



For God and Country

★ DEPARTMENT OF MISSOURI, INC. ★ PO BOX 179 ★ JEFFERSON CITY, MISSOURI 65102-0179 ★

★ (573) 893-2353 ★ (800) 846-9023 ★ FAX (573) 893-2980 ★

★ E-MAIL: info@missourilegion.org ★ WEBSITE: www.missourilegion.org ★

John Buckwalter

COMMANDER
2602 N New St
Kirksville, MO 63501

George Scarborough

NATIONAL EXECUTIVE COMMITTEEMAN
331 HIGHWAY K
IBERIA, MO 65486

Jerome Goolsby

SENIOR VICE COMMANDER
PO Box 1514
St Joseph, MO 64502

LOWRY A. FINLEY-JACKSON, DEPARTMENT ADJUTANT

May 2, 2025

CALL FOR

ONE HUNDRETH AND SIXTH ANNUAL CONVENTION OF THE AMERICAN LEGION

DEPARTMENT OF MISSOURI, INC.

The One Hundredth and Sixth Annual Convention of The American Legion Department of Missouri, Inc., is hereby called and in conformity with the action of the One Hundredth and Fifth Convention, will be held **July 10, 11, 12, and 13, 2025** at the **Drury Plaza Hotel Cape Girardeau Conference Center, 3351 Percy Drive, Cape Girardeau, MO 63701.**

PURPOSE

The Convention is called for the election of officers for the ensuing year, and for the transaction of such other business as may be brought before it.

REPRESENTATION

1. In the Department Convention, each Post shall be entitled to one vote, and in addition thereto, one vote for each fifty (50) members, or major portion thereof whose current National and Department dues have been received by the Department Adjutant not later than ten days before the convening of the Department Convention. Section 2, Article V, Department By-Laws.
2. No Post shall be allowed a vote in the Department Convention that shall not have certified to the Department Headquarters on or before November 1, preceding such convention, a bona fide list of its Post officers for the year beginning October 1 preceding said November 1, Section 4, Article IX, Department By-Laws.
3. Absent Delegates. In the Department Convention, the vote of any absent delegate not represented by any alternate, shall be cast by a majority of the delegates present from his Post. If no delegate or alternate from any Post is present, the vote of such Post may be cast by a majority of the delegates from its District. Proxies are not recognized in the Department Convention and shall not be used. Section 3, Article V, Department By-Laws.

CREDENTIALS

Credential certificates, certifying the delegates and alternates, signed by both the Post Commander and Adjutant, should be mailed to the Department Headquarters immediately upon election of such delegates and alternates and not received later than **ten (10) days prior to convening of the convention or Monday, June 30, 2025.**

REGISTRATION

The Department Executive Committee did levy a **\$10.00 registration fee to be paid when submitting Delegate/Alternate certifications to Department Headquarters. Non-refundable.**

DEPARTMENT EXECUTIVE COMMITTEE

A meeting of the Department Executive Committee, as now constituted, is hereby called, and will be held in the Cape Rock meeting room **at 8:15 p.m. Thursday July 10, 2025.**

CONVENTION COMMITTEES

In order to facilitate the business of the Convention, each District should select prior to **June 16, 2025**, one member for each of the following Committees: **RESOLUTIONS, CONSTITUTION AND BY-LAWS, and CREDENTIALS.**

In selecting members for these Committees, Districts should select Legionnaires who will be in St. Louis in time for the organization meetings of each of the below designated Committees:

The CREDENTIALS Committee will meet in the **Cape Rock meeting room, at 7:00 p.m. Thursday, July 10, 2025.**

The RESOLUTIONS Committee will meet in the **Cape Rock meeting room, at 9:00 a.m., Friday, July 11, 2025.**

The CONSTITUTION AND BY-LAWS Committee will meet in **Cape Rock meeting room, at 10:00 a.m., Friday, July 11, 2025.**

NAMES, ADDRESSES, DISTRICT AND POST NUMBER of the delegates selected to serve on these Committees should be forwarded to the Department Headquarters **IMMEDIATELY** after their selection and received not later than **Monday June 16, 2025.**

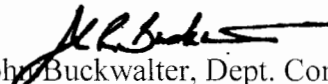
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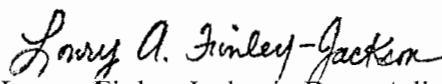
All Resolutions should be prepared in **TRIPLICATE, TYPEWRITTEN, DOUBLE SPACED** and **MAILED** to the **DEPARTMENT HEADQUARTERS, NOT LATER THAN NOON, Tuesday, June 10, 2025.** Resolutions should bear a caption indicating the **SUBJECT MATTER.**

CONSTITUTION AND BY-LAWS AMENDMENTS Section 1, Article XIX of the Department By-Laws read as follows: "These By-Laws may be amended at any Department Convention by a two-thirds affirmative vote of the total authorized representation thereof, provided that such proposed amendments shall have been submitted by the Department Adjutant to the members of the Department Executive Committee by mailing same to them at least 15 days prior to the convening of said convention or by publishing same in the Missouri Legionnaire at least once prior to the convening of said convention, except however in cases of emergency the Department Executive Committee may present, through the Convention Constitutional Amendments Committee, an amendment by a two-thirds vote at the meeting of said Department Executive Committee held immediately preceding the convention. An amendment shall be in force upon adjournment of such Department Convention."

