

CITATION OF MERIT REQUIREMENTS
Resolution Adopted Department Convention, 2014.

<u>PROGRAM</u>	<u>REPORTS REQ'D</u>	<u>MAIL TO</u>	<u>DEADLINE</u>
Americanism	1	District Chairman	May 1
Bonding Fee *	0	Department Headquarters	May 1
Chaplain	1	Department Chaplain	May 1
Children & Youth***	1	District Chairman	Deadline Date
Community Service	1	District Chairman	May 1
History	1	Department Chairman	May 1
Legislative	1	Department Chairman	May 1
Membership **	0	Dept. Headquarters	GOAL by last day of business in May
National Security	1	Department Chairman	May 1
Poppy ***	1	Department Chairman	Deadline Date
Plus Small Poppy Purchase ****		Department Headquarters	Dec 31
Veterans Affairs & Rehab	1	District Chairman	May 1
Unit Year-End Impact #s Report	1	District President	May 1

* The Unit Bonding Fee must be paid and received in Department Headquarters on or before May 1 of the year for which it is due.

** Membership Goal is set by Department and listed in the Buckeye Messenger. Transmittal forms accompanied with properly marked unit rosters must be received in Department Headquarters on or before 10:00 AM the last day of business in May of each year; all transmittals must be accompanied by a check in the correct amount. Do not include any other moneys in your check for Membership dues.

*** Deadline date for Report is determined by the Department Chairman and is stated on the annual report form.

**** Purchase of small veteran-made Poppies for distribution in your community must be made through Department Headquarters. Small poppies must be ordered and paid for by December 31 of each year to be considered for a Citation of Merit. Send Poppy Order Form with check in correct amount payable to:

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO, INC.
P O BOX 2760
ZANESVILLE OH 43702-2760**

All required reports must be made on OFFICIAL REPORT FORMS. A report form with nothing reported does not count as a report received.