

DEPARTMENT AMERICANISM/SOS OFFICER'S INSTRUCTIONS

Reviewed and Revised May 2024

Section I – General Information

1. As the Americanism Officer, you will have only one Department project which is the National Americanism Poster, Essay and Flag Coloring Contest. Approval at the post-Convention SEC meeting is not necessary.
2. As the SOS Officer, you will choose a project for your year and have it approved no later than the Fall SEC meeting. Be sure to advise the Local Americanism Officers of this project.
3. At the post-Convention SEC meeting, you will ask for approval of any special Chairman's award you wish to present. If not available at this meeting, you may ask for the approval at the Fall SEC meeting.
4. You will serve as a member of the Honors and Awards Committee to judge the service program reports at the Department Convention.
5. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5th for the mid-year report and May 5th for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
 - a. Each mailed report must have the envelope stapled to the back of the report. If reports are submitted electronically, you will download a copy of the e-mail which shows the date submitted and staple it to the report.
 - b. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date only but NOT for email.
6. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. Corrections are to be made in RED only. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
 - a. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.

- b. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the awards presentations.
 - c. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
- 7. Department Service Officers shall send one copy of their completed National "Department Service" mid-year report postmarked or emailed no later than November 20 and final report postmarked or emailed no later than May 20 to the Department NEC Woman. Form is available on the National and Department websites.
- 8. The Local Auxiliary mid-year and final year end Service Reports, Evaluation Forms and any correction letters are to be retained by the Department Service Officer until the Honor & Awards Committee meeting held at the Department Convention.

Section II –Judging and Awards

- 1. The Youth Volunteer certificates are to be the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates. It is the responsibility of the Local Auxiliary Officer to report Youth volunteers to the Department Officer, who in turn will be responsible to give the information to the Executive Secretary for the Convention book. The list will also be included with the report sent to the NEC Woman.
 - a. The only Youth volunteers to have their individual names listed in the Convention book are Junior AMVETS and those volunteers affiliated with the AMVETS family.
 - b. The Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, number of volunteers participating, number of hours for all volunteers, and a list of projects they participated in.
- 2. Bring all mid-year reports to the Honor & Awards meeting, which is normally scheduled before the Spring SEC meeting. Be sure you have gone through them and made the needed corrections. At this meeting, the Service Officers can meet with the Honors and Awards Chairman and become familiar with the various programs they will be judging at the Department Convention.
- 3. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.

4. For award judging at Convention, bring all your final & mid-year reports to the Honor & Awards Committee meeting. If you are unable to attend this meeting, notify the Committee chairman and the Department President to discuss who will represent your service area for you.
5. Be prepared to only discuss your top five (5) final reports. If your awards indicate two categories of selection (10-40 members & 41 members and over), separate your reports into those categories and be prepared to discuss your top five (5) Final reports in each category. At the end of this meeting, all service reports will be given to the Chairman for disposal.
6. You can receive information regarding local Auxiliary donations from the Department Treasurer at any time.
7. You and the Department President will sign the certificates for your respective winning reports.
8. The decision of the Honor & Awards Committee is final.

Section III – Department Americanism Activities

1. Urge all Auxiliaries to write their congressman in support of the Annual Proclamation of “Pledge of Allegiance Day”, which is April 30th or the last school day in April.
2. March is to be Americanism month with the last Sunday specified for a special program. It shall be called “FAD” Day (Family Americanism Day)
3. When AMVETS Ladies Auxiliary Colors are posted at another organization’s functions, credit may be taken on the Americanism report.
4. If requested by the Department President, you may give the Americanism reading at the start of the Department Convention.
5. AMVETS Ladies Auxiliary has established a Carillon fund to donate funds to the Michigan Carillons. Carillon donations are to be listed on the Americanism report. At the Department Convention, a decision will be made on how the money will be disbursed, if not previously determined.
6. The Americanism Committee meeting at Convention will be at the discretion of the Chairman, with approval of the Department President.

Section IV – Joint Americanism Committee Instructions

1. Your Department project is joint with the AMVETS and the Sons of AMVETS. It is the National essay (6th – 12th grades), poster (2nd – 5th grades) and flag coloring contests (K-1st grade). The committee may approve other joint projects.
2. You will be Co-chairman with the AMVETS 3rd Vice Commander and the Sons of AMVETS Commander. You will work together to set up joint committee meetings, fundraisers and the awards program held at the Department Convention in June.
3. You will select a committee of four (4) Auxiliary members, from different Districts, who must be approved at the post-Convention SEC meeting. You are to forward the approved member names to the appropriate AMVETS Dept Officer immediately following the Department Convention.
4. The Joint Americanism Committee will work on fund raising and any monies turned in at SEC meetings, Fall Conference or Department Convention shall be turned into the appropriate AMVETS Dept Officer at the end of the Committee meeting, Fall Conference or Department Convention after it has been counted and recorded. The appropriate AMVETS Dept Officer will sign for all monies and ensure deposit to the Joint Americanism Project account. If circumstances do not allow for this, then all monies should be sent to the appropriate AMVETS Dept Officer within two (2) weeks after the close of the session.

Section V – Essay, Poster, Flag Coloring Contests

1. Discuss with your Joint Committee Chairmen, who will update the essay, poster and flag coloring rules if there are any changes from National or the Joint Committee. You shall also discuss who will receive all of the contest submissions for judging. Ensure that the contest forms include the name and address of the recipient on the top of the form. Forward an updated copy of the entire package to the Webmaster to put on the Department Auxiliary website and to the AMVETS to put on their website. The package must include the contest rules, entry forms and deadline dates.
2. All judging shall take place by May 1st. The winner's names, addresses, phone numbers and parent's names, along with their grade and their prize position, shall be sent to AMVET Headquarters by May 10th.
3. The prizes for the winners are purchased by the AMVET Executive Director. They are normally money orders, certificates, and 3X5 American Flags. All entries must

be submitted on the official entry form and received by the Department deadline date.

4. The appropriate AMVETS Dept officer will send all 1st place originals to AMVET National Headquarters for judging by June 1st. Co-chairs are responsible for ensuring that copies of all flag coloring, posters and essays are kept in the Department for the Awards presentation at Department Convention, at which time they are returned to the student. Non-winning entries are to be returned after the judging process to the entity which submitted them.
5. The Co-chairs will determine who will send out letters by May 10th to the winners as well as the Locals and/or Districts who have sponsored them. AMVETS Department Headquarters will send the 9th grade essay winner information about attending the Freedoms Foundation program.
6. After Department Convention, forward the names of all the contest winners to the Department Webmaster to put on the Department Auxiliary website.
7. Copies of the essay, poster and Flag coloring contest rules shall be in your file for any requests you might receive from Local Auxiliaries or schools.
8. You will submit a bulletin for the Department website **immediately following National Convention** relating to any changes to the Poster, Essay or Flag Coloring Contests.

Section VI – SOS Activities

1. In your newsletter articles and website bulletins, you will promote the SOS program by suggesting/sharing ideas of ways to Serve Our Service personnel.
2. You shall inform the local Auxiliaries of your approved project for the year in your newsletter articles and website bulletins and encourage their donations and/or participation.