DEPARTMENT HEADQUARTERS

Department Headquarters will be opened by the Department Adjutant in the Lorimier meeting room **at 3 P.M., Thursday, July 10, 2025.** Only business which pertains strictly to convention matters should be addressed to Convention Headquarters. **NOTE:** All scheduled meetings, etc., will be in accordance with the prevailing time of the Convention City.


John Buckwalter, Dept. Commander


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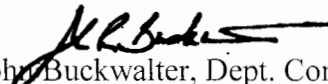
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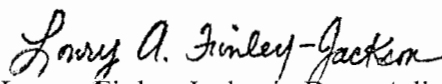
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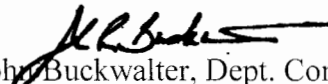
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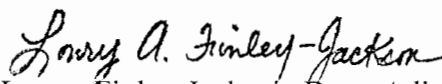
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2025 REPORT OF DISTRICT OFFICERS & DEPARTMENT CONVENTION COMMITTEE APPOINTMENTS

ARTICLE VIII, Section 2. Each District including 11/12th District shall elect one slate of officers, a District Commander, a District Vice Commander, who shall be the Alternative Delegate to the Department Executive Committee, such other Vice Commanders as they may deem necessary, and such other officers as may be deemed advisable at the District Convention, to be held at least thirty days but not more than sixty days prior to the Department Convention. The names of such duly elected Commander, Vice Commanders and other Officers shall be forwarded forthwith to Department Headquarters.

ARTICLE VIII, Section 3. The term of office of the District Commander and District Vice Commander shall be two years, or at the option of the District may be for one year, and shall begin upon the adjournment of the annual Department Convention at which announced. Each shall serve until his successors are elected and qualified. If elected for two years, the odd numbered Districts shall elect members of the Executive Committee in odd numbered calendar years, and the even numbered Districts in even numbered calendar years.

2025 DISTRICT ELECTION RESULTS

District	Meeting Location	Date
District Commander Name	First Vice-Commander Name	
ID Number	ID Number	
District Commander Address	First Vice-Commander Address	

2025 DEPARTMENT CONVENTION COMMITTEE REPRESENTATIVES

CREDENTIALS Cape Rock 7:00 PM Thursday - July 10, 2025	Name	ID Number
	Complete Address	
RESOLUTIONS Cape Rock 9:00 AM Friday - July 11, 2025	Name	ID Number
	Complete Address	
CONSTITUTION & BY-LAWS Cape Rock 10:00 AM Friday, July 11, 2025	Name	ID Number
	Complete Address	
Submitting District Commander Signature		Date

Early submission of this report to Department Headquarters will facilitate the forwarding of important Convention material to the above elected & appointed representatives of your District.

Form due at Department Headquarters not later than June 16, 2025



DEPARTMENT OF MISSOURI AMERICAN LEGION FAMILY CELEBRATION BANQUET



Friday, July 11, 2025
Drury Plaza Hotel Cape Girardeau
Conference Center
3351 Percy Drive
Cape Girardeau, MO 63701



6:30 p.m. Dignitaries Reception
7:00 p.m. Dinner
7:30 p.m. Program

Join us in our American Legion Family Celebration Banquet marking the 2024-2025 Department Commander John Buckwalter, Department President Shanna Jelinek, SAL Detachment Commander Tim Cudd and ALR Director Bob Norris year of service to The Department of Missouri American Legion Family.



Please RSVP by June 30, 2025 and remit your banquet reservation(s) of
\$45.00 per person
(Make Check payable to The American Legion Department of Missouri)
Send to:

The American Legion Department of Missouri
P. O. Box 179
Jefferson City, Mo 65102
If you have any questions, please call: 573-893-2353

Person(s) attending:

Total Included: _____

CERTIFICATE - DELEGATES – ALTERNATES
ONE HUNDREDTH AND SECOND ANNUAL CONVENTION
The American Legion Department of Missouri, Inc.
Cape Girardeau , MO July 10,11,12,&13, 2025

To: The American Legion Dept. of Mo., P.O. Box 179, Jefferson City, MO 65102 Date_____

This is to certify that Post No. _____ of District _____ has selected the following delegates and alternates, as members fully paid up and in good standing, to represent it at the One Hundredth and Sixth Annual Department Convention of The American Legion.

Chairman of Delegation _____

Secretary of Delegation _____

REGISTRATION FEE OF \$10.00 PER PERSON HAS BEEN LEVIED

Name and Membership I.D. Number

Delegates

Alternates:

Paid up membership of Post as of **June 30, 2025**_____ (Entered at Dept. Hdqts.)

(Mail a Copy to Department Adjutant, keep A Copy for your records and bring a copy to Department Convention.)

Post Adjutant

(Must be signed By Both)

Post Commander

NOTICE REGISTRATION

The Department Executive Committee has levied a \$10.00 per person badge registration fee.

Registration will be at the Drury Plaza Hotel Cape Girardeau/Conference Center Lorimier Meeting Room

Guests are to be submitted on a separate list and attached to this form.

*******This form is due to Department Headquarters by June 30, 2025*******

2025 DEPARTMENT CONVENTION

HOUSING REQUEST

July 10 -13, 2025

HOUSING/HOSPITALITY/CAUCUS ROOM &VENDOR TABLE REQUEST

**Drury Plaza Hotel Cape Girardeau Conference Center
3351 Percy Drive, Cape Girardeau, MO 63701
1-800-325-0720 Group #10010057**

**Make reservations directly with the hotel, using a credit card for confirmation be sure to mention you are
with The American Legion.**

****CUTOFF DATE FOR ALL HOUSING RESERVATIONS IS JUNE 13, 2025**
(Group room rates is not guaranteed after the cutoff date)**

**Cost per night is \$96.00 (plus Sales and Lodging tax)
A \$50.00 incidental fee will be charged during registration**

Check in time 3:00 p.m. No exceptions

.....
HOSPITALITY ROOM

DISTRICT CAUCUS ROOMS

Will be assigned by Department Adjutant at Convention
.....

