE FIFTH CONSECUTIVE YEAR AWARD

Departments must submit this form to National Headquarters by the last day of May.

The following member of the Department of _____ qualifies for the prestigious fifth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

A Legionnaire may only qualify for this award once every five years (except for the 10th year).

NOTE: This Navy blue blazer replaces the gold blazer of previous years.

Circle one:

Men's blazer (cut) Regular Long

Specify even sizes 36-58 _____ Size

Ladies' blazer (cut) Regular Tall

Specify even sizes 0-28 _____ Size

Type or print:

Name _____ Post number _____ Member ID _____

Phone (_____) _____ Years of being a Gold Brigadier 19____ - 20____

Certified:

Department adjutant

Date

Department reminder: Fax a copy of this form to (317) 630-1413 or email it to membership@legion.org, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

CERTIFICATION FORM

GOLD BRIGADE SIXTH CONSECUTIVE YEAR AWARD

The following member of the Department of _____ qualifies for the sixth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date. (This is not awarded every six years, but for the sixth consecutive year only.)

This award is a \$150 check and a Master Recruiter American Legion cap, along with a Gold Brigade plaque, cap pin and hash mark.

Type or print, making sure that all information is complete to help avoid processing delays:

Name _____ Member ID _____

Phone _____ Post number _____ Post city _____

Years qualifying for Gold Brigade _____

Number of new members enrolled (minimum 50) _____

Circle crown type: Regular Fort Knox Women's Crown

Lined or unlined _____ Cap size _____

Mandatory insignia (Y/N) _____ If yes, please list _____

Certified:

Department adjutant

Date

Department reminder: Fax a copy of this form to (317) 630-1413 or email it to membership@legion.org, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

CERTIFICATION FORM

GOLD BRIGADE TENTH CONSECUTIVE YEAR AWARD

Departments must submit this form to National Headquarters by the last day of May.

The following member of the Department of _____ qualifies for the prestigious tenth consecutive year Gold Brigade award for enrolling 50 or more new members into The American Legion by the May target date.

The recipient will receive a navy blue blazer with the tenth-year Gold Brigade logo, tenth-year cap pin, hash mark and Gold Brigade plaque.

A Legionnaire may only qualify for this award on their tenth consecutive year.

Circle one:

Men's blazer (cut) Regular Long

Specify even sizes 36-58 _____ size

Ladies' blazer (cut) Regular Tall

Specify even sizes 0-28 _____ size

Type or print:

Name _____ Post number _____

Member ID _____ Phone (_____) _____

Years of being a Gold Brigadier 19____ - 20_____

Certified:

Department adjutant

Date

Department reminder: Fax a copy of this form to (317) 630-1413 or email it to membership@legion.org, along with a copy of the list of new members signed up to National Headquarters, on or before May 31.

THE AMERICAN LEGION PIONEER AWARD

Post commander _____

Post adjutant _____

The American Legion has authorized issuance of a citation titled "The American Legion Pioneer Award." Your post may make nominations for this award immediately after securing a temporary charter.

This award is a way to recognize an individual who has made the greatest contribution in helping to get your post chartered and ensuring a successful operation.

You can play an important role in giving proper recognition both to the nominee and to your post. If your post would like to nominate someone, provide the information requested below and return this form to your department headquarters for certification and forwarding to National Headquarters.

_____ Post _____ located at _____

Department of _____, was chartered on _____, 20 _____

Nomination for The American Legion Pioneer Award is hereby made for _____

Post _____ believes the above nominee deserves the Pioneer Award because _____

Attest:

Post commander

Post name and number

Address

Post adjutant

City State ZIP

The above information is certified as correct:

Date _____, 20 _____

Department adjutant

Department

DUPLICATE FORM AS NECESSARY