

THE AMERICAN LEGION, DEPARTMENT of MISSOURI  
STANDARD OPERATING PROCEDURE

## **The Distinguished Service Award Committee**

February 27, 2015

**Purpose:** To receive nominations of the Distinguished Service Award, to give consideration to all nominees and to render a recommendation to the Department Executive Committee for their approval at the Spring DEC Meetings.

**Mission:** To honor and award Missouri Legionnaires who have throughout the years rendered dedicated and exception service to their community, State and Nation.

**Authority:** Department of Missouri, The American Legion Resolution 16, July 31, 1966.

**Membership:** Department Commander appoints a committee of six (6) Past Department Commanders. This committee serves as a screening committee of the nominees for the award. This committee shall serve until the next ensuing Department Convention.

### **Duties:**

#### **Duties of the Distinguished Service Award Committee**

1. The Committee will make a report to the Department Executive Committee, in that report will make one or more nominations as the Committee sees fit, or in the event no nominations are made for the ward the report so states. This report will be made at the Spring Conference. The Department Executive Committee then selects from those nominees the recipient of the award.
2. The Distinguished Service Award is the highest honor The American Legion of Missouri can bestow upon a Missourian. The recipient need not be a member of the American legion.
3. Only one(1) award may be made each year to a living person, but more than one posthumous award may be made in any one year.
4. It is not required to be an award each year.

**Procedures:**

**Procedures of the Distinguished Service Award Committee**

1. Call for nominations are printed in the Missouri Legionnaire Newspaper with a deadline for the receipt of Nominations February 1 each year.
2. The Committee considers the nominations and makes the recommendations to the Department Executive Committee during the Spring Conference
3. Once the nomination is approved and authorized by the Department Executive Committee, the Department Adjutant notifies the recipient with the details concerning the award including location, housing, luncheon for VIP guest and the date and time of the presentation.
4. The presentation of the award will take place at the Department Convention.
5. The Committee meets at the Fall Conference to begin the process of selection for the following year Department Convention.

Prepared by: \_\_\_\_\_

Reviewed/Approved by: \_\_\_\_\_

Adopted: \_\_\_\_\_