Table Request for Vendors, Post and Auxiliary

**All table requests will be reserved through Department Headquarters.
Please call Theresa Boss to make your request 573-761-4143
Deadline for table request: *June 17, 2025***

The Department Convention Itinerary will not be available before May 1, 2025

OVERVIEW

Departments ONLY must email completed and signed applications to: ia@legion.org
(Late applications WILL NOT be accepted.)

Note: National will accept no more than **two** applicants per department.

SUBMISSION DEADLINE: JULY 31ST

Departments ONLY must email completed and signed applications to: ia@legion.org
(Late applications WILL NOT be accepted.)

COURSE DESCRIPTION

The National American Legion College (NALC) is the highest level of education offered by The American Legion. This intensive program is designed to equip Legionnaires with the leadership skills and knowledge necessary to serve effectively at district and higher levels. Successful graduates will gain expertise in program development, command leadership, and organizational growth within The American Legion.

COURSE STRUCTURE

- The course spans one full week and requires full attendance.
- Tuition and associated costs are covered through a combination of national and department funds.
- Prerequisite: Applicants must complete the online Basic Training Course prior to applying.
- Ideal candidates should have post-level leadership experience, with additional district or department-level experience preferred.

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

OVERVIEW

Departments ONLY must email completed and signed applications to: ia@legion.org
(Late applications WILL NOT be accepted.)

Note: National will accept no more than **two** applicants per department.

COURSE OBJECTIVES & TOPICS

NALC provides instruction through classroom lectures, interactive small groups, and team-building exercises. Topics include:

- ✓ Servant leadership as the foundation for mentoring and guiding volunteers
- ✓ Effective written and verbal communication for leadership and organizational success
- ✓ Critical thinking & problem-solving through a servant leadership approach
- ✓ Team collaboration focused on goal setting, achievement, and empowering others
- ✓ Understanding personality types to lead and serve effectively in personnel management
- ✓ Building strong networks to foster mentorship and collaboration beyond the department level
- ✓ Developing and supporting training programs at the post, district, or department level
- ✓ Parliamentary procedures for effective meeting management and servant-led decision-making

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Note: National will accept no more than **two** applicants per department.

COURSE MATERIALS

All necessary materials will be provided before and during the course. While a personal laptop or tablet is encouraged, it is not required.

GRADING PLAN & RULES OF CONDUCT

- The course is pass/fail. No formal ranking system is maintained.
- Completion of the program is required for graduation and certification.
- Students must arrive on time daily and conduct themselves professionally.
- Serious behavioral issues are the only grounds for expulsion.

SUGGESTIONS FOR SUCCESS

- Expect an intellectually and personally challenging experience.
- Be prepared to defend your ideas with skill and passion, while respecting differing perspectives.
- Leadership in a collaborative team environment is key to maximizing learning.

POINT OF CONTACT

Contact NALC Dean Mike Rohan and cc NALC Coordinator Erin Bossen:

- NALC Dean: Mike Rohan |  mdnrohan@gmail.com
- NALC Coordinator: Erin Bossen |  ebossen@legion.org

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

APPLICATION INSTRUCTIONS

⚠ Follow these instructions carefully! Incomplete applications may be disqualified.

SECTION 1: CONTACT INFORMATION

📌 Provide full name, mailing address, email, phone number, and emergency contact details.

First Name: _____

Membership ID: _____

Last Name: _____

Phone Number: _____

Preferred Name: _____

Email: _____

Mailing Address:

Emergency Contact Information:

First Name: _____

Last Name: _____

Phone: _____

Address: _____

Alternate Emergency Contact Information

First Name: _____

Last Name: _____

Phone: _____

Address: _____

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____

DEPT: _____

APPLICATION INSTRUCTIONS

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SECTION 2: MILITARY & AMERICAN LEGION SERVICE (25% OF TOTAL SCORE)

📌 To be completed by applicant

1. Military Service: List service era(s), branch(es), and years served.
2. Legion Membership: Provide post number, department, membership ID, and years of continuous membership (min. 3 years).
3. Basic Training Completion Date (Attach certificate; ALEI certificates before Sept. 2017 will not be accepted).
4. Highest Elected Position Held (Include level: post, district, department, etc.).
5. Highest Appointed Position Held (Include level: post, district, department, etc.).
6. Most Significant Leadership Accomplishment (250 words max).

SECTION 2: MILITARY & AMERICAN LEGION SERVICE
(25% OF TOTAL SCORE) To be completed by applicant

Specify your active military service era(s) and Years Served:

Vietnam (February 28, 1961 – May 7, 1975)

Lebanon/Grenada (August 24, 1982 – July 31, 1984)

Panama (December 20, 1989 – January 31, 1990)

Gulf War/War on Terrorism (August 2, 1990, to present)

Other Era or Legion Act – List years of service

Branch(es) of Service & years served for each (i.e., USA 1990-1994, USN 1994-2000):

Branch: _____ Years Served: _____

Branch: _____ Years Served: _____

Branch: _____ Years Served: _____

American Legion Post #: _____ Department: _____

Year joined Legion: (min. 3 yr. continuous membership) _____

Date Completed American Legion Basic Training:

