THE AMERICAN LEGION, DEPARTMENT of MISSOURI

STANDARD OPERATING PROCEDURE

Children and Youth Commission

January 2015

Purpose: To proved the Chairman of the Children & Youth Commission information about his/her duties and responsibilities.

Scope: This SOP applies to the Children & Youth Commission, and should be used as necessary when performing functions of this commission. The Chairperson is responsible for maintaining and up-dating the SOP when needed.

Authority: Department Commander and the Department Executive Committee (DEC).

References: American Legion National Officers Guide and Manual of Ceremonies, various publications published by The American Legion National Child Welfare Committee and The American Legion National Children and Youth Committee.

Procedures

Commission Chairperson

The Children & Youth Commission Chairperson is appointed by the Department Executive Committee.

1. Write a column for each issue of the Department's Legionnaire newspaper so that it arrives at The Department Headquarters by the suspense date set by the Department Adjutant.
2. Conduct Children and Youth Commission meetings at The Department's Fall and Spring Conferences as well as The Department Annual Convention.
3. Ensure all Commission members have clean background checks through the National Baseball Link, and are cleared to perform Children and Youth Activities.

Commission Members

The eight (8) members are appointed by the Department Executive Committee

1. Utilizing The American Legion National Children & Youth Narrative report form, conduct annual Post Children & Youth activities competition.
2. Order appropriate plaques and certificates from National.
3. Provide recognition through plaques and certificates to winners and runners up in the four membership categories.
    a. Category I – 15-99 members
    b. Category II – 100-299 members
    c. Category III – 300-499 members
    d. Category IV – 500 – plus members
4. Conduct training for Post and District C&Y chairpersons and other interested personnel when requested concerning:
    a. Gathering and maintaining Post and/or District C&Y files.
    b. Creating and maintain C&Y files.
    c. Describing Department C&Y competition
    d. Items of interest that should be submitted to the Department for inclusion in the Department's Legionnaire Newspaper.

Resources

1. Approximately $300.00 annually from the Department budget. The C&Y chairperson shall submit an annual budget request to the chairperson of the Finance Commission stating the amount needed to support the Departments Children and Youth program during the upcoming membership year.
2. A requested budged should include expenditures for material(s) required from The American Legion National Headquarters as needed.
3. Reproduction cost, if any.
4. Funding to support program to initiate background checks on all commission members.

Prepared by: Paul Bennett, Department C&Y Commission Chairperson

Reviewed/Approved by: _____

Adopted: _____