☐ I've included a copy of my certificate with the application.**Note: Basic Training certificate prior to September 2017 will not be accepted.**List the highest elected position you have held or currently hold and at what level.
(i.e.: post, commander)List the highest appointed position you have held or currently hold and at what level.
(i.e.: department, adjutant)**USE BLACK FONT AND BLACK INK ONLY**

LAST NAME: _____ DEPT: _____

SECTION 2: MILITARY & AMERICAN LEGION SERVICE
(25% OF TOTAL SCORE) CONTINUED

 To be completed by applicant

Tell us about your most significant accomplishment under your leadership as a leader in The American Legion. (250 words max)

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 2: MILITARY & AMERICAN LEGION SERVICE

CONTINUED

 To be completed by applicant

Tell us about your most significant accomplishment under your leadership as a leader in The American Legion. (250 words max)

[illegible]

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

APPLICATION INSTRUCTIONS

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SECTION 3: EDUCATION & CAREER INFORMATION (30% OF TOTAL SCORE)

📌 To be completed by applicant

1. Education Level (High School, Trade Certificate, Associate, Bachelor's, Master's, etc.).
2. Employment Level (Employee, Supervisor, Management, Senior Management, Owner).
3. Describe a notable leadership experience (250 words max).

SECTION 3: EDUCATION & CAREER INFORMATION (30% OF TOTAL SCORE)

✦ To be completed by applicant

Educational Background (Check the highest level accomplished)

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma/GED | <input type="checkbox"/> Technical/Trade Certificate |
| <input type="checkbox"/> Some College ____ hr | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Graduate Degree |
| <input type="checkbox"/> Masters Degree | <input type="checkbox"/> Doctorate Degree |

Field of study:

Professional Background – See page 1, Section III of Application Instructions

- ☐ Employee ☐ Supervisor ☐ Management ☐ Senior Management ☐ Owner

Describe a significant leadership experience you have had. You may choose either a positive or challenging situation. Clearly explain what happened, the role you played, and the outcome. Describe how this experience impacted you and others. If the situation was challenging, explain how you would have improved or handled it differently. (250 words max – 30% of total score).

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SECTION 3: EDUCATION & CAREER INFORMATION

CONTINUED

✦ To be completed by applicant

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SECTION 4: ESSAY (45% OF TOTAL SCORE)

- 📌 To be completed by applicant
- ✍️ Typed directly into the application.

Write a 500 to 1,000-word essay explaining why you should be selected for NALC.

1. How will your department best use your talents and knowledge?
2. How will you apply servant leadership to grow your post and community?
3. What do you hope to gain from NALC?
4. How will you apply this knowledge post-graduation?
5. What will your department gain from your attendance?
6. What is your personal career path, and how does it align with The American Legion's goals?

📝 Grammar, punctuation, and spelling are critical!

SECTION 4: ESSAY
(45% OF TOTAL SCORE)

✦ To be completed by applicant

Write a 500 to 1,000-word essay explaining why you should be selected for NALC.

Address:

- How will your department best use your talents and knowledge?
- How will you apply servant leadership to grow your post and community?
- What do you hope to gain from NALC?
- How will you apply this knowledge post-graduation?
- What will your department gain from your attendance?
- What is your personal career path, and how does it align with The American Legion's goals?

✍ Grammar, punctuation, and spelling are critical!

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 4: ESSAY
(45% OF TOTAL SCORE)

✦ To be completed by applicant

Write a 500 to 1,000-word essay explaining why you should be selected for NALC.

Address:

- How will your department best use your talents and knowledge?
- How will you apply servant leadership to grow your post and community?
- What do you hope to gain from NALC?
- How will you apply this knowledge post-graduation?
- What will your department gain from your attendance?
- What is your personal career path, and how does it align with The American Legion's goals?

✍ Grammar, punctuation, and spelling are critical!

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

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- What will your department gain from your attendance?
- What is your personal career path, and how does it align with The American Legion's goals?

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USE BLACK FONT AND BLACK INK ONLY

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- What will your department gain from your attendance?
- What is your personal career path, and how does it align with The American Legion's goals?

✍ Grammar, punctuation, and spelling are critical!

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

APPLICATION INSTRUCTIONS

⚠ Follow these instructions carefully! Incomplete applications may be disqualified.

SECTION 5: ACCOMMODATIONS & TRAVEL

- ✚ To be completed by applicant
- ✚ Lodging and airfare will be arranged and covered by National HQ.

List any special accommodations needed.

SECTION 5: ACCOMMODATIONS & TRAVEL

✦ To be completed by applicant

Student lodging (room rate & tax) is provided at no charge to students during the authorized call-in dates. Each student is responsible for additional charges such as additional accessibility needs, phone calls, internet service, or room service. Any outstanding charges must be cleared upon checking out of the hotel. Charges not paid or billed to the national organization will be billed back to your department.

✦ Lodging and airfare will be arranged and covered by National HQ.

List any special accommodations needed.

Examples may include:

- Wheelchair-accessible lodging or seating
- Hearing or visual assistance (e.g., captioning, large-print materials)
- Dietary restrictions (e.g., food allergies, vegetarian/halal/kosher meals)
- Mobility support (e.g., elevator access, proximity to meeting rooms)
- Additional breaks or flexible scheduling for medical reasons
- Assistance with written materials or note-taking support

If no accommodations are needed, enter "N/A."

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 5: ACCOMMODATIONS & TRAVEL

✦ To be completed by applicant

Student lodging (room rate & tax) is provided at no charge to students during the authorized call-in dates. Each student is responsible for additional charges such as additional accessibility needs, phone calls, internet service, or room service. Any outstanding charges must be cleared upon checking out of the hotel. Charges not paid or billed to the national organization will be billed back to your department.

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- Mobility support (e.g., elevator access, proximity to meeting rooms)
- Additional breaks or flexible scheduling for medical reasons
- Assistance with written materials or note-taking support

If no accommodations are needed, enter "N/A."

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

APPLICATION INSTRUCTIONS

⚠️ Follow these instructions carefully! Incomplete applications may be disqualified.

SECTION 6: DEPARTMENT RECOMMENDATION

📌 To be completed by the Department Adjutant, Commander, or designee.

1. Validate why this applicant is a strong investment for the department and national leadership.
2. Identify the servant leadership attributes demonstrated by the candidate and how they align with The American Legion's mission.
3. Assess the candidate's potential five-year trajectory in The American Legion.
4. Confirm that the candidate was interviewed and understands the purpose & expectations of NALC.

SECTION 6: DEPARTMENT RECOMMENDATION

 To be completed by the Department Adjutant, Commander, or designee.

Validate why this applicant is a strong investment for the department and national leadership.

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 6: DEPARTMENT RECOMMENDATION


 To be completed by the Department Adjutant, Commander, or designee.

Identify the servant leadership attributes demonstrated by the candidate and how they align with The American Legion's mission.

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 6: DEPARTMENT RECOMMENDATION

 To be completed by the Department Adjutant, Commander, or designee.

Assess the candidate's potential five-year trajectory in The American Legion.

USE BLACK FONT AND BLACK INK ONLY

LAST NAME: _____ DEPT: _____

SECTION 6: DEPARTMENT RECOMMENDATION

 To be completed by the Department Adjutant, Commander, or designee.

Confirm that the candidate was interviewed and understands the purpose & expectations of NALC.

Check if the applicant meets all qualifications:

- ☐ Current member in good standing for at least 3 years
- ☐ Demonstrates leadership potential
- ☐ Capable of developing/facilitating training
- ☐ Completed American Legion Basic Training and certificate with application

APPLICATION INSTRUCTIONS

⚠️ Follow these instructions carefully! Incomplete applications may be disqualified.

SECTION 7: FINAL STEPS

📌 To be completed by the applicant, Department Adjutant, Commander, or designee.

DEPARTMENT RECOMMENDATION

✅ Check one:

☐ RECOMMENDED (Applicant is eligible and will be funded if selected.)

☐ NOT RECOMMENDED (Applicant is not ready at this time.)

DEPARTMENT COST

\$ Each student's department will be billed \$800 upon the start of the course.

REQUIRED SIGNATURES (BLACK FONT OR INK ONLY)

✍️ APPLICANT

✍️ DEPARTMENT COMMANDER

✍️ DEPARTMENT ADJUTANT

FINAL NOTES

✍️ Ensure your application is complete and reviewed before submission!

📅 Deadline: July 31, 2025

✉️ Email completed applications to: ia@legion.org

🔍 More Information: www.legion.org/college

LAST NAME: _____ DEPT: _____

Send to: The American Legion, PO Box 179, Jefferson City, MO 65102 - 0179

Name of Post		Post number
District	Located in the City of	County

IMPORTANT -- Your Post **Will Not** receive the new membership cards until you return this completed form to Department Headquarters. IT IS THE RESPONSIBILITY OF THE ADJUTANT OR PREVIOUS ADJUTANT TO COMPLETE AND MAIL THIS FORM. Forward immediately following the election.

IMPORTANT -- Department mail list of POST OFFICIALS and DIRECTORY are prepared from information on this certification.

Print or Type Name, Complete Mailing Address, Phone Number and Email if applicable	Date of Military Enlistment	Date of Military Discharge	Military Rank and Branch	American Legion Membership #
Commander Address Phone: () Email:				
Adjutant Address Phone: () Email:				
Finance Officer Address Phone: () Email:				
Membership Chrmn. Address Phone: () Email:				

List additional officers on back side

Membership supplies & mailings will go to Post Adjutant unless specify otherwise below.

Send Post Mail To:

Indicate Officer of Post Commander/Adjutant/Finance Officer etc.

Street Or P.O. Box

City

State

Zip

Early submission of Officers List (9/01/2025) will ensure your Post listing in the 2025-2026 Department Directory.

Additional Officers:

Print or Type Name, Complete Mailing Address, Phone Number and Email if applicable	Date of Enlistment	Date of Discharge	Rank and Branch	American Legion Membership #
Vice Commander Address				
Vice Commander Address				
Service Officer Address				
Historian Address				
Chaplain Address				
Judge Advocate Address				
Sergeant-at-Arms Address				

Post Meeting Dates _____ Time _____ Post Phone (____) _____
 Not to be Post Officers Home Phone # _____

Physical Address of Post _____
 _____ Street _____ City _____ Zip _____

Post Meeting Place If Not At Post _____

Annual Dues \$ _____ Are Officials Bonded? _____ Is Post Incorporated _____

DEPARTMENT BY-LAWS:

ARTICLE IX, SEC. 2 Each Post in the Department shall have a Commander, one or more Vice Commanders, an Adjutant, a Finance Officer, a Chaplain, a Historian, a Sergeant-at-Arms, and such other officers as may be provided by the Constitution and By-laws of the Post.

ARTICLE IX, SEC. 3 The election of Post Officers for the ensuing year shall be held at least thirty days (6/10/25) but not more than sixty days (5/10/25), prior to the the Department Convention (7/10/25) Officers elected shall be installed after the Department Convention, but not later than 10/10/25, after the adjournment of the Annual Department Convention.

POST OFFICER BONDING:

ARTICLE XV, SEC 4 Department By-Laws provides that all Post officials handling American Legion monies shall be properly bonded with a good and solvent bonding and surety company, or by other duly qualified bond, as surety. Bonds should be approved annually by the Post. Many local insurance brokers/agents provide such coverage.

Pursuant to the Department Constitution and By-Laws, I hereby certify that the following Officers have been duly elected to serve the Post as indicated below and that I have examined the service record of each and find them eligible to belong to The American Legion.

Certified by _____

Post Adjutant/Officer

Date

“TOOT OUR HORNS AWARD PROGRAM”

A project of the Media and Communications Commission, Department of Missouri

This program is to encourage each post in Missouri to promote the American Legion in local and state media; to increase participation in district and department functions; to improve public relations with non-members; to encourage posts to set and attain goals they can be proud of in support of American Legion and veteran programs; to encourage non-member veterans to join the American Legion, and to encourage posts to develop a line of communication between them and their members.

A ‘TOOT OUR HORN plaque’ will be presented to each post qualifying with “BARS” to be added for each completed membership year that the post participates in this program. This application **MUST BE RECEIVED NOT LATER THAN JUNE 30th** of the membership year that this award is being applied for. Posts qualifying for the TOOT OUR HORN award will be announced at the Department Convention and the awards will be presented at the Fall Conference. Listings of all Post(s) receiving their award for the current year will also be published in the “*Missouri Legionnaire*.”

REQUIREMENTS

Complete a minimum of 5 out of the following 10 categories:

- ☐ At least 6 advertisements, notice of meetings, or listing in local media (newspaper, television, radio, etc.) announcing post meetings.
- ☐ Publish a Post newsletter. This may be paper or emailed. (attach copy of newsletter)
- ☐ At least 2 post members attend the State Convention (provide a list of those who attended, signed by Post Commander or Adjutant)
- ☐ At least 2 post member attend the State Spring DEC meeting or Fall Conference (provide a list of those who attended, signed by the Post Commander or Adjutant)
- ☐ Post participation in a community event (parade, fair, troop rally, etc) (Attach a photo, newspaper clipping, etc.)
- ☐ Philanthropic activity (e.g. benefits, fund-raisers for a charitable cause, food pantry collections, bell ringing for Salvation Army, etc.)
- ☐ Conduct a new member recruiting campaign or Post revitalization campaign
- ☐ Conduct a complete Buddy Check
- ☐ Attain 100% or membership goal for current year by the May National target date.
- ☐ Maintain a post web presence (webpage, Facebook, centennial page)

Complete a minimum of 3 of the following categories

- ☐ Conduct monthly meetings
- ☐ One or more members of the Post is a District Officer (provide name(s) and office(s) held
- ☐ One or more members of the Post is a Department Officer (provide name(s) and office(s) held
- ☐ Host a District meeting
- ☐ Submit the Consolidated Post Report for current year (attach copy)
- ☐ Submit Certified Post Officer list to Department within 30 days of Department Convention

Reporting is to be done on this form as soon as requirements are met but no later than June 30th of the current membership year.

Copies of substantiating materials must accompany this application.

Post Name and Post Number: _____

Membership year submitted for: _____, Date submitted: _____

SIGNATURE OF POST COMMANDER OR ADJUTANT: _____

SEND THIS APPLICATION AND SUBSTANTIATING MATERIAL(S) TO: The American Legion, Department of Missouri, ATTN: Media & Communications Commission, P.O. Box 179, Jefferson City, MO 65102-0179

2025 ANNUAL NEWSLETTER COMPETITION

The power and importance of a Post Newsletter is indescribable. Properly used, it is a very valuable tool for communicating to the members of the Post the news, events, and programs that make The American Legion such a dynamic organization of veterans. Every Post should be communicating their news to their members. This news gives the members a sense of pride and accomplishment and makes them want to be a part of their Post and participate in programs if they are able to.

To recognize the importance of Post newsletters, The Department of Missouri conducts an annual Post Newsletter competition to recognize the most outstanding newsletters. There are five awards, one for each of five membership categories. The five awards based on membership are: Category 1, 15 to 50 members; Category 2, 51 to 100 members; Category 3, 101 to 200 members; Category 4, 201 to 500 members; and Category 5, 501 or more members. Only first place is awarded in each category.

Winners of the Newsletter competition are announced at the Department Convention, and the awards are presented to each winner at the Fall Conference.

A post should present one year of their Post Newsletter in a folder, binder or book. A Post may also submit one year of their post newsletter in digital format, a thumb drive (preferred, CD or DVD). The digital submissions will be judged by viewing the files on a computer screen.

Judging is based on:

- a. Neatness and legibility as well as the information contained in the newsletters.
- b. Informative contents: Organized by activities/programs/news-information (from Post to Department and vice-versa).
- c. Content: Organized articles by officers and/or committees.
- d. Membership growth & retention: Newsletter contains information on recruiting, retaining, and renewing membership.
- e. Calendar of Events: A timely list of events scheduled to take place in the post and other events of importance that members should be aware of. (Items should contain dates, time and location of each event and should reflect timely notice to all members so members can participate in the events.)
- f. Judges Discretion: Judges overall opinion.

Any advertising contained in the newsletters should have a disclaimer to the effect that the below or above-named business donates to and supports our Legion programs.

The Media & Communication Commission's goal is that every Post that publishes a newsletter will submit their newsletter for competition at the Department Convention. Newsletters submitted for competition should be hand delivered to the Department Convention Office before 9:00 am Friday, July 11, 2025 or must be mailed to The American Legion, Department of Missouri, ATTN: Media and Communications Commission, P.O. Box 179, Jefferson City, MO 65102-0179 so they arrive NLT July 7, 2025.

For information concerning this program, contact Commission Chairman Theadore McCart (314)550-9791.



THE AMERICAN LEGION
DEPARTMENT OF MISSOURI
JUNIOR ROTC CADET
OF THE YEAR



2025

Name and Contact Information

Name: _____

High School: _____ Phone #: _____

JROTC Unit: _____ JROTC Unit Email: _____

JROTC Unit Address: Street _____

City _____ MO, Zip Code _____

JROTC Phone #: _____ Military Service Associated with: _____

Cadet Rank: _____ Grade Point Average: _____

JROTC Medals & Ribbons

(List your medals and ribbons in order of highest precedence
and indicate multiple earned medals and ribbons – Spell out award name)

- | | |
|----------|----------|
| 1 _____ | 2 _____ |
| 3 _____ | 4 _____ |
| 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |
| 9 _____ | 10 _____ |
| 11 _____ | 12 _____ |

Other JROTC Awards

(List any award received and year received. Do not list additional Medals & Ribbons from the above section)

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10. _____

Participation in Your JROTC Unit Leadership Positions and Roles

(List your top 4 JROTC participation with most recent listed first)

1. School Year _____ Rank at Time _____

Briefly describe your most important accomplishment or award while in this position.

2. School Year _____ Rank at Time _____

Briefly describe your most important accomplishment or award while in this position.

3. School Year _____ Rank at Time _____

Briefly describe your most important accomplishment or award while in this position.

4. School Year _____ Rank at Time _____

Briefly describe your most important accomplishment or award while in this position.

Cadet Last Name:

Participation in Activities with The American Legion

List any participation with The American Legion as either a member of one of the Legion organizations or member of the JROTC. List up to six activities.

1. Activity (enter activity and year) _____

Briefly describe your participation in the activity

2. Activity (enter activity and year) _____

Briefly describe your participation in the activity

3. Activity (enter activity and year) _____

Briefly describe your participation in the activity

4. Activity (enter activity and year) _____

Briefly describe your participation in the activity

5. Activity (enter activity and year) _____

Briefly describe your participation in the activity

Cadet Last Name:

6. Activity (enter activity and year) _____

Briefly describe your participation in the activity

**Participation in Activities or Organizations other than the
JROTC or The American Legion**

List up to four activities

1. Activity (enter activity and year) _____

Briefly describe your participation in the activity

2. Activity (enter activity and year) _____

Briefly describe your participation in the activity

3. Activity (enter activity and year) _____

Briefly describe your participation in the activity

4. Activity (enter activity and year) _____

Briefly describe your participation in the activity

Cadet Last Name:

Membership in the American Legion Family

Are you currently a member of the Sons of the American Legion or American Legion Auxiliary?

If YES what Squadron or Unit: _____ # of Years as a member: _____

Post name and number affiliated with: _____

Cadet Last Name:

[illegible]

JROTC SENIOR INSTRUCTOR ENDORSMENT

(Provide your endorsement of the cadet below)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Instructor



Department of Missouri American Legion JROTC Cadet of the Year 2025

The application for the Department of Missouri American Legion JROTC Cadet of the Years consists of:

Completed application form

Photograph of cadet in service dress uniform at least 5" x 7" in size

Instructions for Completion of the Application Form

Cadet of The Year must be a cadet currently in or just completed their junior year of high school when the application is sent.

The cadet will fill out the first six pages of the application. The senior instructor should review the application for accuracy and provide their written endorsement on page seven of the application. Any JROTC program will submit only one application.

Additional Information Sheet: If there is not enough space on the application then list additional relevant information on a separate page. Do not list more entries than requested on the application.

Additional page(s) will have the below information centered at the top of this page:

Additional Information for Section:
(enter title of the section from the application)
Cadet Rank & Name
Page ____ of ____

Name and Contact Information: Provide accurate name and contact information as requested in this section.

JROTC Medals & Ribbons: List your top 12 medals and ribbons earned through JROTC. The medals/ribbons need to be listed in order of precedence as viewed when looking at your uniform. The medal/ribbon with the highest precedence will go in block one. Indicate if you have been awarded the medal/ribbon more than once. On the medal/ribbon line you can enter OLC with the number of times received. Example: Top Performer Award & 2 OLC.

Other JROTC Awards: List up to 9 other JROTC awards you have received and the school year it was earned (i.e. 2022-2023). Enter most recent awards first. **Do not** list additional Medals and Ribbons that would go in JROTC Medals & Ribbons entry above.

Cadet Last Name: Enter last name of cadet at the bottom left of pages other than the first page.

Unit Leadership Positions and Roles: Document your participation in your JROTC unit. Enter most recent school year participation first and go back in chronological order.

School Year: Enter in the appropriate school year it was earned (i.e. 2022-2023).

Rank at time: Identify the rank you held while in this position.

Accomplishment: Summarize your MOST significant accomplishments while in this position. If you received an award for this accomplishment, explain what you did to earn it (be very specific) on your additional information sheet.

What we are looking for: 1) Leadership role, 2) Significance of the accomplishment

Participation in Activities with The American Legion: If you have participated in activities associated with the American Legion then provide the details in this space. If known enter the post number associated with. Examples may include Veterans and Memorial Day events, parades, events at an American Legion post or Flag Day ceremonies. Legion activities can be associated with The American Legion, American Legion Auxiliary, Sons of the American Legion or American Legion Riders.

What we are looking for: 1) Leadership role, 2) Significance of the accomplishment

Participation in Activities or Organizations other than the JROTC or The American Legion: List any activity you are active in that would not fit into the above sections.

Activity: List the activity or organization you were associated with. List most recent and go back in chronological order. Examples may include student body government elected positions, captain of sports team, positions in a church group or FFA. List activities with other veteran organizations here also (VFW, DAV, or SAR are examples).

Office Held: If you held a leadership position for that activity then list it.

Accomplishment: Summarize your MOST significant accomplishment while in this position.

What we are looking for: 1) Leadership role, 2) Active involvement,

Membership in the American Legion Family: If you are a member of one of these Legion organizations list this information here to include post, unit, squadron or chapter associated with.

What are your Goals after High School: In the space provided, describe what your plans are upon graduating from high school? Do not enter information for this section on an additional information page.

Signatures: The application must be signed by both the cadet and parent or legal guardian to be accepted for award consideration.

Senior Instructor Endorsement: In the space provided the senior instructor will provide written endorsement. Be specific on Americanism and Leadership qualities demonstrated by the cadet in the JROTC unit, school and community. Signature of senior instructor is required.

Award Package Submission

Award package will consist of completed application by cadet, endorsement by senior instructor, and full-length photograph (portrait orientation) of cadet in service uniform with current rank and ribbons. Photo should be at least 5" x 7" on photo paper.

Mail application and photograph in large envelope so application and photograph are not folded.

Mail to:

The American Legion Dept of Missouri
Attn: ROTC Committee Chairman
P.O. Box 179
Jefferson City, MO 65102

Completed awards packages must be received by **June 23, 2025** for consideration.

2025 NATIONAL CONVENTION

Tampa Riverwalk
200 North Ashley Drive
Tampa, FL 33602

Housing Form Only

(Do not contact Hotel for reservation information)

ALL RESERVATIONS MUST BE RECEIVED AT LEGION HEADQUARTERS JULY 15, 2025

Name

Address

City

State

Zip Code

Daytime telephone _____ Email _____

Housing with _____
Spouse or other (Names)

Hilton's Honors # _____

Rooms are 1 or 2 persons. Additional occupancy add \$20.00, everyone in the room must be registered with the hotel

Circle your preference of Rooms type, however, there are no guarantees.

I prefer a room with (1 Bed - King) or (2 Beds - Doubles) **\$146.83** Tax included
Rollaway -None
(Identify type handicap – hearing – wheelchair – visually impaired)

ARRIVAL DATE

ARRIVAL TIME

DEPARTURE DATE

Housing (1st night's deposit only please)

**Enclosed is my check payable to
The American Legion Dept. of MO
in the amount of \$146.83 tax included.
(Do not include registration or events, housing only please)**

Send to: The American Legion, P.O. Box 179, Jefferson City, MO 65102

FOR REGISTRATION AND OTHER EVENTS USE OTHER FORM.

2025 National Convention Fact Sheet

Hotel: Hotel Tampa Riverwalk , 200 North Ashley Drive
Tampa, Florida 33602 Check in: 4:00PM Check out : 11:00 AM

Registration Room: Thursday, August 21 3:30 p.m.-5:30p.m.
Friday, August 22 - 9:00 a.m. to Noon and 1:30 p.m. to 3:00 p.m.
Saturday, August. 23 - 9:00 a.m. to 11:00 a.m.
Location: TBA

Missouri Caucus: Sunday, 1:00 pm, August 24 : Location: TBA

Airport shuttle: None

Parking: Valet Only -20.00 per day

Room: Rooms Available: Kings & Double Full / Handicap

Amenities:

Swimming Pool – yes outdoor

Fitness Facility – yes

Coffee pot – yes

Refrigerator – yes -small compact

Microwave – no

Iron and board – yes

Hair dryer – yes

TV – yes

Safe – yes

Laundry Service – yes – washer and dryers -operated by credit card only

Internet services – yes

Restaurants & Lounges - yes

Café/Shops: Many Shops and Cafe's within a mile of hotel - Hotel has a small confectionary store on the first floor

Grocery Store & Package Store:

Hotel is .8 miles (about 4 blocks) from Convention Center shuttles will be provided.

Registration and Housing Forms can be found on Department Website

2025 NATIONAL CONVENTION
REGISTRATION & MISSOURI PARTY

Hotel Tampa Riverwalk

200 North Ashley Drive
Tampa, FL 33602

CUT-OFF DATE JULY 15, 2025

Name _____

Legion ID# _____

Post # _____ Unit # _____ Squadron # _____

Address _____

City _____

State _____

Zip Code _____

Daytime telephone _____ Email _____

REGISTRATION

\$35.00 per person

No one will be allowed in the Exhibit Hall, Emblem Sales, shuttle transportation or in the general session if the registration fee is not paid.

Auxiliary members attending as delegates or alternates must pay their registration fee through the Auxiliary.

Guest's name: _____

(#) Registration fee @ \$35.00 per person \$ _____

(#) National Commander's Banquet @\$70.00 per person \$ _____
(Entertainment Pending)

Total \$ _____

Make check payable to The American Legion Dept. of MO
P.O. Box 179
Jefferson City, MO 65102